



Registering for LCC Classes

1. From www.lcc.edu click on **myLCC** at the top of the page.
 - a) Enter your **Username** and **Password**, then click **Login**.
2. Click on **Banner** at the top of the page.
3. From the main menu in Banner Self-Service, click on the **Student** box.
4. Click on the **Registration** box, then on **Registration Tasks**.
5. Click on **Add or Drop Classes**.
6. From the drop down menu, select the desired term (Fall, Spring, Summer) and click the **Submit** button.
7. Read the LCC Financial Responsibility Agreement, type your initials into the box at the bottom of the page, and click **Accept – Proceed with Registration**.
8. If you know the 5-digit CRNs of your classes, type them into the CRN boxes and click **Submit Changes**. Go to step 15.
9. If you want to search for classes, click the **Class Search** button.
10. Use the scroll bar to find your desired **Subject**, click the subject, then click on the **Course Search** button.
11. Click on the **View Sections** button next to the course you want. Sections will be listed in this order: Online, Main Campus, East, Livingston Center, West.
12. To register for your desired course section, check the **Select** box on the left, then scroll down and click **Add to Worksheet** at the bottom of the page.
 - a) If the section you want has “C” instead of a check box, the section is Closed because the class is full. If you would like to be put on the waitlist, type the CRN of the class you want into the CRN box and click **Submit Changes**. This will bring up an error screen. Pull down the **Action** menu, select **Wait List**, and click **Submit Changes**. You will be notified in your LCC e-mail account when a seat opens up. You must register for the class within 24 hours or the next person on the waitlist will be notified.
 - b) If the section you want has an “NR” instead of a check box, the section is Not Available to Register because the class has started. You need to follow the late registration procedure.
13. Repeat steps 9-12 until you have selected all the classes you want.
14. Click the **Submit Changes** button.
15. From the bottom of the page, click on **Registration Tasks** then click **View My Class Schedule** to verify your class(es).

See reverse for instructions on Paying for LCC Classes.