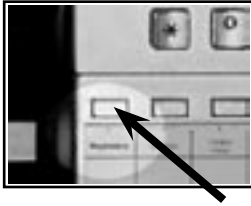


# Spring 2006 • TELEPHONE REGISTRATION



**The Automated Telephone  
Registration Number is:  
(562) 938-4700**

**LOOK FOR THE REGISTRATION BUTTON** on Pay phones on the Liberal Arts and Pacific Coast Campuses feature a "Registration Button" below the key pad that provides a direct connection into the automated telephone registration system. Follow all registration instructions.

**REMEMBER:** DO NOT call this telephone registration number UNTIL your appointed time. If you use a credit card, it is easier to add or drop classes.

***Don't wait in long lines - use the phone or OLE web***

## Important items to remember about Telephone Registration

- Listen to the spoken instructions and follow as directed
- There is a time limit of 15 minutes. If you exceed the 15-minute limit, your call will be cancelled and you will lose your classes.
- If the system does not accept your birth date, enter six zeros (000000) as your PIN. A correction is not required for your registration to be processed. After you register, you may correct any information by bringing your information to the Admissions Office.
- The telephone registration system will indicate if a class you requested has been canceled, closed, conflicts with another class you selected, or is an illegal repetition.
- **You may take a maximum of 18 units during Spring 2006.**
- **If a class is full:**  
Enrollment for that class will be closed and a waiting list will be generated. You must petition that class at the first class meeting.
- **Waiting List (optional)**  
You may indicate a desire to be put on the waiting list at the time of registration. There is no fee to be put on the waiting list, BUT - You are limited to 11.5 units on a waiting list.
- It is your responsibility to make a record of the class number you place yourself on the waiting list for. Placing yourself on a waiting list does not guarantee you a permission card or permission number. It is the decision of the instructor. It is your responsibility to petition that class at the first class meeting. If the instructor gives you a signed permission card, you must take it to registration immediately and register for the class.  
**NOTE: If the instructor gives you a permission number, you must first remove yourself from the waiting list before entering the permission number on the telephone or the on-line registration system.**
- Waiting lists are established for the use of faculty and administration in order to anticipate the need for additional sections of classes.
- **Permission Cards**  
Additional space in some courses may be available the first day of classes. You will need to attend the first class meeting. If space is available you will need to obtain a Permission Card from the instructor and take it to registration to complete the registration process. Permission Cards are for those classes that require a prerequisite. Make sure you bring your prerequisite

proof with you when you register for the class. If you did not meet the prerequisite at LBCC, you must provide proof of your prerequisite as stated in this schedule of classes.

**Make sure the instructor SIGNS your permission card.**

### • **Permission Numbers**

If you wish to petition a class or you are on a wait list for that class, you must attend the first class meeting. Tell the instructor you wish to petition their class. If the class does not have a prerequisite, you will be given a permission number. If you are already registered at LBCC or have turned in a completed Application for Enrollment to the Registrar, you should have a seven (7) digit Student I.D. number as well as a PIN for telephone registration, or a password for web registration. You may register for the class by telephone or on the web.

- If you receive a permission number from the instructor of a class for which you were on a wait list, you must DROP yourself from the wait list before you try to ADD the class. Select the prompt/enrollment action of DROP. Then go back to the ADD CLASSES prompt to ADD the class, using the permission number given to you by the instructor.



## **Make your Telephone Registration Payment**

### **Adjustments to Telephone Registration**

For every transaction, you must pay the fees incurred as a result of any adjustments.

#### **If you used a credit card to register:**

First, determine if your payment has been processed by repeating the telephone registration steps. Then drop any unwanted classes and add additional classes and complete registration by following the verbal instructions.

**DO NOT HANG UP** until you hear the phrase --  
"YOUR REGISTRATION IS COMPLETE."

**For telephone registration, you must immediately call the system back** to verify that your registration transactions were accepted. **Call back, no matter which method of payment you have used.** It is your responsibility to verify your telephone registration transaction including any adds or drops.

If a class is added or dropped using the telephone registration system, you must follow all the instructions to complete the call. If you do not complete the entire call, the drop(s) or add(s) will not be completed.

**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.



You must have a printed receipt showing "ENROLLED" under the "Status" column, located on the far right of your "Study List" printout. If your printout shows "Pending", "Waiting" or "Dropped", you are not enrolled in the class.