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. (see next page for NEW information)

4 Click on Campus Personal Information to check if there is a hold. If you have a hold, click on: 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 FALL 2011 term then click on: Continue.

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.

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.

If you are on a wait list, you are NOT enrolled in the course. You need to attend the first day of the class and ask the instructor if you can enroll. 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 2011.

PAYMENT IS DUE UPON COMPLETION OF THE REGISTRATION PROCESS. Check the amount owed by clicking on Campus Finances then Account Inquiry.

5

MAXIMUM CLASS LOAD: You may take a MAXIMUM of 18 units during FALL 2011.
NEW WAIT LIST INFORMATION

Beginning FALL 2011
Long Beach City College will use an auto-enroll from the wait list process. Auto-enroll will enroll wait-listed students when a seat becomes available. The auto-enroll process will occur on a nightly. You will not be notified if you are automatically enrolled.

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 conditions exist:

• 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 pre-requisites for the class have not been met
• Term unit limit is exceeded
• Course repetition: you’ve already taken the course – W grade included

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.

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

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 waitlist if:

• Enrollment appointment date/time has not yet been reached
• Prerequisites/co-requisites for the class are not met
• Maximum units to wait list reached: Fall and spring 12; Summer 8
• Class is not available for wait list – 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 wait listed in another section of the same class

A reminder to YOUNG MEN!
from the Selective Service System

It’s important that you read this message.

1. Why it’s important to register: Through registration, our country maintains a list of names and addresses of young men 18 through 25 years of age for use in the event of a mobilization. It is not a resumption of the draft.

2. The potential benefits: Federal and some State laws require registration-age men applying for certain benefits (such as student financial aid, government employment, and job training) to be registered with Selective Service (except those determined by Selective Service to be exempt from the requirement). In addition to being subject to prosecution, failure to register may cause you to permanently forfeit eligibility for these benefits, as men cannot register after reaching age 26.

You are required to register with the Selective Service within 30 days of reaching your 18th birthday.

3. The potential penalties for not registering: Young men who are convicted of failure to register may be fined up to $250,000, imprisoned for up to five years, or both. Men, 18 through 25, who have not already done so, are required to register.

Selective Service System
Registration Information Office
P.O. Box 94638, Palatine, IL 60094-4638

ACT today.
It's quick. It's easy... and it's the law.