Registering for LCC Classes

1. Go to the LCC homepage at **www.lcc.edu.** Click **myLCC** at the top right.
   - Enter your **Username** and **Password**, then click **Login.**
   - **If you do not know your log-in information, you can click Forgot my Username, Forgot my Password, or call the help desk at 517-483-5221.**
2. Click on **Banner** at the top of the page. Then click on the **Student** box.
3. Click on the **Registration** box.
4. Expand and review **Course Offering Formats, Useful Information, and Important Pre-Registration Tasks**. Click any link for which you have questions or steps to complete.
5. Click **Required Registration Steps**.
   If this is your first time registering with this system, click **View How-To Videos and Guides.**
6. Make sure to go through each required registration step**.**
7. When you are ready to register for your classes, Click **Register (Add/Drop Courses).**
   You may have to sign the **Student Financial Responsibility Agreement**.
8. Click **Register using Banner.** You may need to click **Register for Classes** again.
9. **Select a term** from the drop-down menu and click **Continue.**
10. In the **Find Classes** tab, click in the subject search field. You can either type in your course subject (e.g., ENGL) or use the scroll bar to find your subject.
11. Enter the **Course Number** (e.g., 121) and click **Search.**
12. Now you can view the available class options. Some things to look for:
    - There may be multiple pages of classes. To see all of the classes, click the page arrow buttons or change the number of classes per page.
    - Click the **Course Title** to view class details, including course description, prerequisite requirements, and course fees.
    - **Days-Time-Room**: If the class meets on specific days and times (in person or online), days and times will be listed. Traditional online classes will have no days or times.
      Expand the column by dragging the column border to the right to view the **Building, Room, Start Date, and End Date.**
    - **Campus**: LCC has multiple campuses, so identify campuses you are willing to attend.
    - **Status**: shows how many seats remain in the class and the number of waitlisted students.
    - **Attribute**: shows if the class is online hybrid, online real time full lecture, online real time-partial lecture, or flex schedule.
13. Once you find a class that works, click the **Add** button on the far right to add the course to your summary. Note the course is listed as **pending**. *You are not enrolled in the course yet!*
14. If you want to add classes to your schedule, click the **Search Again** button at the top right.
15. To enroll in your chosen courses, click the **Submit** button at the bottom right.
    If you are successfully registered, the courses in your summary box will change from grey **Pending** to green **Registered** status.

See reverse for instructions on Paying for LCC Classes.