

***Don't wait in long lines...
Use the phone or Web!***



**The Automated
Telephone Registration Number is:
(562) 938-4700**

- Listen and follow the instructions
- There is a time limit of 15 minutes. If you exceed the limit, your call will be cancelled and you will lose your classes.
- The system will indicate if a class you requested has been canceled, closed, conflicts with another class, or is an illegal repetition.
- **MAXIMUM CLASS LOAD:**
You may take a **MAXIMUM of 18 units** during **SPRING 2009**.
- **If a class is full:** You may indicate to be put on the wait list. You must petition that class at the first class meeting.
- **Waiting List:** You are **limited to 11.5 units** on a **Waiting List for Spring 2009**.
- Make a record of the class number you're on the waiting list for. Being on a wait list does not guarantee you enrollment in the class.

- **Permission Numbers**

If you wish to petition a class or you are on a wait list for that class, you must attend the first class meeting. Tell the instructor you wish to petition their class. If the class does not have a prerequisite, you will be given a permission number. You may register for the class by telephone or on the web.

- If you receive a permission number from the instructor of a class for which you were on a wait list, you must DROP yourself from the wait list before you ADD the class. Select the prompt/enrollment action of DROP. Go back to the ADD CLASSES prompt to ADD the class, using the permission number given to you by the instructor.

**Make your Telephone Registration Payment
DO NOT HANG UP** until you hear the phrase:
"YOUR REGISTRATION IS COMPLETE."

Adjustments to Telephone Registration

For every transaction, you must pay the fees. Determine if your payment has been processed by repeating the telephone registration steps. Drop any unwanted classes and add additional classes and complete registration by following the verbal instructions.

For Telephone Registration:

You must immediately call the system back to verify that your registration transactions were accepted. **Call back, no matter which method of payment you have used.** It is your responsibility to verify your telephone registration transaction including any adds or drops.

Verification is your responsibility. You must have a printed receipt that shows "ENROLLED" under the status column to the far right of your study list printout. If your printout shows "pending," "waiting" or "dropped," you are not enrolled in the class. Please check your status on the LBCC website. Print a copy of your study list in landscape mode to show the "status" column. In order to prove enrollment in a class, your printout must include the "status" column.