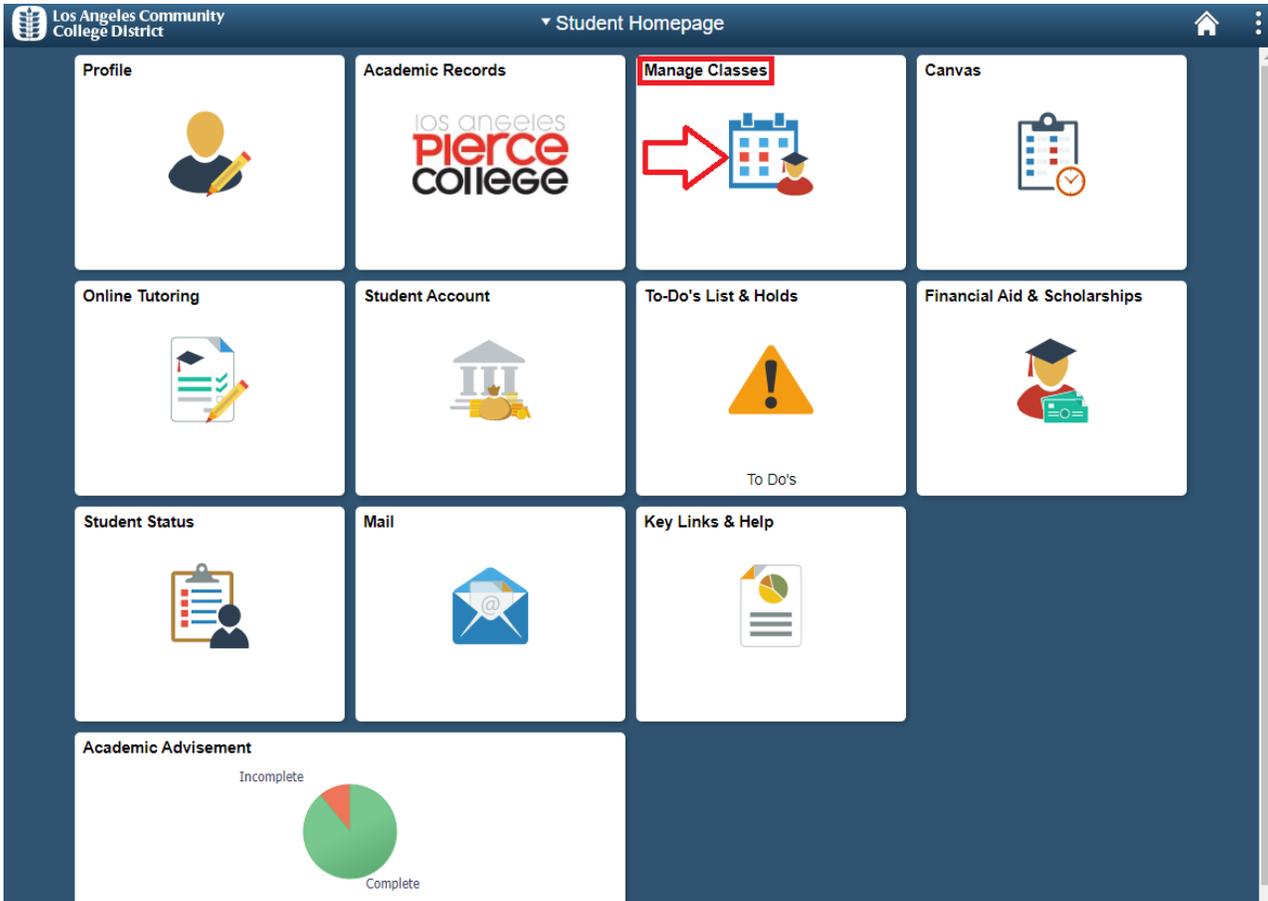
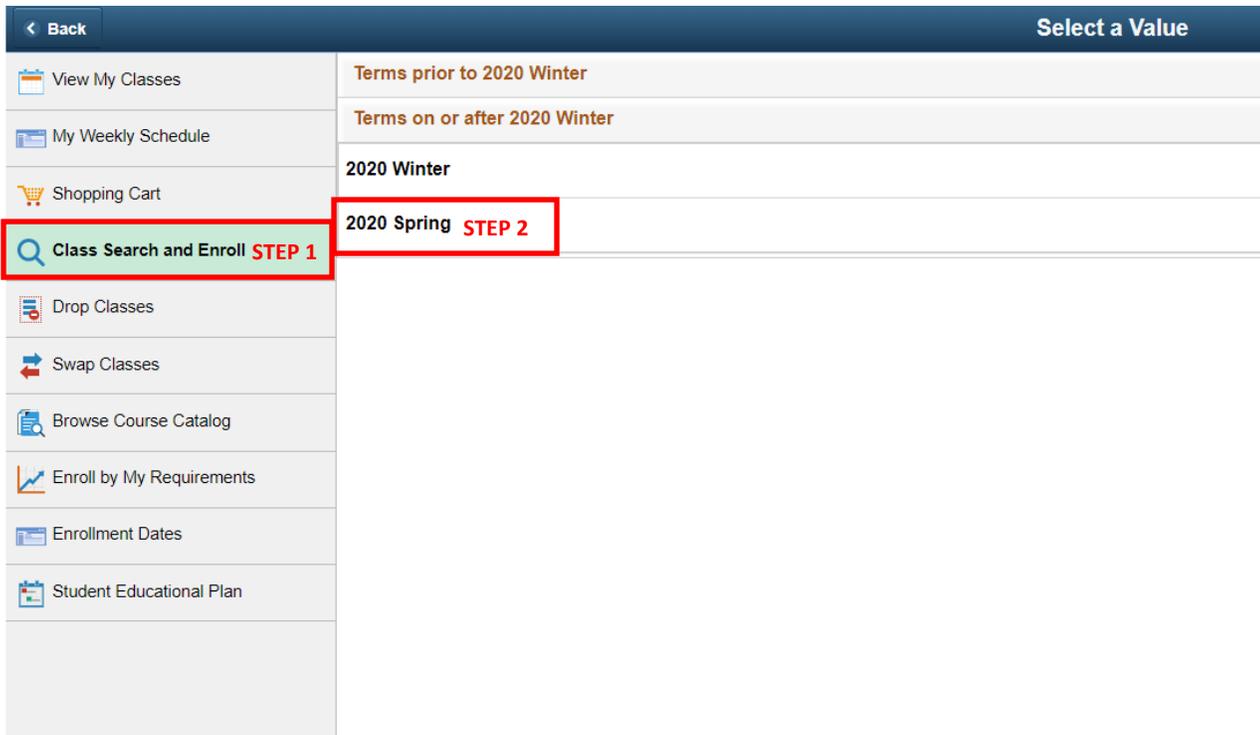


## How to Register for Classes

To register for classes, sign in to your student portal and click on **Manage Classes**.



Then, click on **Class Search and Enrollment** and select your preferred **Term**.



Next, in the search bar enter the *course name*.

2020 Spring

View My Classes

My Weekly Schedule

Shopping Cart

**Class Search and Enroll**

Drop Classes

Swap Classes

Browse Course Catalog

Enroll by My Requirements

Enrollment Dates

Student Educational Plan

**Search For Classes** ⓘ

Enter keyword e.g. course, subject, class

Additional ways to search

▶ Favorites

▶ Recently Viewed

**Important:** In this section you must input the name of the course you are searching for. Please note that all course numbers must be in a **3-digit format**. For example, if you are searching for Counseling 40 you must enter "Counseling 040" in the search box.

Please keep in mind that you can use the menu bar on the left to *modify your search*.

< Manage Classes **Class Search Results**

**Class Status**

Open Classes Only

**Subject**

COUNSEL / COUNSELING

**Number of Units**

Up to 3 Units

**Campus**

Pierce College

**Academic Session**

Regular Academic Session

**Class Meeting Days**

Weekdays

Weekends

**Class Start Times**

Starts 8am - 10am

Starts 10am - 12pm

Starts 12pm - 4pm

Evening starts after 4pm

**Class Search Type**

Online Classes

**View Search Results**

1 Course with keyword: Counseling 040

Open Classes Only  Pierce College

**COUNSEL 040**  
College Success Seminar  
2 Class Options Available

**Important:** Only Open Classes will be listed. If you would like to view Closed and Waitlisted classes, unmark "Open Classes Only".

**Modify your search here.**

Click on the course and in the next screen you will find all the classes in the subject you selected for that particular semester.

**Class Search Results** Course Information  

**2020 Spring**

-  View My Classes
-  My Weekly Schedule
-  Shopping Cart
-  **Class Search and Enroll**
-  Drop Classes
-  Swap Classes
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**COUNSEL 040**  
College Success Seminar

Select the class details link to see if a specific class offers low cost textbooks or zero cost textbooks.

Click on the desired "option row" to enroll.

★ Add to favorite courses

▶ Course Information

▼ Class Selection

Select a class option  Selected Filters 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Class# 15363 - Section P01 - LEC	02/10/2020 - 06/08/2020	Monday Wednesday 8:00AM to 9:25AM	Pierce-LLC 5111	Alondra Martinez de Murcia	Open Seats 3 of 38 >
2	Open	Regular Academic Session	Class# 15437 - Section P09 - LEC	02/10/2020 - 06/08/2020	Thursday 6:50PM to 10:00PM	Pierce-LLC 5111	Rita Avedissian	Open Seats 13 of 38 >

From the various options available, **click on the course** you wish to enroll in and select **Next**.

**Class Search and Enroll** **Next >** 

**2020 Spring**  
Credit  
Los Angeles Community College District

**Step 1 of 4: Review Class Selection**

You have selected  
COUNSEL 040 College Success Seminar

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Class# 15437 - Section P09 - LEC	Regular Academic Session	02/10/2020 - 06/08/2020	Thursday 6:50PM to 10:00PM	Open Seats 13 of 38

In the next screen, you will have the option to put yourself on the **waitlist if the class is full**. If you wish to be added to the waitlist, select **“Yes”** in the “Add to waitlist if class is full” section.

If the course instructor has granted you a permission number to enroll in the course, enter it in the Permission Number area.

Once you are done, click **“Accept”**.

The screenshot shows the 'Class Search and Enroll' interface. The top navigation bar includes 'Exit', 'Class Search and Enroll', and 'Previous'. The main content area is for '2020 Spring' at 'Los Angeles Community College District'. A sidebar on the left shows four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (In Progress), 3. Enroll or Add to Cart (Not Started), and 4. Review and Submit (Not Started). The main content area displays 'COUNSEL 040 College Success Seminar' with 'Class# 15437 - Section P09 - LEC - Open'. It includes a toggle for 'Add to waitlist if class is full?' set to 'Yes', a 'Permission Number' input field, and a 'Requirement Designation - Meets CSU E' section with a checked 'Take Requirement Designation' option. A red box highlights the 'Step 2 of 4: Review Class Preferences' title, and another red box highlights the 'Accept' button in the top right corner. A red arrow points up to the 'Accept' button.

In the next screen, you can select to either **Enroll** in the course or **Add to Shopping Cart**.

The screenshot shows the 'Class Search and Enroll' interface at 'Step 3 of 4: Enroll or Add to Cart'. The top navigation bar includes 'Exit', 'Class Search and Enroll', 'Previous', and 'Next'. The main content area asks 'Do you wish to enroll or add the class to your Shopping Cart?' with two radio button options: 'Enroll' and 'Add to Shopping Cart'. A red box highlights the 'Next >' button in the top right corner, with a red arrow pointing up to it. A red box highlights the 'Add to Shopping Cart' option, with a red arrow pointing to it. A large red-bordered box contains the text: 'Prior to your enrollment date, you will only be able to add courses to your shopping cart. Once your enrollment date arrives, you will be able to select “Enroll” or “Add to Shopping Cart” during this step.'

Next, **Review** the course information and **Submit**.

**Class Search and Enroll** Exit Previous

2020 Spring  
Credit  
Los Angeles Community College District

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Complete

4 Review and Submit Visited

**Step 4 of 4: Review and Submit**

You have selected to enroll in  
**COUNSEL 040 College Success Seminar**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Class# 15437 - Section P09 - LEC	Regular Academic Session	02/10/2020 - 06/08/2020	Thursday 6:50PM to 10:00PM	Open Seats 13 of 38

Class Preferences

Once you Click **Submit**, the course will be added to your **Schedule**.

2020 Spring  
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**COUNSEL 040 - College Success Seminar**  
You are required to take this requirement designation for this class. The requirement designation option has been set to yes.

Repeat the above steps to enroll in additional courses. If you added courses to your shopping cart be sure to **Finalize** your shopping cart once you've added all your courses. **You will not be added to your classes if you do not finalize your shopping cart!**