

Registration Instructions Fall 2008

Banner Student System

1. Begin at www.lcc.edu and click on starport "login"
2. Click the "Fall 2008 registration" tab and then click "Register Here!"
3. Enter your TUID (all uppercase) and your banner pin. The first time logging in, your banner pin will be your date of birth in MMDDYY format. You will then set a permanent pin and make up a security question and corresponding answer.

A note on navigation: do not use your browser's "back" button from this point forward; instead please use links on the page such as "Return to previous menu" or others to navigate through the system.

4. Click "student"
5. Click "registration"
 - a. Click "1) verify address" and either "update" your address or, if your address is correct, return "Return to Registration Steps" to continue.
 - b. Click "2) select term" and submit Fall 2008
 - c. Click "3) add or drop classes"; then
 - i. **either** enter the CRN number for the section you wish to register for and click "submit changes" to register for that class.
 - ii. **or** click the "class search" button to look for the CRN. Register for the desired CRN by checking the select box on the left, then scroll down and click "register" button.
6. Repeat step 5 c until satisfied with your schedule.
7. To view or print your class schedule from here
 - a. click the "student" tab at the top
 - b. click "registration"
 - c. click "4) student detail schedule"
 - d. view or print, as desired and click "Return to Registration Steps"
8. Click "5) registration fee assessment" to view your fees
9. Click "exit" to end your session and secure your account; do not use the x button on your browser's window.

Note: If you wish to audit a course (e.g. not get a grade or credit for the course), complete the following steps after you are registered:

- Repeat step 7 a, b, and c above to view your schedule. Under "Grade Mode" click the blue text "numeric standard". For the desired course(s), change grade mode to "audit" and click "submit changes". Your new schedule will be displayed with the grade mode changes.