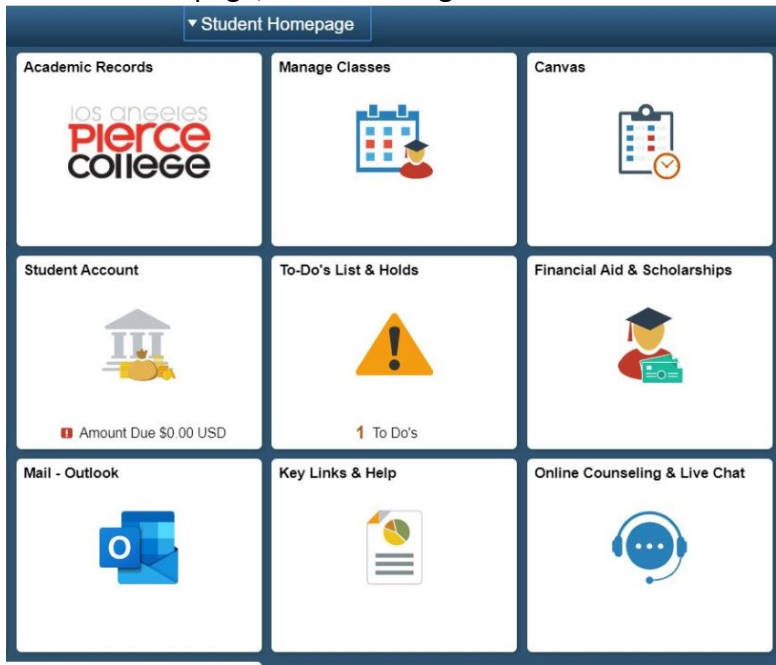
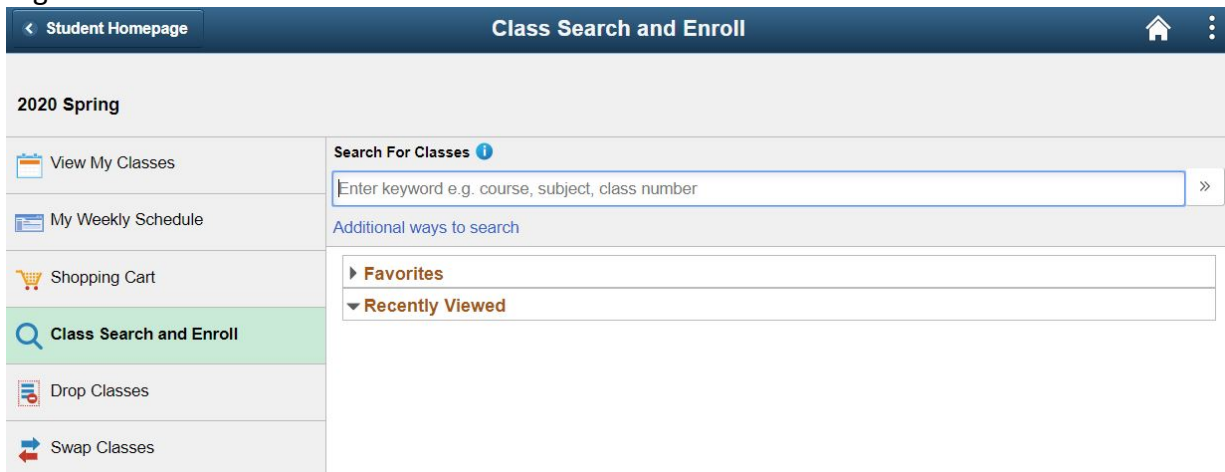


## How to register for classes, ENCORE 2020

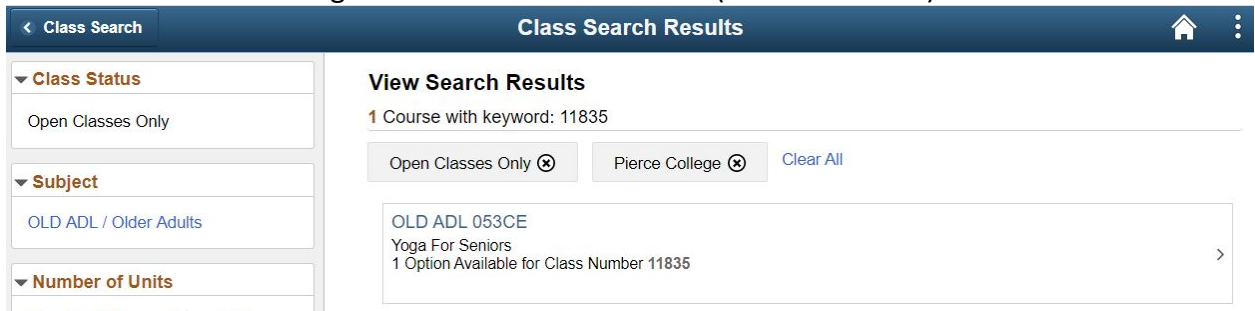
1. Log-in to the student portal using your student I.D. number and password. From the Student Homepage, select 'Manage Classes.'



2. From the left menu, select 'Class Search and Enroll.' Select the semester you want to register for. Then enter the class number in the box under 'Search for Classes.'



3. Select the arrow to the right of the class section name (OLD ADL 053CE)



## How to register for classes, ENCORE 2020

- This screen will show more information so you can confirm that this is the class you want to register for. If you see that the class has a Wait List, you will be able to get on that list on a later screen. If the class is closed, after the semester has started, you can email the instructor and ask if they have room to give you a permission number to add the class. Select the arrow to the right.

< Class Search Results
Course Information ⌵

**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

**OLD ADL 053CE**  
Yoga For Seniors

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 ℹ️ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Non Credit Classes	Class# 11835 - Section P04 - LEC	02/10/2020 - 05/30/2020	Tuesday 7:25AM to 9:25AM	Pierce-NGYM 5601	Rick Feldman	Open Seats 28 of > 50

- Select the 'Next' button at the top right of the screen.

× Exit
Class Search and Enroll ⌵
Next >

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

- 1 **Review Class Selection**  
Complete
- 2 **Review Class Preferences**  
In Progress
- 3 **Enroll or Add to Cart**  
Not Started
- 4 **Review and Submit**  
Not Started

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

You have selected

OLD ADL 053CE Yoga For Seniors

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Class# 11835 - Section P04 - LEC	Non Credit Classes	02/10/2020 - 05/30/2020	Tuesday 7:25AM to 9:25AM	Open Seats 28 of 50

## How to register for classes, ENCORE 2020

- If the class has a Wait List, next to 'Add to waitlist if class is full?,' select on the 'No' button to change to 'Yes.' Select the 'Accept' button at the top right of the screen.

The screenshot shows the 'Class Search and Enroll' interface. At the top, there is a navigation bar with 'Exit', 'Class Search and Enroll', and 'Previous'. Below this, the course information is displayed: '2020 Spring', 'Credit', and 'Los Angeles Community College District'. On the left, a progress indicator shows four steps: 'Review Class Selection' (Complete), 'Review Class Preferences' (In Progress), 'Enroll or Add to Cart' (Not Started), and 'Review and Submit' (Not Started). The main content area is titled 'Step 2 of 4: Review Class Preferences' and includes a green 'Accept' button. The class details are: 'OLD ADL 029CE Literature And The Human Experience', 'Class# 10895 - Section P01 - LEC - Wait List'. There is a question 'Add to waitlist if class is full?' with a radio button set to 'No'. Below this is a 'Permission Number' field with an information icon and an empty input box.

- Select the 'Next' button.

The screenshot shows the 'Class Search and Enroll' interface. The navigation bar now includes 'Next' in addition to 'Previous'. The progress indicator shows three steps: 'Review Class Selection' (Complete), 'Review Class Preferences' (Complete), and 'Enroll or Add to Cart' (Visited). The main content area is titled 'Step 3 of 4: Enroll or Add to Cart' and asks 'Do you wish to enroll or add the class to your Shopping Cart?'. There are two radio button options: 'Enroll' (selected) and 'Add to Shopping Cart'.

- Select the 'Submit' button.

The screenshot shows the 'Class Search and Enroll' interface. The navigation bar now includes 'Previous' and 'Submit'. The progress indicator shows four steps: 'Review Class Selection' (Complete), 'Review Class Preferences' (Complete), 'Enroll or Add to Cart' (Complete), and 'Review and Submit' (Visited). The main content area is titled 'Step 4 of 4: Review and Submit' and includes a green 'Submit' button. It states 'You have selected to enroll in' and lists the class: 'OLD ADL 053CE Yoga For Seniors'. The 'Option Status' is 'Open'. Below this is a table with the following data:

Class	Session	Meeting Dates	Days and Times	Seats
Class# 11835 - Section P04 - LEC	Non Credit Classes	02/10/2020 - 05/30/2020	Tuesday 7:25AM to 9:25AM	Open Seats 28 of 50

Below the table is a link for 'Class Preferences'.

## How to register for classes, ENCORE 2020

### 9. Select the 'Yes' button.

The screenshot shows the 'Class Search and Enroll' interface. On the left, a progress bar indicates four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Complete), and 4. Review and Submit (Visited). The main content area is titled 'Step 4 of 4: Review and Submit' and shows 'You have selected to enroll in' 'OLD ADL 053CE Yoga For Seniors'. Below this, a table lists class details:

Class	Session	Meeting Dates	Days and Times	Seats
Class# 11835 - Section F		/2020 - 05/30/2020	Tuesday 7:25AM to 9:25AM	Open Seats 28 of 50

A modal dialog box is centered on the screen, asking 'Are you sure you want to submit?' with 'Yes' and 'No' buttons. A 'Submit' button is visible in the top right corner of the main interface.

10. There will be a check mark with the words 'This class has been added to your schedule.' Or if the class has a Wait List, it will have the words 'Class is full. You have been placed on the wait list in position number.' After the semester has started, email the instructor to ask if they can give you a permission number to add the class. Then, follow the posted directions on 'How to Add A Class with A Permission Number.'

The screenshot shows the 'Confirmation' page. At the top, there is a navigation bar with a 'Student Homepage' link and the word 'Confirmation'. Below this, the page displays '2020 Spring Credit Los Angeles Community College District'. On the left, there is a sidebar with navigation links: 'View My Classes', 'My Weekly Schedule', 'Shopping Cart', 'Class Search and Enroll' (highlighted), and 'Drop Classes'. The main content area features a green checkmark icon and the text 'OLD ADL 053CE - Yoga For Seniors This class has been added to your schedule.' Below this message are two links: 'Return to Class Search Results' and 'Return to Keyword Search Page'.