Fall 2015 • Online Registration  
July 6 - August 9, 2015  
7 AM - 11 PM  
Classes begin August 24, 2015

Priority Registration Dates  
July 6 - July 19  
Appointment times may be viewed through your Student Self-Services Registration,  
click on Enrollment, then Enrollment Dates.

Registration ends August 9, 2015

You must pay your fees ONLINE by 10 PM OR IN-PERSON BY 4 PM on August 11, 2015.
You will be dropped from ALL of your classes if you do not pay for them before this deadline. (This includes being dropped from wait-listed classes.)
No registration August 10 - 13. Registration will resumes August 14.

IMPORTANT THINGS TO REMEMBER:

• NEW FIRST-TIME LBCC STUDENTS: Assessment & Orientation is mandatory before you can register for classes - go to: http://www.lbcc.edu/Assessment
• No receipt will be mailed to you. Your canceled check or credit card statement will serve as your payment receipt.
• No class schedule will be mailed to you. Print your class schedule at the time of registration.
• College Service Cards and/or Parking Permits will be mailed to the home address on record with the Admissions & Records Office after payment has been made. Check your address on your Student Center page to verify your address.

IMPORTANT INFORMATION:
Permission Numbers Must Be Used Before The Deadline.
If you need assistance you must come to an Admissions & Records Office on either campus.
INSTRUCTIONS FOR ONLINE REGISTRATION

1. Go to the LBCC home page: www.lbcc.edu

2. Click on Web Registration on the right side of the LBCC home page

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

4. To get on a WAIT LIST for a class

If you want to wait list a class, you have two options.

(1) Click the box next to Wait List when you select your class, so you will be placed on the wait list if the class is full.

OR

(2) If you receive an error message telling you the class is full, click on the box next to Wait List. Once you have done this, make sure you click on FINISH ENROLLING.

Note: You will not be on a wait list until you FINISH ENROLLING.

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

You are allowed to wait list a maximum of 12 units for Fall 2015.

PAYMENT IS DUE UPON COMPLETION OF THE REGISTRATION PROCESS.

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

(see next page for more information regarding auto enrollment from the waitlist)
WAIT LIST INFORMATION

LBCC uses an auto-enroll from the wait list process. Auto-enroll will automatically enroll wait listed students when a seat becomes available. The auto-enroll process will occur on a nightly basis. You will not be notified if you are automatically enrolled. Check your schedule daily to see if you are enrolled from the wait list.

NOTE: If you are automatically enrolled in a class, there may be additional fees that must be paid by the payment deadline. Check your student self-service daily.

You will NOT be auto-enrolled from the wait list IF any one of the following exists:

- Current enrollment in a different section of the same course
- Time conflict between a currently enrolled class and the wait-listed class
- Co-requisites or prerequisites for the class have not been met
- Term unit limit is exceeded
- Course repetition: you’ve already taken the course – W grade included

NOTE: If you are repeating a course, you must complete a Petition to Repeat a Course and submit it to the Admissions Office at either campus.

NOTE: The last day you can add to a wait list is the Saturday before the start of the class.

NOTE: If you were not automatically enrolled and wish to add a class that you were wait-listed, attend the first class meeting and request a permission number from the instructor. If it is an online class, contact the instructor via e-mail on the first day of class to request a permission number to add the class.

You cannot add to a wait list IF:

- Enrollment appointment date/time has not yet been reached
- Prerequisites/co-requisites for the class are not met
- Maximum units to wait list have been reached: FALL and SPRING 12 units; SUMMER 8 units;
- Class is not available for wait listing – instructor consent required
- You have a hold on your account
- The last day to wait list has passed
- The wait list is full
- You’ve already enrolled or are wait listed in another section of the same class

PAYMENT IS DUE UPON COMPLETION OF THE REGISTRATION PROCESS.

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

For Admissions and Records Office hours, please visit http://admissions.lbcc.edu/

Refund of Enrollment Fees

Enrollment fees will be automatically refunded to students who OFFICIALLY withdraw during the refund/transfer period. A balance due is not cleared by never attending a class for which a student has registered. California State Law States: California Administrative Code Title 5, Division 6, Chapter 9, Subchapter 6, Section 58508, Refunds: A community college district governing board shall refund upon request any enrollment fee paid by a student pursuant to section 58501 for program changes made during the first two weeks of instruction for a primary term-length course, or by the 10 percent point of the length of the course for a short-term course. (For example, the 10 percent point for an eight week course would be one week). Refunds will NOT be given for drops after the deadline. Special action requests MUST be circumstances beyond the control of the student such as accident, medical emergency, etc. and have verifiable documentation.
OPEN REGISTRATION

Appointments are not needed during open registration

OPEN REGISTRATION
July 20 - August 9 online and in-person

IN-PERSON HOURS
Monday - Wednesday: 8 AM - 6 PM
Thursday: 8 AM - 2 PM
Friday: College Closed

August 24, 2015
* Permission from instructor is needed to register for classes beginning the week of August 24

August 24 - 28, 2015
IN-PERSON HOURS
Monday - Thursday 8 AM - 6 PM
Friday 8 AM - 4 PM

* You must use your permission number to enroll in the class. You may do this online through your student center. Make sure you enroll completely! If you need assistance please come to an Admissions & Records Office before the deadline. Late adds will not be permitted.

If you do not pay your fees at the time of registration, you will not be allowed to add any classes to your schedule. Please make sure you take care of any fees you may owe prior to the permission number deadline or you will not be able to add the class.

You may pay fees with cash, check, money order or
**card**. The credit card must be presented to the Cashier. If the credit card is not yours, you MUST HAVE A LETTER OF AUTHORIZATION signed by the cardholder permitting you to use the card specifically for registration at LBCC.

**NOTE:** Make a copy of this letter of authorization for your records as the original must be kept by the LBCC Cashier - NO EXCEPTIONS.

*PLEASE NOTE:* The deadline dates MAY fall on the weekend. ONLY the Online registration system is available during the weekends, holidays and flex days until 11 PM. If you need assistance please come to the Admissions & Records Office on either campus by 5:30 PM on the Thursday prior to the stated deadline date.

ADD/DROP DEADLINES
For individual course add/drop deadlines please go online at: [http://admissions.LBCC.edu](http://admissions.LBCC.edu)

If you require special assistance during registration please contact the services listed here:

**Senior Citizens:** Get registration information and assistance at the Senior Center at PCC. Call (562) 938-3048 for more information.

**Disabled Students:** Get registration assistance from the Disabled Students Program & Services Office at LAC (562) 938-4558 or (562) 938-4833 TTY or PCC (562) 938-3921.

**EOPS/CARE:** A state-funded program providing support for students with language, social, & economic hardships to help them achieve academic success. Obtain eligibility information from the Extended Opportunity Programs & Services staff. Call LAC at (562) 938-4273 or PCC at (562) 938-3097.

**Schedule of Classes is available in alternative formats**
In compliance with Section 508 of the Workforce Investment Act of 1998, the Long Beach Community College District provides the schedule of classes and other college publications in alternative formats. If you are an individual who requires special assistance and would like materials in an alternative format, contact Disabled Students Programs & Services at (562) 938-4558 (voice) or (562) 938-4833 (TTY). The Disabled Students Programs & Services is located on the Liberal Arts Campus (LAC), 4901 E. Carson Street, Long Beach, CA 90808; and the Pacific Coast Campus (PCC), 1305 E. Pacific Coast Highway, Long Beach, CA 90806.

In order to receive Priority Registration for the Fall 2015 Semester - you must complete steps 3 - 5 on page 3 no later than June 13, 2015.