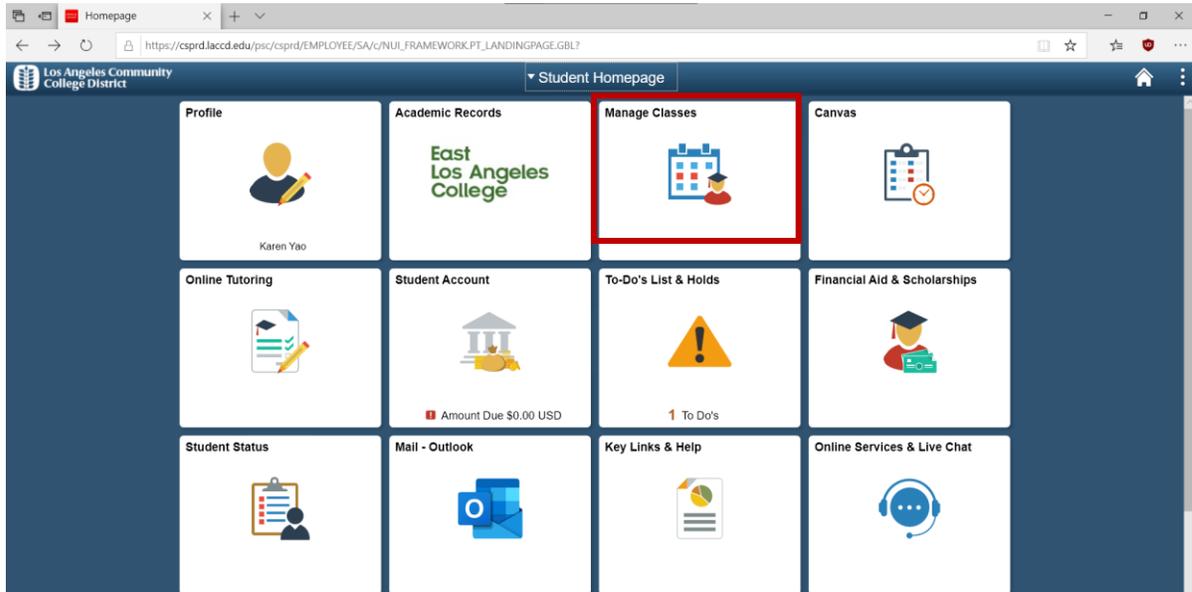
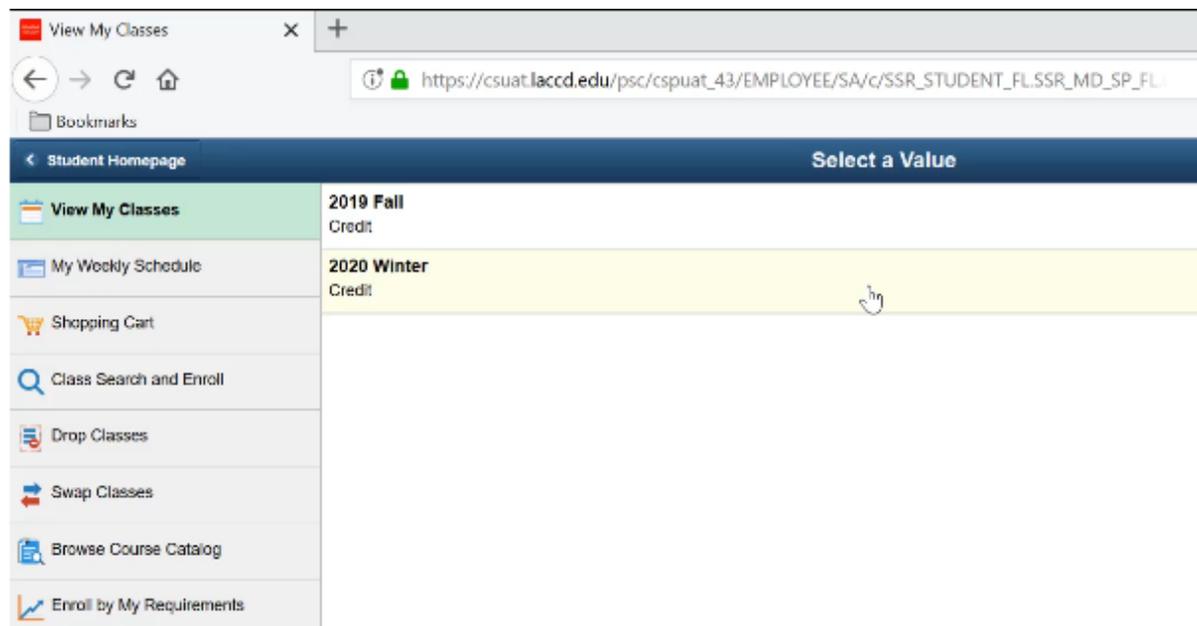


Student Class Refund Deadline Lookup Instructions

1. For general instructions on class search and enrollment for students, please refer to the video: <https://3cm mediasolutions.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).



- Select the Term to view the class schedule. Obtain the class number if the student is already enrolled, e.g. 12593.

The screenshot shows the 'View My Classes' interface. The top navigation bar includes 'Student Homepage' and 'View My Classes'. Below this, there's a section for the current term, '2019 Fall', with a 'Change' button. The main content area is divided into a sidebar and a main panel. The sidebar contains various navigation options: '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', and 'Student Educational Plan'. The main panel is titled 'By Class' and has two checkboxes: 'Show Enrolled Classes' (checked) and 'Show Waitlisted Classes' (unchecked). It displays two class entries:

- ANTHRO 102 Human Ways Of Life**

Status	Units	Grading Basis	Grade	Academic Program
Enrolled	3.00	Graded		Credit

Class	Start/End Dates	Days and Times
Class# 12583 - Section E01 - LEC	08/26/2019 - 12/15/2019	Days: Tuesday Thursday Times: 9:00AM to 10:25AM
- ANTHRO 103 Archaeology**

Status	Units	Grading Basis	Grade	Academic Program
Enrolled	3.00	Graded		Credit

- Select the "Class Search and Enroll" menu option, and select the relevant term.

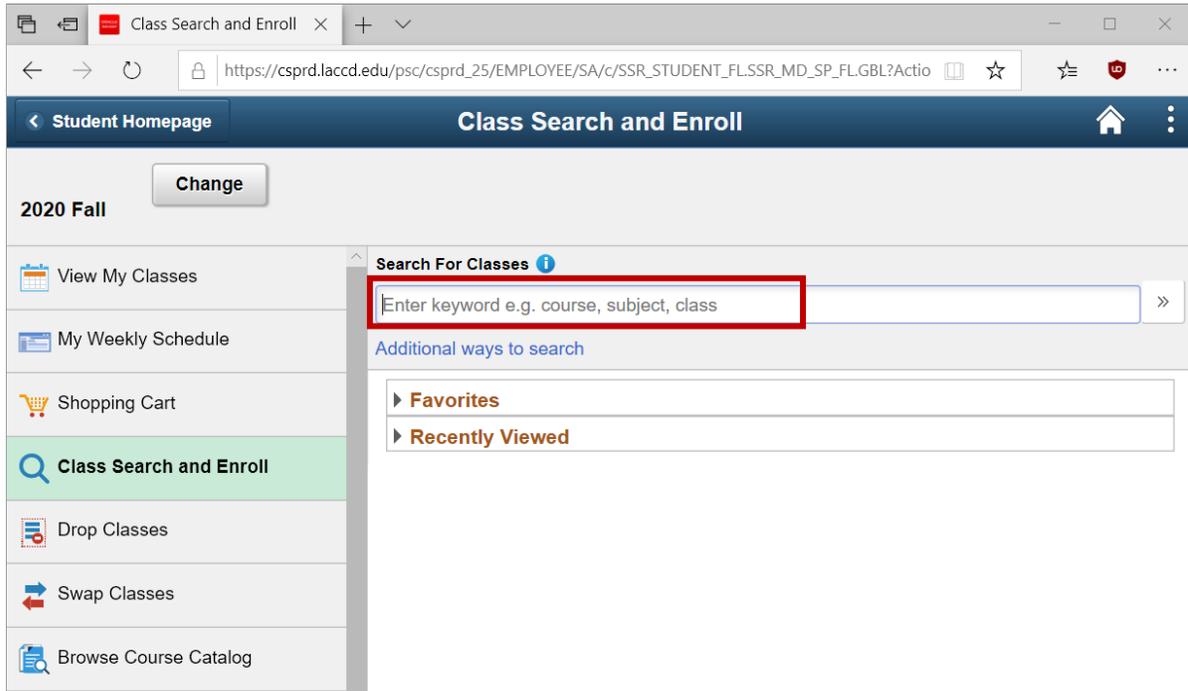
The screenshot shows the 'Class Search and Enroll' interface. The top navigation bar includes 'Student Homepage' and 'Select a Value'. Below this, there's a section for 'Terms prior to 2020 Summer' which is currently empty, followed by 'Terms on or after 2020 Summer'. The '2020 Summer' term is selected, and the '2020 Fall' term is highlighted with a red box. Below the terms, there's a message about COVID-19 and class selection options:

During the COVID-19 pandemic, you can select the following classes:

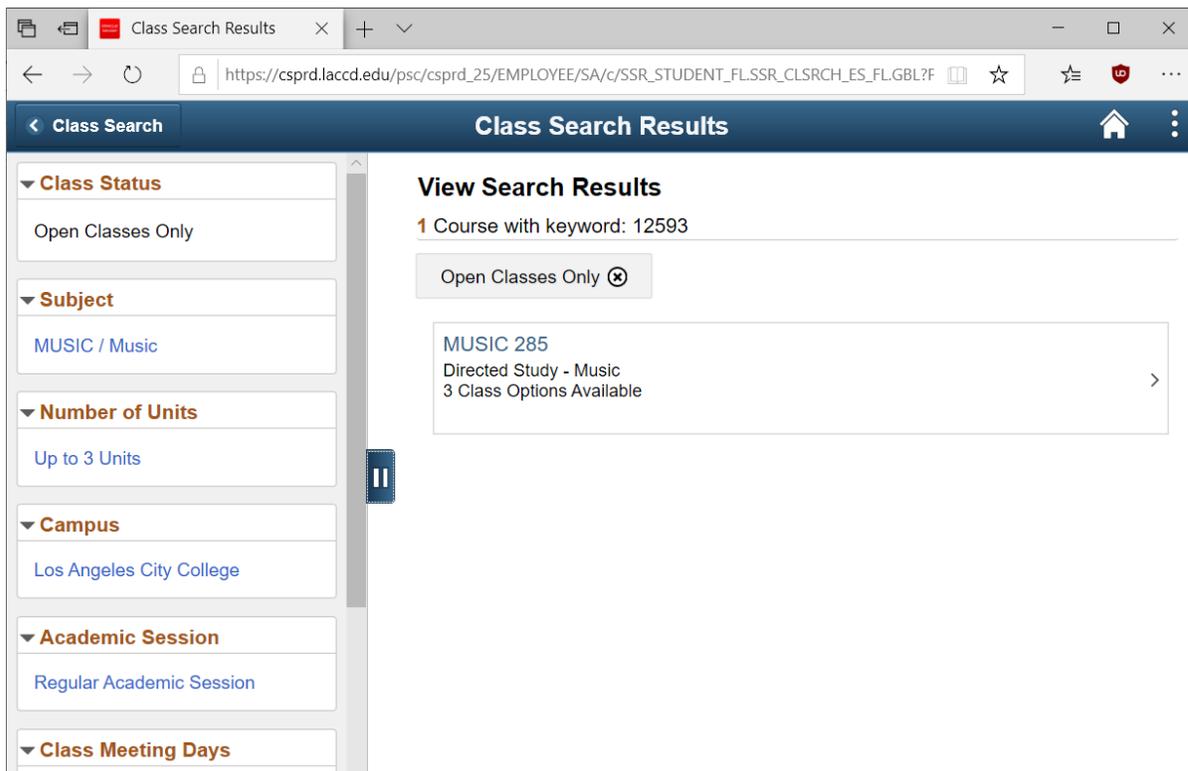
- meet online with NO real time meetings (search "online classes" OR "asynchronous online")
- meet online WITH real time meetings (search "_async and sync online" OR "synchronous online").

You may use the class search type to select the type of class that works best for your schedule.

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.

2020 Fall

MUSIC 285
Directed Study - Music

ATTENTION: Nearly all classes have been converted to an online learning platform in response to COVID-19. Please view class notes for details or contact the instructor for more information.

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 ⓘ Selected Filters 3 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Class# 12574 - Section E01 - LEC	08/31/2020 - 12/20/2020	Tuesday Thursday 10:35AM to 11:40AM	EAST-ONLINE	Anthony Lupica	Open Seats 10 of 10
2	Open	Regular Academic	Class# 12581 - Section E02 - LEC	08/31/2020 - 12/20/2020	2 HR 5 Min /Wk	EAST-ONLINE	Anthony Lupica	Open Seats

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

Class Information

Meeting Information | **Enrollment Information** | Class Details | Class Availability

MUSIC 285 Directed Study - Music
Class# 12574 - Section E01 - LEC **Status : Open**

No Enrollment Requirements

Important Class Dates

Last date to enroll with a permission number: 09/13/2020
Last date to drop this class without a "W": 09/13/2020
Last date to drop with a "W": 11/22/2020
Last date to drop with a refund/no fee owed: 09/14/2020

* Some fees are not refundable even if the class is dropped on or before this date.

Class Note
Due to COVID 19 pandemic, this class will be conducted remotely and online with SOME REQUIRED virtual scheduled meetings. Current schedule should be considered when selecting this class. Contact the instructor for more information specific to this class.