How To Register

New & Returning Students

**New Students** are those who have never attended Pierce College or any of the LACCD campuses.

**Returning Students** are those who have previously attended Pierce College or any of the LACCD campuses but did NOT enroll in the previous year.

**How To Register BEFORE Classes Start**

First, submit an Application for Admission online:

1. Go to www.piercecollege.edu
2. On top right corner click “Apply Online”
3. Bottom of page, click “Click Here to Begin Application”
4. Sign in if you have an account OR click on “Create an Account” if you do not have an account and then sign in.
5. Answer all questions and submit.

- Online applications accepted September 28, 2015 - February 4, 2016.
- Online Application Helpful Hints:
  - You need a personal email to submit application online.
  - You do NOT need to provide your Social Security Number. When prompted, scroll down and click box indicating you do not wish to use your SS #.
  - Check your personal email often.
  - Make sure you review the spam folder of your email account.
  - It may take up to 15 business-days to process an Application for Admission.

Second, after the application is processed, you will receive a welcome email (sent to your personal email) with your Student ID Number and registration information.

- See page 4 for instructions on how to use your Student ID number to register for classes.
- Students can register online up to the day before the class starts.

For help with submitting an application or registering for a class online call the Encore Office, (818) 710-2561 to schedule personal help. We will guide you through the registration process in our computer lab located in the Encore Office. There is no guarantee classes will be open.

**How To Register AFTER Classes Start**

Simply go to class and ask the instructor for permission to add.

- If the instructor gives you permission to add, the instructor will give you an Add Permit which you fill out in class and give back to the instructor.
  - It is important that continuing students use their Student ID Number when adding classes, answer all fields and sign the Add Permit.
- Instructors may add students throughout the semester as space becomes available.

Note: Encore no longer accepts mail-in registration or any other form of registration other than what is listed on this page. Thank you for your understanding!

Continuing Students

**Continuing students** are those who enrolled at Pierce or any of the LACCD campuses within the past year.

**How To Register BEFORE Classes Start**

Register ONLINE using the Student Information System.

- When: According to your Spring 2016 Registration Appointment.
  - Registration Appointment is the date/time you may START to register for Spring 2016 classes. Students can register online up to the day before the class starts.
- See page 4 for instructions on how to view your Registration Appointment and register for classes.

For help with registering for a class online call the Encore Office, (818) 710-2561 to schedule personal help. We will guide you through the registration process in our computer lab located in the Encore Office. There is no guarantee classes will be open.

**How To Register AFTER Classes Start**

Simply go to class and ask the instructor for permission to add.

- If the instructor gives you permission to add, the instructor will give you an Add Permit which you fill out in class and give back to the instructor.
  - It is important that continuing students use their Student ID Number when adding classes, answer all fields and sign the Add Permit.
- Instructors may add students throughout the semester as space becomes available.

Note: Encore no longer accepts mail-in registration or any other form of registration other than what is listed on this page. Thank you for your understanding!