



Professional & Continuing Education  
University of San Diego  
5998 Alcalá Park – Barcelona 100  
San Diego, CA 92110-2492  
P: (619) 260-5987

## LACOE Frequently Asked Questions

### 1. When is the course open for enrollment?

- a. If a course is open for enrollment you will see an “Add to Cart” button.

### 2. What happens when a course is full?

- a. If the course is full a “Wait List” button will be there, please add yourself to the wait list. If the waitlist is full then a “Request Information” button will appear. Please do not “Request Information” about when the next session will be, as we post new sessions as soon as we receive dates from LACOE.

### 3. How do I waitlist for a course?

- a. If a course is available for a waitlist you will see a “Wait List” button, click on the button and add yourself to the waitlist.

### 4. Why is there only a “Request Information” button?

- a. “Request Information” means that either the course has yet to open for enrollment or that the course is full and so is the waitlist.

### 5. How do I know when the next course will become available if I do not see a future course offering?

- a. Please contact LACOE at 562-922-6798 or email Lucy Domingo at [domingo\\_lucy@lacoed.edu](mailto:domingo_lucy@lacoed.edu) or Christina Fuentes at [fuentes\\_christina@lacoed.edu](mailto:fuentes_christina@lacoed.edu)

### 6. How do I enroll with LACOE? Can anyone enroll into these courses?

- a. Teacher candidates must be accepted into the LACOE Designated Subjects Credential Program in order to enroll in these courses. Please reach out to LACOE if you have interest in applying to the LACOE Designated Subjects Credential Program before enrolling into these courses or if you have any questions, by calling LACOE at 562-922-6798.

### 7. How do I know which course to take next?

- a. Please reach out to LACOE at 562-922-6798 as they have your list of required courses to complete your course stream.

### 8. How do I access my Canvas account?

- a. Please reach out to your course instructor directly or LACOE at 562-922-6798, for Canvas login Instructions.