

INFORMATION FOR STUDENTS ENTERING THE COMMUNITY COLLEGE

STEP 1: COMPLETE AN APPLICATION

If you are not currently enrolled in a community college campus like LACC, LA Trade Tech, ELAC, Southwest College, Glendale Community College, or Santa Monica City College, you must complete an Enrollment Application. This can be done in person at the Admissions Office at the community college you plan to attend. You can also apply ONLINE by visiting the website of the campus you want to attend. You ONLY have to apply to the one college you want to attend. You will be able to take classes at any campus you choose.

STEP 2: SUBMIT APPLICATION FORM

If you choose to submit a paper application, return it to the Admissions Office at the school you chose to attend. You can also mail it to the Admissions Office address at that community college or you can take it in person. You will then receive an appointment to register for classes. **Take a photo ID with you when you visit the community college.**

STEP 3: COMPLETE ASSESSMENT

You must complete the Math and English Assessment Test before signing up for classes. Every new, first-time student entering the community college must take the Assessment Test. This test helps the school determine what level of math and English courses you can start taking.

STEP 4: PARTICIPATE IN ORIENTATION

Ask the Admissions Office at the campus you will attend about their Orientation program. Each school has an Orientation program where you will learn about the programs, classes, and requirements at that school. You must attend this event.

STEP 5: MEET WITH A COUNSELOR

Each community college has a team of counselors who assist you in finding the right classes to transfer. A big difference between high school and college is that you have to make your own appointments now, the college will not remind you to do so. Your counselors will be your best source of information on transferring out in two years!

STEP 6: REGISTER FOR CLASSES

Once you submit your admissions application you will receive information via email or by letter from the Admissions Office on HOW and WHEN to register for your classes by phone or using the Web. **Check with a counselor first to make sure you have the right classes!**