

How to Send an Email to the Instructor through the SIS Class Search Page.

Step #1 Sign on to MyCollege.laccd.edu and click on the “Manage Classes” tile.



Step# 2 Click “Class Search ad Enroll” on the left side menu and select the term you want to search for classes.

 View My Classes	Terms prior to 2020 Summer
 My Weekly Schedule	Terms on or after 2020 Summer
 Shopping Cart	2020 Summer
 Class Search and Enroll	2020 Fall
 Drop Classes	

Step #3 Search for Classes by entering keyword, e.g. course, subject, class number

2020 Fall Change

View My Classes

My Weekly Schedule

Shopping Cart

Class Search and Enroll

Drop Classes

Swap Classes

Search For Classes i

Enter keyword e.g. course, subject, class number

[Additional ways to search](#)

Favorites

Recently Viewed

ACCTG 001
Introductory Accounting I
9 class options available

[Delete All](#)

Step #4 Click on the Class hyperlink for course details.

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	2nd 8 Weeks	Class# 23953 - Section W01 - LEC	10/26/2020 - 12/20/2020	11 HR 5 Min /Wk TBA	West-ON LINE	Gerald Ludwig	Open Seats 34 of 40
2	Open	Regular Academic Session	Class# 12735 - Section W02 - LEC	08/31/2020 - 12/20/2020	Monday Wednesday 2:30PM to 5:05PM	West-CE 204	Charles Daniel	Open Seats 48 of 49

Step # 5 Click on the “Meeting Information” tab followed by the Instructor’s Name

Class Information x

Meeting Information

Enrollment Information

Class Details

Class Availability

ACCTG 001 Introductory Accounting I
Class# 12735 - Section W02 - LEC **Status : Open**

Meeting Dates	Days	Times	Room	Instructor
08/31/2020 - 12/20/2020	Monday Wednesday	2:30PM to 5:05PM	West-CE 204	Charles Daniel

Step # 6 Outlook or other user email application will open with instructor's email address displayed on the "TO" field. Compose communication and click send.

