
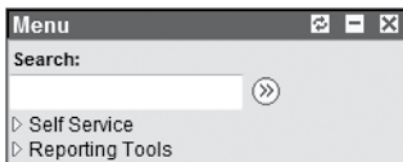


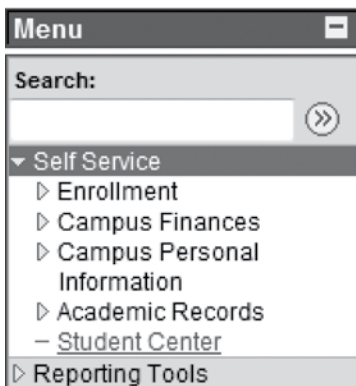
Online Registration System

- Go to the LBCC home page: www.LBCC.edu
- Click on “Web Registration” on the right side of the LBCC home page
- Click on  link

Enter your User ID and Password. Your User ID is a capital W followed by your 7-digit ID number. For example, W0005445. If you have submitted your application for admission and do NOT have an ID or password, call (562) 938-4485.



You will notice a main navigation window on the left side.



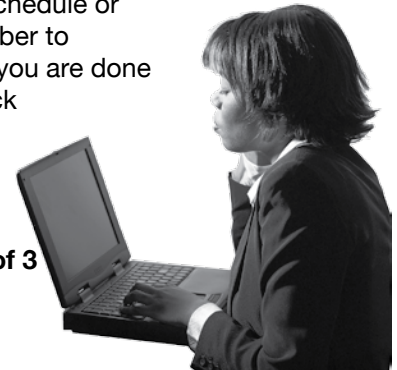
To begin, click on Self Service which will open up the menu.

First, verify that you do not have any holds that will prevent you from enrolling. A hold can be an outstanding fine that will prevent your enrollment, such as a parking fine or any debt to LBCC.

To check if there is a hold, click on **Campus Personal Information**. If there are holds, click on the hold and follow the instructions to have them cleared.

If there are no holds, continue to enrollment. Click on **Enrollment** then select **Enrollment: Add Classes**. Select **FALL 2009** Term then click **Continue**.

You can search the schedule or enter the course number to add the class. When you are done selecting classes, click on the **Next** button.



Check your shopping cart, then click **Proceed to STEP 2 of 3** and confirm the courses are correct.

If there is a red error message, follow the instructions given. If the courses are correct and there are no errors, click on **FINISH ENROLLING**.

To view your complete schedule, click on **My Class Schedule** button. Check the STATUS of courses. The status will show enrolled, dropped or waiting.

To drop a class

Click on **Enrollment: Drop Classes**. Select the course you want to drop, then click **DROP SELECTED CLASSES**. Confirm your selection, then click **FINISH DROPPING**.

To WAIT LIST a class

You may either check the Wait List checkbox before you submit your add request or after you have received an error telling you the class is full.



Enrollment fees for wait listed classes are not added to student account until you are official enrolled.



You are only allowed to wait list 11.5 units for FALL 2009.



To use a permission number for a wait listed class, you must first drop the class to remove you from the wait list, then add the class with the permission number.



PAYMENT IS DUE UPON COMPLETION OF THE REGISTRATION PROCESS.

Check the amount owed by clicking on **Campus Finances** then **Account Inquiry**.