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: Student Self Service 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 Spring 2014 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 18 units during Spring 2014.

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

STOP 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 12 units for Spring 2014.

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)