

TO ADD or DROP CLASSES

BEFORE the 1st Week of Classes

TO ADD CLASSES: If you have completed the application process, you may "Add" classes to your schedule on-line or using STEP from the date/time of your registration appointment until the first day of the semester.

TO DROP CLASSES: Use the web or STEP to drop a class or classes you no longer plan to attend. Write down the confirmation number for your records.

FAILURE TO DROP A CLASS in a timely manner may result in a "W" or an "F" on your academic record. You may also be held accountable for payment of all fees even if you do not attend class.

DURING the 1st & 2nd Week of Classes

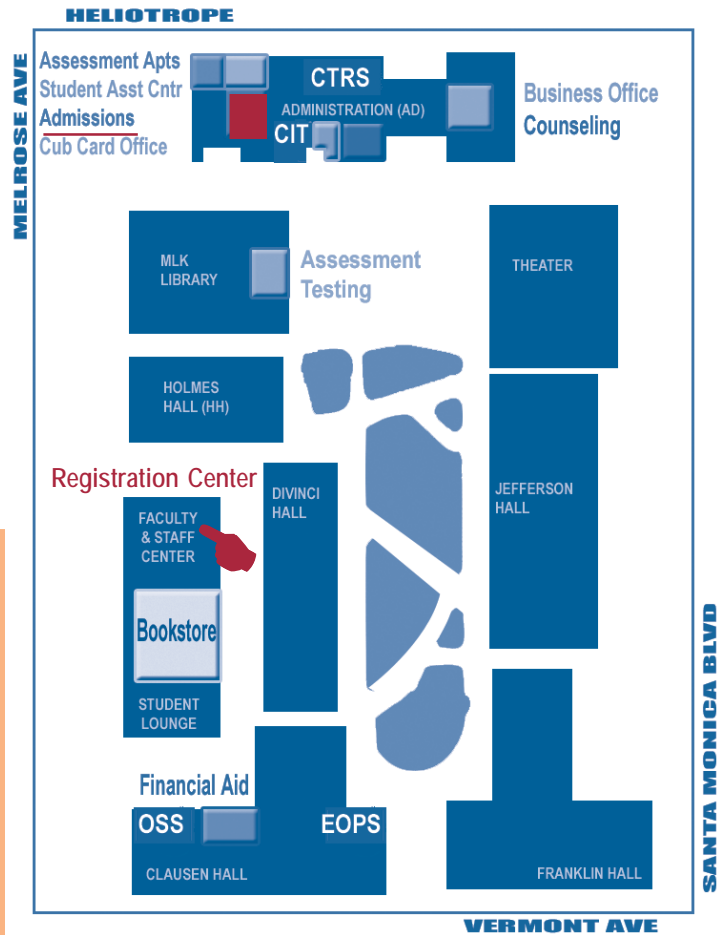
TO ADD CLASSES:

- 1) Go to the class you would like to add, then
- 2) Ask the professor for an "Add Permit"
To receive the Add Permit, there must still be spaces available in the class and you must present one of the forms listed below.
 - Registration/Fee Receipt
 - Late Registration Card
 - Telephone Registration Notice
 - LACC Cub Card
 - Appointment to Register Postcard or Email
- 3) Take the "Add Permit" to the Registration Center in the Faculty & Staff Center to be officially enrolled in the class. AFTER THE 1ST TWO WEEKS OF CLASSES, take the add permit to Admission in AD 100.

TO DROP CLASSES:

Use the web or STEP to drop a class or classes you no longer plan to attend. Write down the confirmation number for your records.

Drops can also be processed in-person at the Registration Center located in the Faculty Staff.



AFTER the 2nd Week of Spring '07 Classes

TO DROP CLASSES:

After the second week of classes, you may use the web or STEP to drop classes. To drop classes in-person, go to the Admissions Office - AD

Last Day To:

- Drop classes with a refund..... Tues, Feb 20
- Drop classes and not owe a fee Tues, Feb 20
- Drop classes w/o a "W" Fri, Mar 2
This may be done via Online & STEP thru Sun, Mar 4
- Drop classes with a "W"..... Fri, May 4
This may be done via Online & STEP thru Sun, May 6

TO ADD OR DROP CLASSES USING THE WEB OR PHONE SYSTEM "STEP"

WEB: www.lacitycollege.edu (click "Current Students" then click "Student Information Link")
STEP (phone): (323) 226-1999 | (213) 689-8888 | (310) 605-0505 | (818) 988-2222

