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

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

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