

Hello,

Thank you for your interest in taking a West LA College course through University High School during the Spring 2026 semester! Please read below to make sure that you are taking the necessary steps to enroll on time.

If this is your first time taking a WLAC course, please start your application as soon as possible. The enrollment process may take a week or more. **If you have taken a WLAC course within the past year, you only need to complete steps 2 and 3.**

Step 1: Apply to West LA College [here](#)

- Scroll down to where it says "College Credit Application" and click "Apply Now"
- This is how you get your West LA ID Number that you will need for Step 2.
- Use an email that you regularly check.
- Follow these [step by step instructions](#) for how to apply.
- For "Term Applying For", choose Spring 2026.
- It may take a few days to get your West LA ID via email. The ID number will start with a 900 or 901.

Step 2: Submit a K-12 Form. **You will need your West LA ID (900 or 901 number) for this.**

- Go to the [WLAC website](#) and scroll down to where it says "Step 2: Complete the K-12 Form" and click on it. Then click "Submit the Digital K-12 Form".
- Where it says "Student ID", make sure to put your West LA ID (900 or 901 number).
- For counselor, this depends on what class you are taking:
 - If you are taking HEALTH 011 or CH DEV 001, put:
 - Alice Hwang, alice.hwang@lausd.net
 - If you are taking KIN MAJ 126, put:
 - Paula VanNorden, paula.vannorden@lausd.net
 - If you are taking anything other than these 3 classes, put your regular academic counselor.
- Term: Spring 2026
- Course Name & Number: [HEALTH 011, CH DEV 001, or KIN MAJ 126](#)
- Units: 3.00
- Once you fill out the form and submit, it will automatically get emailed to the counselor to sign. Once the counselor signs, it will automatically get emailed to your parent to sign. Once your parent signs and submits, you need to wait for WLAC to process it (this may take several days).
- If you have taken a WLAC class before, your parent won't need to sign and it will get sent directly to WLAC.

Step 3: Enroll in the class with instructions that are emailed to you.

- After your K-12 Form is processed, you will receive an email with instructions to enroll in the specific section designed for Uni students.
- You will need a permission number to enroll, which will be in this email. Each student has a different permission number, so please do not share your number with anyone else.

Detailed instructions can also be found at: <https://www.wlac.edu/admissions/dual-enrollment>

If you have any questions, please see Ms. Hwang or Ms. VanNorden.