

Student Information System for Fall Semester 2017

Reach the new SIS STUDENT PORTAL at the top right button on the home page, or go to the [MyCollege.laccd.edu web site](http://MyCollege.laccd.edu)

➤ Need help logging in and enrolling?

- **Returning students** note... when you log in for the **first** time, your “old” password is your 88-Student ID number.
- **Stop by the Admissions & Records Office during our IT support hours*:**

Monday – Thursday	Friday
11:00 am to 11:30 am	9:00 am to 9:30 am
1:00 pm to 1:30 pm	11:00 am to 11:30 am
3:00 pm to 3:30 pm	

**IT support will later move to the Library*
- **Or visit the Information Desk in the Student Services Building:**

Monday – Thursday	Friday
8:00 am to 7:00 pm	8:00 am to 4:00 pm
- **Find online portal issues help at the Admissions & Records page** [Admissions & Records Portal Help](#)
- **When registering online, please “check out”, don’t leave your classes in your cart!**
 - Your spot will not be held in a class until you check out!
 - Have you taken prerequisite classes at another college? Make sure you bring a copy of your transcripts to the Counseling Office to clear all prerequisites prior to registering.
- **Have holds on your account due to overdue fees?**
 - Fee holds are lifted until Spring 2018 registration to allow you to register for fall classes.

➤ You can **ONLY** log in to Canvas (the class management tool your professors will use) by logging in to the SIS.

- ### ➤ Fees: It’s true--You will **NOT** have your fall classes dropped if you haven’t paid your fees before school starts.
- This policy has been postponed until Spring 2018 registration.
- Your fees are still due

➤ How to use the new [Online Searchable Fall 2017 Schedule of Classes](#)

- It’s in your Student Portal and on the college Schedules web page
- Enter “Pierce” as Campus
- Can’t find your class? Many class names are abbreviated. Under “Class Search” use the green box next to "Subject" to "select subject" and choose the letter your subject begins with.
- The Section number you are used to at Pierce is called "Class" here.
- New: Automatic Waiting Lists for full classes.
 - Under "Class Search" UNCLICK "Show open classes only". Find a class that has a yellow triangle at the right side. That indicates the class is full but you can join the waiting list. If people drop out, you will automatically be added in the order of the list.
 - Once you are added, you will be responsible for either paying the fees or dropping the class.

- Did you know? Click on the linked Class number in the search results to see dates and times, credits, requirements, class availability, waiting list capacity, contacts for faculty advisors and department chair, plus other "Subject Notes". So check your portal often.