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.

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

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.