

# Spring 2006 • WALK-IN / OPEN REGISTRATION

Walk-in/Open registration is for all students. You may also adjust your schedule on a first-come/first-served basis with all other persons registering during the times listed below. **OLE** web and telephone registration will be available during Walk-in/Open registration dates and times.

## WALK-IN/OPEN REGISTRATION JANUARY 9 - 28 LIBERAL ARTS AND PACIFIC COAST CAMPUSES

### Walk-in/Open Registration Calendar

#### OPEN REGISTRATION

January 9	Monday	9 am - 7:30 pm	OPEN
January 10	Tuesday	9 am - 7:30 pm	OPEN
January 11	Wednesday	9 am - 7:30 pm	OPEN
January 12	Thursday	9 am - 7:30 pm	OPEN
January 13	Friday	CLOSED	No Registration

#### LATE REGISTRATION

January 16	Monday	CLOSED	King Day Holiday
January 17	Tuesday	9 am - 7:30 pm	LATE REGISTRATION
January 18	Wednesday	9 am - 7:30 pm	LATE REGISTRATION
January 19	Thursday	9 am - 7:30 pm	LATE REGISTRATION
January 20	Friday	9 am - 4:00 pm	LATE REGISTRATION
January 21	Saturday	9 am - 1:00 pm	LATE REGISTRATION

#### PERMISSION CARD ONLY REGISTRATION

January 23	Monday	9 am - 7:30 pm	PERMISSION CARD ONLY
January 24	Tuesday	9 am - 7:30 pm	PERMISSION CARD ONLY
January 25	Wednesday	9 am - 7:30 pm	PERMISSION CARD ONLY
January 26	Thursday	9 am - 7:30 pm	PERMISSION CARD ONLY
January 27	Friday	9 am - 4:00 pm	PERMISSION CARD ONLY

**NOTE:** (Date below applies to Liberal Arts Campus ONLY)

January 28	Saturday	9 am - 1:00 pm	PERMISSION CARD ONLY
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YOU MAY REGISTER, ADD, DROP OR PAY YOUR FEES DURING THE TIMES LISTED ABOVE

The Last day to register for **semester length classes** and the last day to drop and be eligible for a refund is January 28, 2006. The last day to drop a semester length class without receiving a "W" on your transcript is February 3, 2006.

## Walk-in Registration Instructions

### STEP ONE

#### Develop a list of classes

Using the curriculum guides for your chosen LBCC field of concentration, your transfer major and/or the ABC General Education Plan on pages 133-136, select classes for which you plan to register.

The hours that a class is scheduled to meet may not overlap the meeting time of another class by even one minute, so be careful in your selection of classes. If a class selection is not available, have an alternative or two ready to speed the selection process along.

### STEP TWO

#### Register at either LAC or PCC

You may register for LAC, PCC, Extended Instruction or Distance Learning courses at the registration area at either campus during the hours of operation listed on the walk-in registration calendar. If you have not already done so, obtain an Application for Admission form in the registration area.

You will also need to bring prerequisite proof and placement scores for those courses that require them.

**NOTE:** If you are a high school student you must bring your permission letter from your school with the Concurrent Enrollment Fee Waiver form to attend LBCC. If you have not completed 10th grade, you must call (562) 938-4139 and make an appointment to meet with the Dean of Admissions and Records BEFORE you can attend LBCC.

### STEP THREE

#### Request classes

Once in the registration area, request courses by CLASS NUMBERS at the computer terminals. **A maximum of 18 units may be taken during the Spring 2006.** If you find you need some advice about classes or the registration process, you may request to leave the registration area to talk with a counselor on a drop-in basis. You will be given a pass to re-enter the registration area after your consultation with a counselor.

### STEP FOUR

#### Pay your registration fees

You must pay your fees at the time you enroll. You will pay the enrollment fee, any applicable non-resident, capital-outlay, and material fees required, College Services Card fee, health fee and parking fee, if you want a parking permit. **If you do not pay your fees at this time, you will not be allowed to add any classes to your schedule.**

You may pay these fees with cash, check, money order or Visa or MasterCard. (The credit card must be presented at walk-in registration. **If the credit card is not yours, You MUST HAVE A LETTER OF AUTHORIZATION, signed by the cardholder permitting you to use the card specifically for registration at LBCC).**



**NOTE:** Make a copy of this letter of authorization for your records as the original must be kept by the LBCC Cashier - NO EXCEPTIONS.

### STEP FIVE

#### Attend classes

It is very important that you attend the first meeting of each class for which you have enrolled. **If you are not able to attend the first class meeting for any reason, your place on the class list may be lost to petitioning students.** If you must miss the first class, contact the instructor.