Online Registration System  
FALL 2008 Online Registration Instructions

Please read the following instructions before you enroll to ensure that your experience is both productive and easy.

Starting the Registration Process

You may take a maximum of 18 units during FALL 2008.

- Go to the LBCC home page: www.lbcc.edu
- Click on OLE Online Experience link
- Click on Register for FALL 2008 Classes

1. Enter your User ID. Your User ID is a capital W followed by your 7-digit student ID number. For example, W0005445. *NOTE: You must use a capital W.

2. Enter your password.
   *NOTE: If you are a continuing student, you already have a password. If you are not already enrolled, you will receive your password in the mail approximately one week after Admissions and Records receives your application to LBCC (See page 4.)

The password mailed to you is generated automatically. It consists of eight (8) capital alphanumeric characters. If you do NOT have a password, call the Registrar’s Office.

Before you begin the registration process, please verify that you do not have any holds that will prevent you from enrolling. Follow this path to view holds: SA Self Service > Personal Portfolio > Tasks > Holds.

3. Once you are logged in successfully, click on the links to follow this path: SA Self Service > Learner Services > Academics > Enroll in a Class

4. From the “Select Enrollment Term” page, click on the link to the term in which you wish to register.
   *NOTE: You will go directly to the “View My Class Schedule” page. If you have already registered for classes through telephone or walk-in registration, you will see a list of those classes on this page.

5. Click on the Add Classes link on the bottom of the page. You will go directly to the “Add Classes” page.

6. To ADD classes, enter your five-digit class numbers into the fields provided.

7. Click on the “Submit” button (one class at a time) to enroll in your classes. **WARNING: You are not enrolled in a class until you click on the “Submit” button!**

8. To WAIT LIST a class, you may either check the “Wait List OK?” checkbox before you submit your add request or do so after you have received an error telling you the class is closed. However, if you choose the second option, you must resubmit your request again after checking the checkbox. *NOTE - You are only allowed to wait list 11.5 units for FALL 2008.

9. To DROP classes, click on the Drop/Update Classes link at the bottom of the page. Select the enrollment action of “Drop” from the dropdown field next to the class you wish to drop. Click the “Submit” button. **IF YOU ADD OR DROP A CLASS**, it is your responsibility to verify your transaction online. Print out a copy for your records. Without proof that you registered, added or dropped a class, you will not receive a refund. If you do not verify a dropped class, you will receive a letter grade for the class you did not drop within the required period.

10. The SWAP option is used to switch between two different classes; these may be the same course (section change) or different courses. **To SWAP classes**, click on the Swap Classes link at the bottom of the page. Find the class you wish to drop in the Swap From Class column then enter the class you wish to add into the “Swap To Class Nbr” field. Click the “Submit” button. If you are not added into the class you are swapping to, you will not be dropped from the class you are swapping from.

Do not check the Wait List checkbox when swapping! **You WILL LOSE your place in the “swap from” class if you check “OK to waitlist.”**

11. After submitting any add, drop or swap request, make sure to check the Status column to see if your request was successful. If your request was successful, you will see “Success” in this column. If it was not successful, you will see a red “Errors Found” link. You may click on this link to determine why your request was not successful. If you see “Pending” you have not submitted your request yet.
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NOTE: If you see a red “Success/Message link,” your class was added successfully, but you have a message regarding this class. No action is required on your part when you receive this message; it contains useful information for you.

PLEASE READ THIS INFORMATION BEFORE YOU END YOUR ONLINE ENROLLMENT!

It is YOUR responsibility to REVIEW YOUR CLASS SCHEDULE and to VERIFY that your credit card, check or money order payment was accepted. If you do not do this, you risk having your registration cancelled for non-payment or being registered in the wrong classes.

To do this, click on the View My Schedule link.

PAYMENT IS DUE UPON COMPLETION OF THE REGISTRATION PROCESS.

To Request Parking and/or Start the Payment Process
• After completing your online registration follow the path from the Home > SA Self Service > Learner Services > Finances >
• If you would like to purchase Parking for the Term, click on the Opt for Parking link. Follow the instruction to enter the FALL 2008 term, then click the Select Parking button.

ONLINE FEE PAYMENT USING A CREDIT CARD
• Click on the Make a Payment link.
• Click on the Pay by Credit Card button.

• Complete all fields on the screen. If you leave required fields blank you will be prompted to return and complete all information. Please pay attention to formatting examples for the Credit Card number and expiration date.
• When you have completed the data entry, click the NEXT button.
• For confirmation, a review screen will display the information you entered. You may either click the Return to Payment Information link to make corrections or click the SUBMIT button to begin the authorization process.
• The Credit Card Authorization process will confirm the payment or generate a message if there is a problem or issue with your transaction.
• You may print an Account Summary or come back to this page at any time to review your account. Use the instructions provided for accessing the registration process to come back to the Finances area.

*It is your responsibility to review your account summary once your transaction is complete to ensure you have no debt in order to avoid being administratively dropped from your classes!

To do this, click on the Account Summary link.

It is important that you sign out of the online system properly. Use the “sign-out” button in the upper right hand corner of your screen, and/or close your browser.

Fee payments are payable immediately upon enrollment. Students registering during Priority Registration must pay their fees by August 1, 2008.

<table>
<thead>
<tr>
<th>Classes begin on</th>
<th>Student drop deadline to receive a refund of enrollment fees</th>
<th>Last day to drop without record</th>
<th>Last day for students to use a permission number</th>
<th>Last day for students to change their grading basis (pass – no pass)</th>
<th>Last day for students to drop and receive a “W” mark</th>
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<tbody>
<tr>
<td>18 Weeks</td>
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<td>Aug 1 - Dec 19</td>
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<td>September 5</td>
<td>September 5</td>
<td>September 26</td>
<td>November 21</td>
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<tr>
<td>15 Weeks</td>
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<td>September 19</td>
<td>September 19</td>
<td>October 10</td>
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<td>Sept 8 – Dec 19</td>
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<td>First 9 Weeks</td>
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<td>August 22</td>
<td>August 29</td>
<td>September 5</td>
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<td>Aug 18 – Oct 19</td>
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<td>October 24</td>
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<td>First 6 Weeks</td>
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<td>Aug 18 – Sep 28</td>
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<td>December 12</td>
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