Online Registration
November 17, 2014 - December 28, 2014
7 AM - 11 PM

Online Registration ends December 28, 2014 at 11 PM
You must pay your fees by December 29, 2014
4 PM IN PERSON, 10 PM ONLINE
You will be dropped from ALL of your classes if you do not pay before this deadline.
(This includes being dropped from wait-listed classes)

Classes begin January 5, 2015

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.

IMPORTANT INFORMATION:
Permission Numbers Must Be Used Before The Deadline.
If you need assistance you must go to an Admissions & Records Office on either campus.
Please see deadline dates on page 1
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: 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, call (562) 938-4485.

4. Click on Campus Personal Information to check if there is a hold. If you have a hold, click on: details and follow the instructions to have it cleared. If there is no hold, continue to enrollment. Holds will prevent you from enrolling.

5. Click on Enrollment then select Enrollment: Add Classes. Select Winter Intersession 2015 semester then click on: Continue.

   You can search the schedule or enter the course number to add the class. When you are finished selecting classes, click on: NEXT

6. Check your shopping cart, then click on: PROCEED TO STEP 2 OF 3 and confirm the courses are correct. If there is a red error message, follow the instructions given.

7. If the courses are correct and there are no errors, click on: FINISH ENROLLING

8. To view your complete schedule, click on: my class schedule Check the STATUS. The status will show if you are enrolled, on the wait list, or dropped from each course.

MAXIMUM CLASS LOAD:
You may take a MAXIMUM of 6 units during Winter Intersession.

To drop a class:

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

WAIT LISTING CLASSES

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 3 units for Winter Intersession.

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)
Appointments are not needed during online registration

**ONLINE OPEN REGISTRATION**
November 17, 2014 - December 28, 2014 online

*LATE REGISTRATION*
January 5 - 8, 2015
Permission numbers are needed and must be used by the deadline for each class.

**ENROLLMENT SERVICES WINTER INTERSESSION HOURS**
Monday - Thursday  8 AM - 4:30 PM
Friday  8 AM - NOON

* You must use your permission number to enroll in the class. You may do this online through your student self service account. Make sure you enroll completely! If you need assistance please come to Enrollment Services for assistance before the deadline. Late adds will not be permitted.

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**If you do not pay your fees at the time of registration, you will not be allowed to add any classes to your schedule.**

You may pay fees with cash, check, money order or . 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 Enrollment Services Office on either campus. **Please note our office hours at www.lbcc.edu/admissions.**

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**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.

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