

# MyCollege.laccd.edu Mobile Application Student Guide

Los Angeles Community College District

# Table of Contents

1.0	MyCollege.laccd.edu Mobile Application .....	3
1.1	Introduction.....	3
1.2	Installation and Login .....	3
1.3	Application Usage Overview .....	4
1.4	What’s Happening Today.....	5
1.5	Schedule .....	6
1.5.1.	View Class Attributes .....	7
1.5.2.	Dropping Classes .....	8
1.6	View Grades and GPA .....	9
1.7	Searching for Classes .....	10
1.7.1.	Filtering the Class Search .....	11
1.7.2.	Adding a Class to a Student’s Schedule .....	12
1.8	Viewing and Managing Enrollment Cart.....	13
1.8.1.	Removing a Class from Enrollment Cart.....	14
1.8.2.	Editing Classes in Enrollment Cart.....	14
1.9	To Do.....	14
1.10	Holds .....	15
1.11	View Finances .....	16
1.12	View Financial Aid Awards.....	17
1.13	About .....	18

## 1.0 MyCollege.laccd.edu Mobile Application

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### 1.1 Introduction

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MyCollege.laccd.edu Mobile App is intended to help you interact with Student Information System more quickly and efficiently. After installing the Mobile App, you will be able to:

- View class schedule
- View Grades and GPA
- Search for Classes.
- View and manage the enrollment cart.
- Add and drop classes
- Account Summary
- View Finances
- View financial aid awards
- View To-Dos Checklists
- View holds summary

### 1.2 Installation and Login

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Download the latest version of the mobile app from Google Play Store/Apple Store for Android/iOS respectively.

After the Mobile App has been installed and opened, the app will prompt you enter the following information to login:

- Username: Enter your Student ID.

- Password: Enter your Student Information System ADFS web password.



The “Remember Username” option on the login page is provided as a convenience so that the Username attribute does not have to be reentered upon each login.

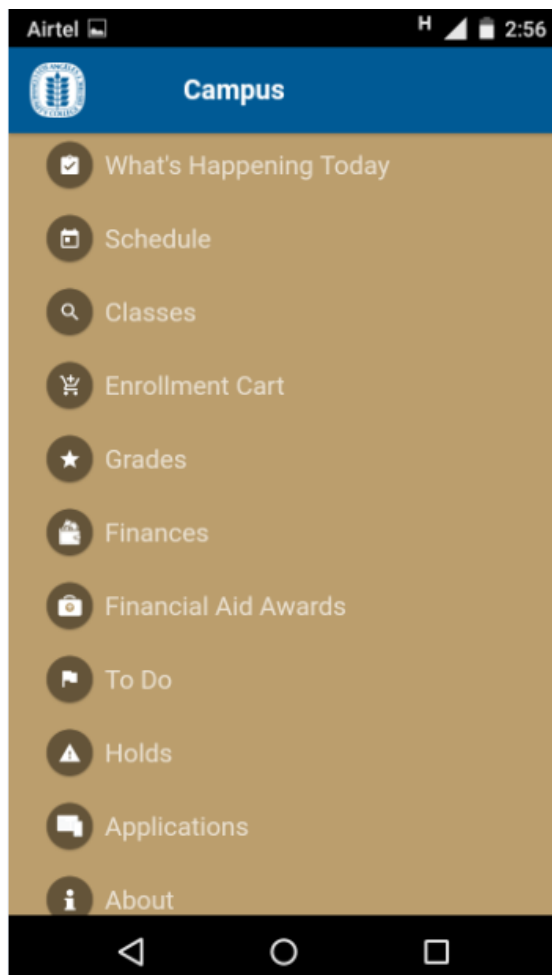
### 1.3 Application Usage Overview

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You can access several Campus Mobile App functions on the menu page. Tap the menu icon ≡ to view these options:

- What's Happening Today
- Schedule
- Classes
- Enrollment Cart
- Grades
- Finances
- Financial Aid Awards
- To Do

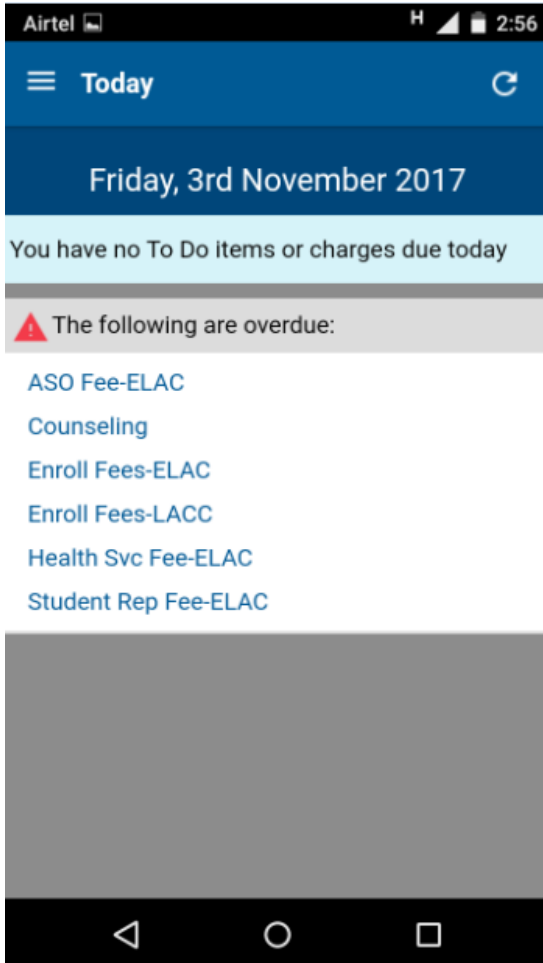
- Holds
- Application
- About



## 1.4 What's Happening Today

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This section briefly notifies the students of their classes for the day, to do items and charges due that day or overdue, as well as holds. Notifications here showcase events that may require student attention. By default, the app will login to "What's happening today" menu item. On tapping the ☰ icon, student can list the menu items.



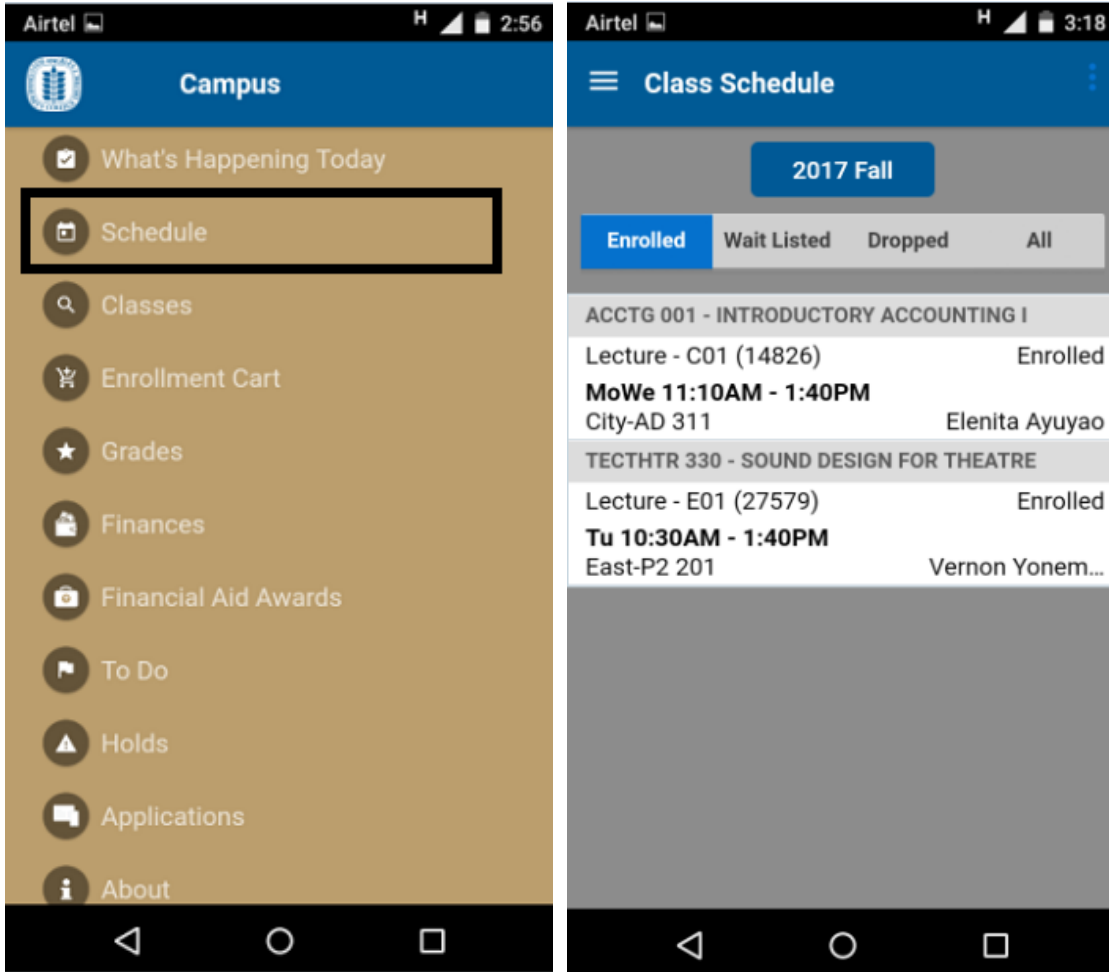
## 1.5 Schedule

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Class schedule presents you your class schedule for the current term as of today's date. If you are not enrolled in any classes for the current term, the class schedule view displays by default the next term in which you are term activated and have classes. You can browse through current and future terms by either tapping the term selector button or the left/right arrows. If you are enrolled in multiple institutions or careers with multiple schedules, they can pick from the multiple institutions and careers by tapping the term selector button.

The class schedule lists the courses by subject + catalog number + class description and includes the following information for all enrolled, waitlisted, and dropped class sections:

- Component type (such as lecture or lab)
- Section number
- Class number
- Meeting pattern
- Instructor

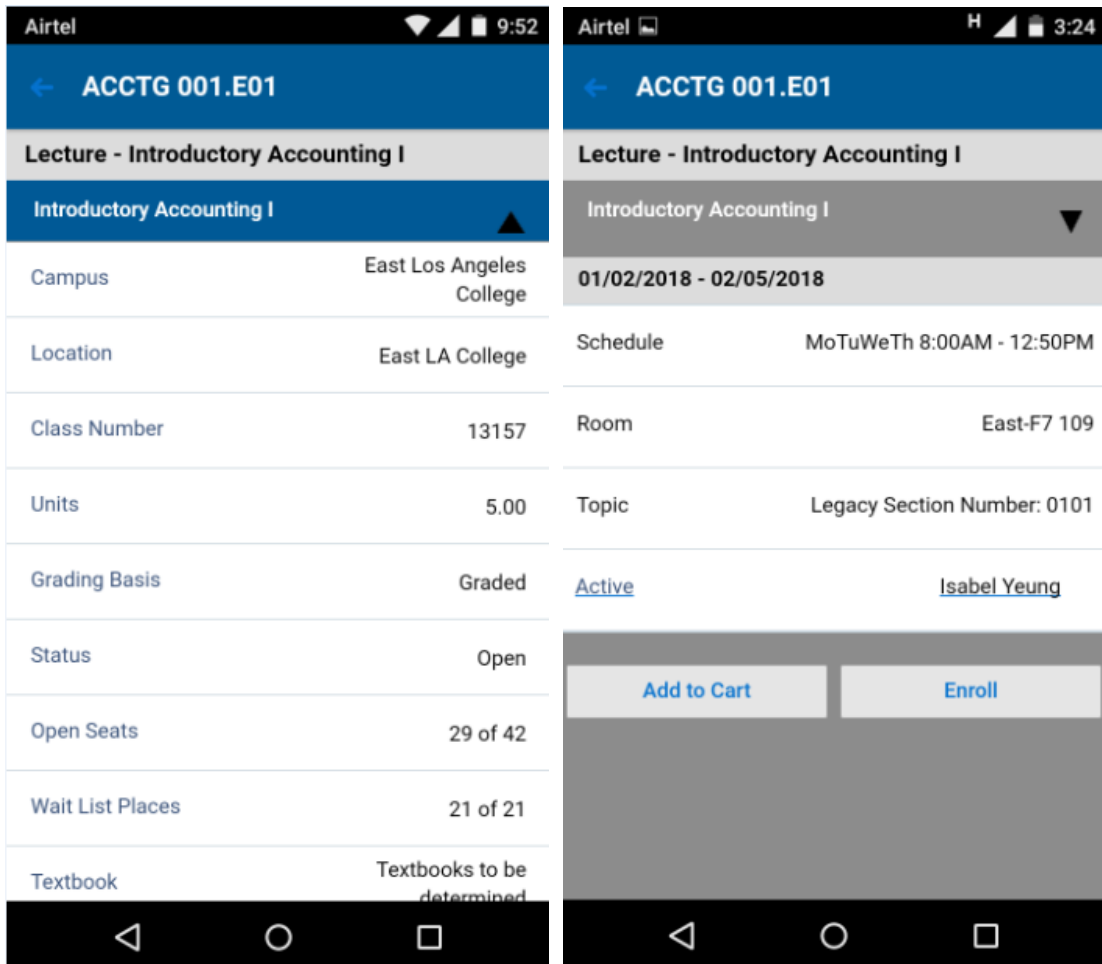


### 1.5.1. View Class Attributes

When the student selects a class section in their schedule, he or she is presented with information about the class section including:

- Description
- Program
- Campus
- Units
- Grading Basis (such as Graded or Pass/No Pass)
- Status
- Textbook information.

Collapse or expand the class details by tapping on the arrow in the description box. Below the class details, the page displays the meeting pattern with the dates that it is active. If there are multiple meeting patterns associated with the class, they all appear in this screen, ordered by date.

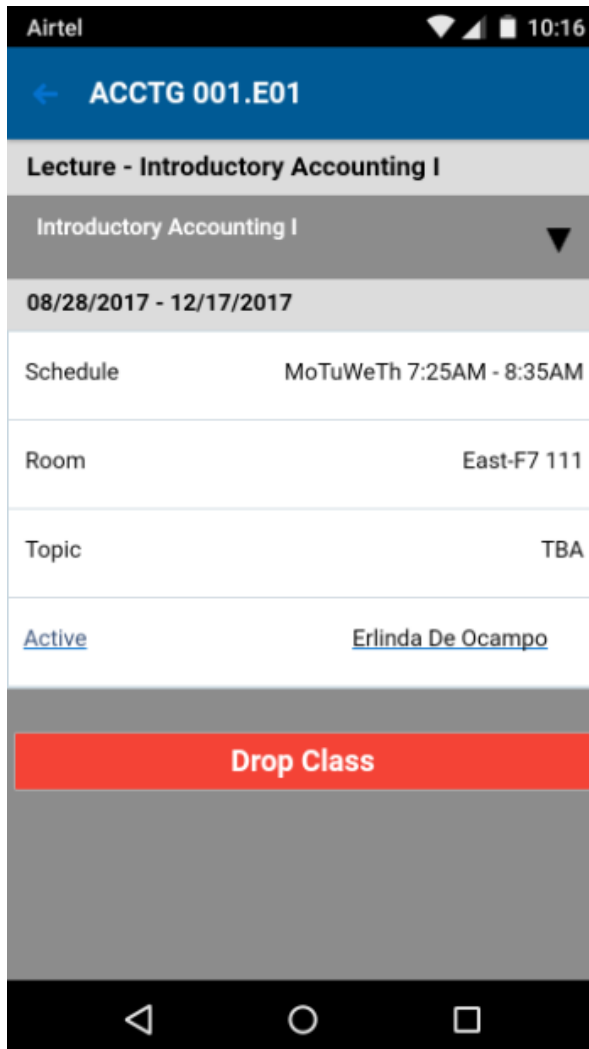


### 1.5.2. Dropping Classes

On the Class Section Details page, you have the ability to drop the class. When tapped, the Drop Class button displays a confirmation screen prior to completing the drop.

Drop Class follows the same rules as those followed by SIS Campus online portal. Whether the drop is successful or fails, the message returned by the enrollment engine appears at the top of the page in Campus Mobile.



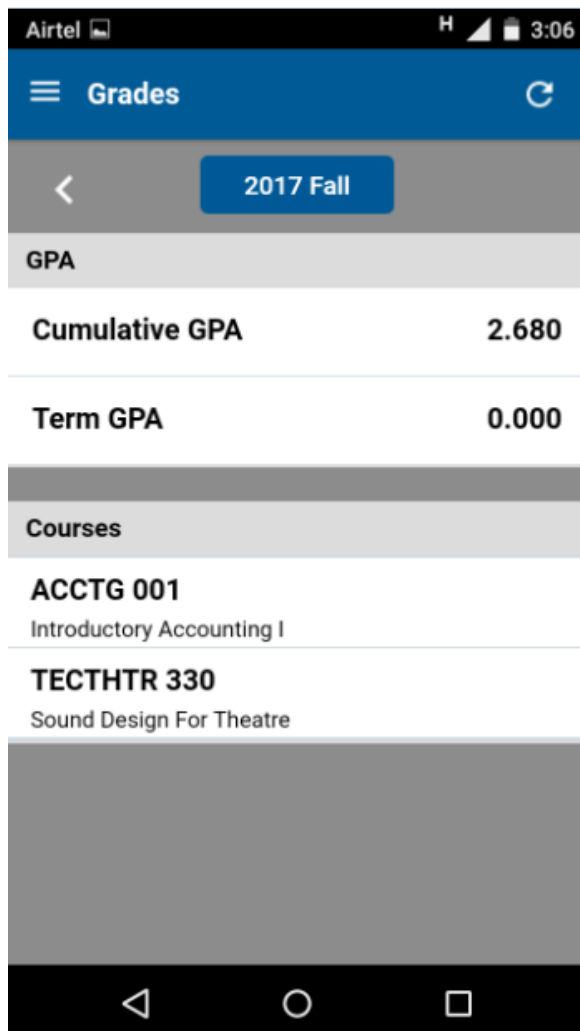


## 1.6 View Grades and GPA

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The Grades function enables you to view official final grades for any term for which grades have been assigned to their classes.

Current Term GPA and Cumulative GPA also appear for each term available. You can use arrows on screen to navigate between terms.



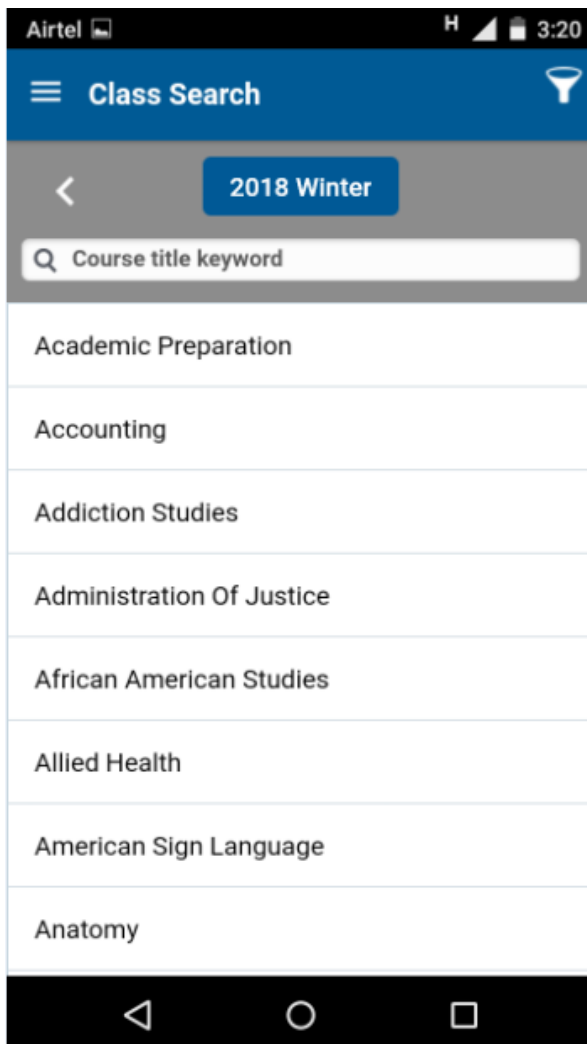
## 1.7 Searching for Classes

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While searching for a class under any given term, you are bound to find following functions:

- Filter the class search.
- Add a class to a student's schedule.
- Save a class to enrollment cart.

The Class Search function provides two methods for finding a class: a course title keyword search and a subject browse.



Using the term selector, a student can pick from any available institution, career, or term that is set to display in Class Search (the *Display in Class Search* attribute is set in the Term Values table in Campus Solutions).

When a student finds a class section that they are interested in, they can save the class to their enrollment cart or add the class to their schedule.

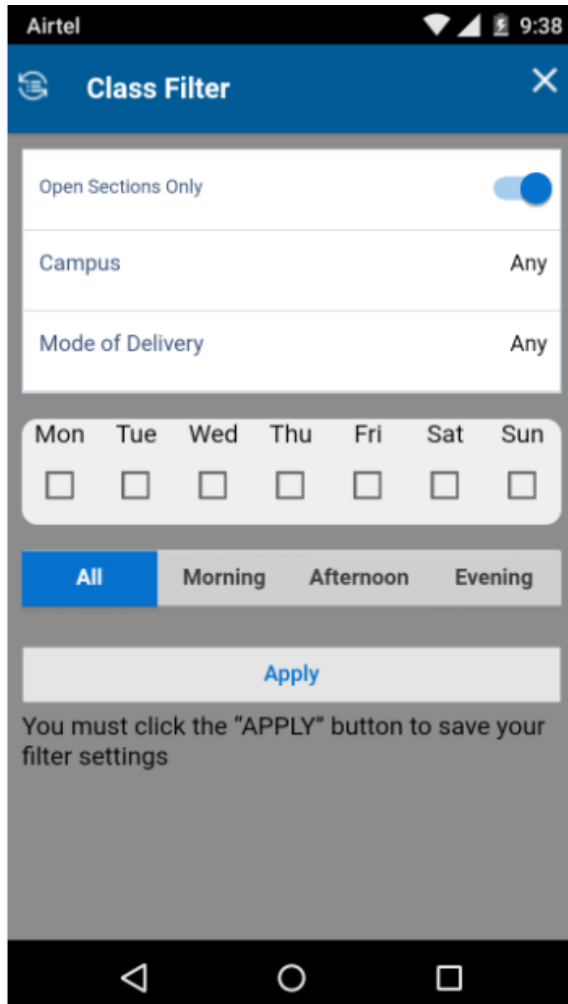
#### 1.7.1. Filtering the Class Search

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The Class Filter page allows a student to filter their search results based on:

- Timeofday
- Day of week
- Campus
- Mode of Delivery
- Open Sections Only

When the filter is applied, subsequent searches will use the filter settings until it is reset or the application is shut down.

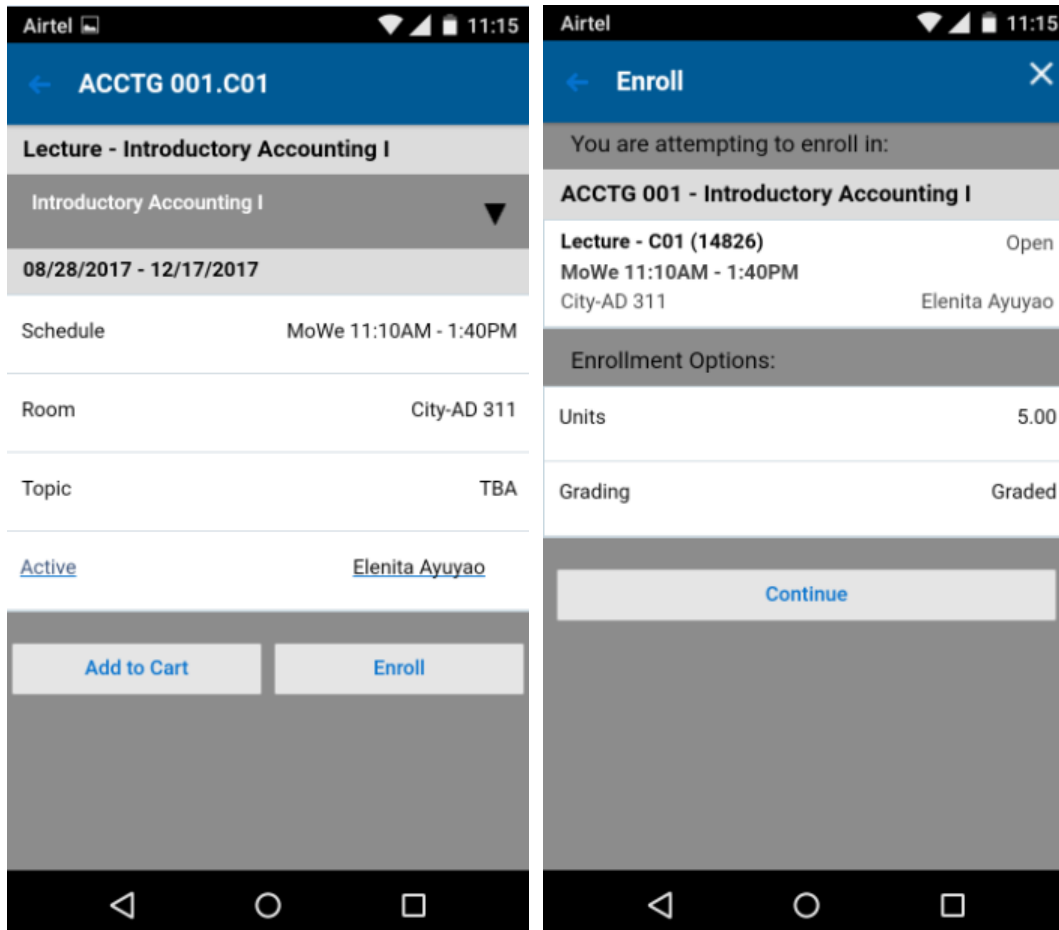


### 1.7.2. Adding a Class to a Student's Schedule

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Add Class allows you to enroll in a class section after conducting a class search, provided you have met the requirements for enrollment.

On completion of an add class transaction, Campus Mobile presents you with the appropriate success or error message at the top of the screen. The app presents delivered Campus Solutions enrollment options (such as permission number, related components, and variable units) to the student as required.

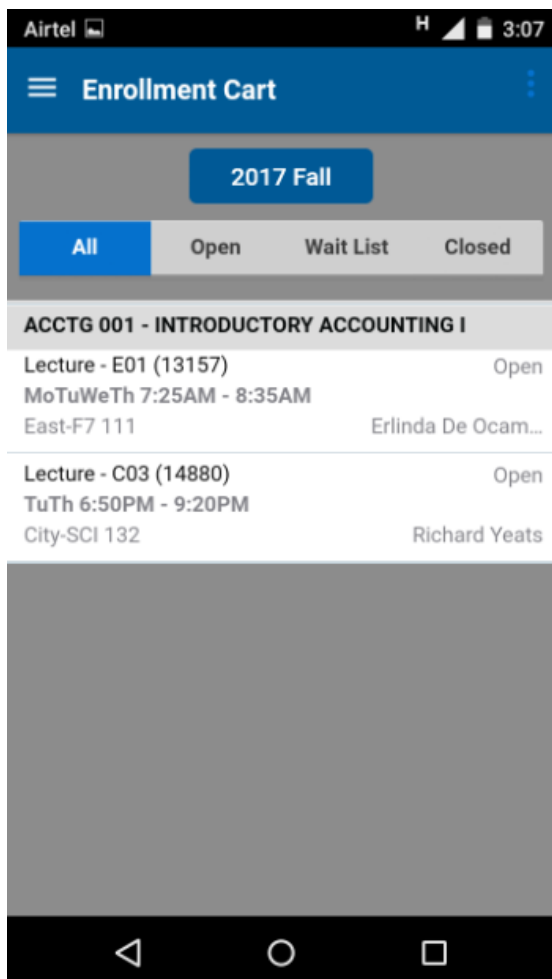


## 1.8 Viewing and Managing Enrollment Cart

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The Enrollment Cart menu function allows you to view cart for any terms for which you have an active enrollment cart, remove classes from their cart, and add all classes from their cart.

The buttons across the top allow the student to view the class sections in their cart based on the status of the class (Open, Wait List, or Closed). This is a quick way for anyone to view the current status of the class (which could change frequently) in anticipation of enrollment.



### 1.8.1. Removing a Class from Enrollment Cart

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To remove a class from the cart, the student swipes across the class from left to right in order to make the Delete button appear. Students then tap the Delete button to remove the class from their cart.

### 1.8.2. Editing Classes in Enrollment Cart

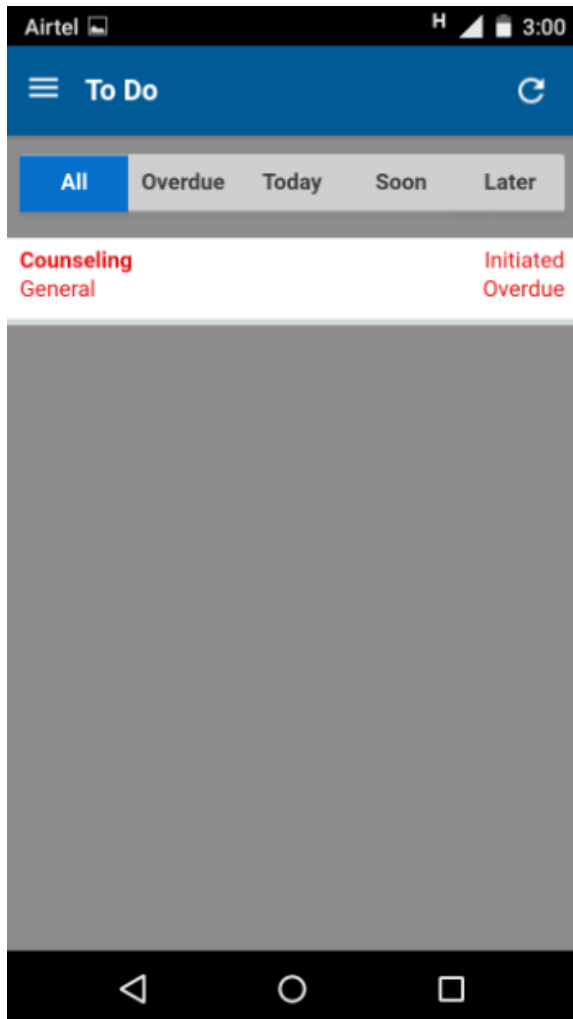
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Edit Class allows a student to modify their enrollment cart entries. The enrollment options the student previously selected appear and the student can either select new options or keep their prior selections and resave the class to their cart.

## 1.9 To Do

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The To Do function allows students to see their To Do list (Checklist items). The To Do items are listed in chronological order by due date and can be filtered to show All, Overdue, Today, Soon, or Later. Each To Do item includes the status, due date, description, and administrative function. When a student taps a To Do item, they can view more details on the item including: comments, institution, contact, and contact's email.



## 1.10 Holds

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The Holds function allows students to see their Holds list. The Holds items are listed in chronological order by due date and can be filtered to show All, Overdue, Today, Soon, or Later. Each Hold item includes the status, due date, description, and administrative function. When a student taps a Hold item, they can view more details on the item including: comments, institution, contact, and contact's email.



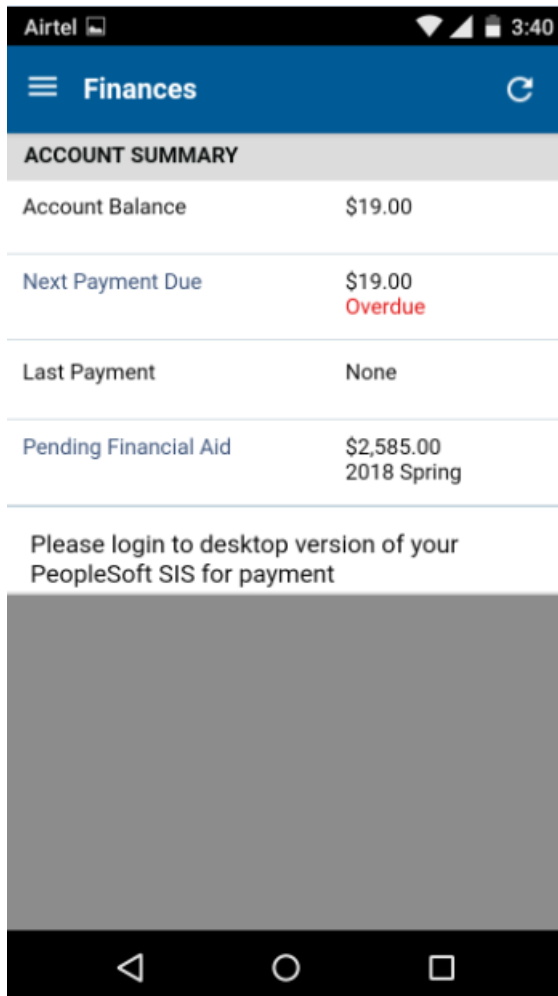
## 1.11 View Finances

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The Finances function allows students to view a summary of their Student Financials account and, where applicable, Financial Aid information including:

- Account Balance – the total amount a student owes.
- Next Payment Due – the amount a student owes on the next date they have a payment due.
- Last Payment Received – the last payment received and applied to a student's account.
- If a student has pending Financial Aid, that pending aid is shown along with a link to view Financial Aid Awards.





## 1.12 View Financial Aid Awards

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When a student taps Financial Aid Awards, they are presented with a view of their financial aid organized by awards under an aid year. (Note that the display is by aid year or by award period depending on the Self Service setting for display of Financial Aid.) If the student has more than one aid year on their account, they can tap the Aid Year selector button at the top of the screen to select a different aid year.

For each award the student can see the amount offered and amount accepted, and where applicable amount disbursed. Tapping on an award summary opens a breakdown of the award by term and from there a view of disbursements for an award in a given term.

The screenshot shows a mobile application interface for Financial Aid. At the top, the status bar shows 'Airtel' and the time '3:40'. The app header is 'Financial Aid' with a refresh icon. Below the header is a button for 'LACCD 2017-2018'. The main content is divided into two sections: 'PELL GRANT ELAC' and 'BOARD OF GOV FEE WAIVER ELAC'. Each section lists 'Credit' with sub-items 'Offered', 'Accepted', and 'Disbursed' and their corresponding amounts. A summary section titled 'Aid Year Totals' provides a consolidated view of the offered, accepted, and disbursed amounts.

PELL GRANT ELAC	
Credit	
Offered	\$5,170.00
Accepted	\$5,170.00
Disbursed	\$2,585.00

BOARD OF GOV FEE WAIVER ELAC	
Credit	
Offered	\$1,196.00
Accepted	\$1,196.00
Disbursed	\$0.00

Aid Year Totals	
Offered	\$6,366.00
Accepted	\$6,366.00
Disbursed	\$2,585.00

### 1.13 About

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In this section you view information about the mobile app i.e. support related information, versioning of the app and also help section where a redirection will occur to a repository.



Please note this is a beta app. If you encounter any issues, login to the portal on a desktop computer.

To report an issues, please contact us at [laccdmobilesupport@email.laccd.edu](mailto:laccdmobilesupport@email.laccd.edu)

[Need Help?](#)

