

WALK-IN/OPEN REGISTRATION CALENDAR

Walk-in Open Registration SUMMER 2007

LIBERAL ARTS & PACIFIC COAST CAMPUSES

Walk-in/Open registration is for all students. You may also adjust your schedule on a first-come/first-served basis with all other persons registering during the times listed below. Online and telephone registration will be available during Walk-in/Open registration dates and times.

WALK-IN/OPEN REGISTRATION CALENDAR MAY 29-30, 2007

OPEN REGISTRATION FOR ALL SESSIONS

| | | |
|--------|-----------|--------------------------|
| May 29 | Tuesday | 9 am - 7:30 pm |
| May 30 | Wednesday | 9 am - 7:30 pm |
| May 31 | Thursday | CLOSED - No Registration |
| June 1 | Friday | CLOSED - No Registration |

OPEN REGISTRATION FOR LATER SESSIONS

Late registration for 9 week and first 6 week session

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|--------|---------|----------------|
| June 4 | Monday | 9 am - 7:30 pm |
| June 5 | Tuesday | 9 am - 7:30 pm |

OPEN REGISTRATION FOR LATER SESSIONS

Late registration for Middle 6 week session

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|---------|---------|----------------|
| June 18 | Monday | 9 am - 7:30 pm |
| June 19 | Tuesday | 9 am - 7:30 pm |

LATE REGISTRATION FOR LAST 5 WEEK SESSION

| | | |
|---------|---------|----------------|
| July 16 | Monday | 9 am - 7:30 pm |
| July 17 | Tuesday | 9 am - 7:30 pm |

Registration can be completed on the Web, by telephone or during walk-in registration during the times listed above. If you need to register on a day not designated above for walk-in registration and if the deadline has not passed, you can still check in the Admissions and Records Office to register.

WALK-IN/OPEN REGISTRATION INSTRUCTIONS

STEP 1~ Develop a list of classes

Using the curriculum guides for your chosen LBCC field of concentration, your transfer major and/or the ABC General Education Plan on pages 63-66, select classes for which you plan to register.

The hours that a class is scheduled to meet may not overlap the meeting time of another class by even one minute, so be careful in your selection of classes. If a class selection is not available, have an alternative or two ready to speed the selection process along.

STEP 2 ~ Register at either LAC or PCC

You may register for LAC, PCC, Extended Instruction or Distance Learning courses at the registration area at either campus during the hours of operation listed on the walk-in registration calendar. If you have not already done so, obtain an Application for Admission form in the registration area. **NOTE:** You will also need to bring prerequisite proof and placement scores for those courses that require them.

STEP 3 ~ Request classes

Once in the registration area, request courses by CLASS NUMBERS at the computer terminals. **A maximum of 10 units may be taken during Summer 2007.** If you find you need some advice about classes or the registration process, you may request to leave the registration area to talk with a counselor on a drop-in basis. You will be given a pass to re-enter the registration area after your consultation with a counselor.

STEP 4 ~ Pay your registration fees

You must pay your fees at the time you enroll. You will pay the enrollment fee, any applicable non-resident, capital-outlay, and material fees required, College Services Card fee, health fee and parking fee, if you want a parking permit.



If you do not pay your fees at this time, you will not be allowed to add any classes to your schedule.

You may pay these fees with cash, check, money order or Visa or MasterCard. (The credit card must be presented at walk-in registration. **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.

STEP 5 ~ Attend classes

It is very important that you attend the first meeting of each class for which you have enrolled. **If you are not able to attend the first class meeting for any reason, your place on the class list may be lost to petitioning students.** If you must miss the first class, contact the instructor.