



OLE ON-LINE EXPERIENCE REGISTRATION SYSTEM

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

Starting the Registration Process

- Go to the LBCC home page: www.lbcc.edu
- Click on **OLE On-Line Experience** link.
- Click on **Register for Spring 2006 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 for admittance to LBCC. (See Admission, page 7).

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 a class until you click on the "Submit" button!**



You may take a maximum of 18 units during Spring 2006.

If you wish to take more than 18 units, permission from your counselor is required.

Verification is your responsibility. You must have a printed receipt that shows "ENROLLED" under the Status column to the far right of your study list printout. If your printout shows "pending", "waiting" or "dropped," you are not enrolled in the class. Please check your status on the LBCC website. Always print a copy of your study list as proof of enrollment. **NOTE:** Print the list in landscape mode to show the "status" column. In order to prove enrollment in a class, your printout must include the "status" column. Your study list is not a proof of payment.

When you click Submit you will be taken to the "Class Enrollment Options" page. You can enter class permission numbers, and/or opt for credit/no credit grading. If a class is offered for Credit/No Credit, you will be taken to the "Class Enrollment Options" page when you click Submit. If you wish to take the class for credit/no credit, click on Choose Grading Option link and then select the Credit/No Credit option. Click OK.

***WARNING:** DO NOT enter any data into the Class Permission Nbr field, unless you have been given permission by the faculty member for the particular class, otherwise you will be prohibited from adding the class

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 and you will not be able to remove yourself from a wait list once you are added to it. For more information on Waiting Lists, see pages 17 and 18.

***Warning:** The Delete buttons to the right of your classes DO NOT delete classes from your schedule. They simply delete the class from your request.

To drop classes, see #9 below.

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 on **OLE** web. 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(s) you did not drop within the required period.