Student Class Refund Deadline Lookup Instructions

1. For general instructions on class search and enrollment for students, please refer to the video: https://3cmediasolutions.org/privid/151037?key=a94f78938c1030e66bc9f36862047c3ac25310f0.

2. Log onto the LACCD PeopleSoft Student Portal and click on the “Manage Classes” tile.

3. On the View My Classes page, enrolled classes are displayed for active terms (screenshot is taken from the instruction video mentioned above).
4. Select the Term to view the class schedule. Obtain the class number if the student is already enrolled, e.g. 12593.

5. Select the “Class Search and Enroll” menu option, and select the relevant term.
6. Input the class keyword into the Search for Classes field, e.g. class number 12593.

7. Search results are displayed. Adjust the search filters if necessary. Click on the relevant course to view class information.
8. Click on the link for the relevant class section.

9. The last date to drop with a refund/no fee owed is displayed under Important Class Dates.