Adding a Class by Adding to a Waitlist
OR
Using a Permission Code
In the NEW SIS PeopleSoft System

STUDENT
TRAINING GUIDE

elac
EAST LOS ANGELES COLLEGE

**Adding a Class by Adding to a Waitlist OR Using a Permission Code
In the NEW SIS PeopleSoft System
Student Training Guide**

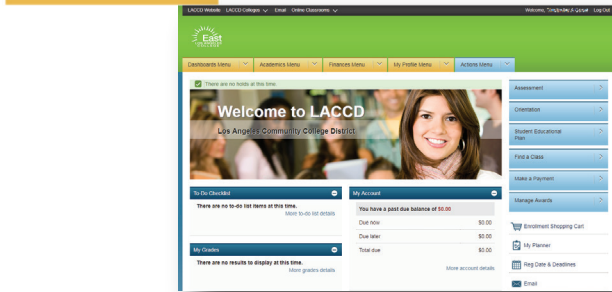**Brought to you by the Distance Education Program**

SIS MyCollege.laccd.edu

Adding a Class by Waitlist Or Permission Code

1. After Logging into the new SIS system, Mouse over the **YELLOW** **Academics Menu** tab at the Top Navigation Menu.

2. Click the **Add Classes** link.
3. If you know the Class Nbr (Class Section Number), you may directly enter the class number and Click on Search.
   In case you are not aware of the exact class number then you may search the class using the traditional search and then add.
   In this example, we will add the class number directly.
   Click in the **Enter Class Nbr** field.
4. Enter the Class Nbr (Ex: 10002) into the Enter Class Nbr field.
5. Click the **enter** link.

Adding to a Waitlist
6. Click the **Waitlist** checkbox.
7. Click the **Next** link.
8. You have successfully added the Class to the Shopping cart.
9. Click the Scroll bar to navigate down the page.
10. Click the **Proceed To Step 2 of 3** link.
11. Click the **Finish Enrolling** link.
12. You have been successfully waitlisted for the class!

Adding a Class Using a Permission Code
Class Permissions are numbers or authorizations that are associated with a class and assigned to students to use at enrollment time. Permissions allow a student to add or drop a class, as long as the student uses the permission by the expiration date and does not violate overall student limitation rules (such as maximum number of units).

> **NOTE:** Every permission number is unique and can be used by the student only once for the specified class. Permission numbers are confidential.

6. Enter the **Permission Nbr** given to you by your instructor into the **Permission Nbr** field.
7. Click the **Next** link.
8. You have successfully added the Class to the Shopping cart.
9. Click the scrollbar to navigate down the page.
10. Click the **Proceed To Step 2 of 3** link.
11. Click the **Finish Enrolling** link.
12. You have been successfully enrolled into the class using a Permission number!