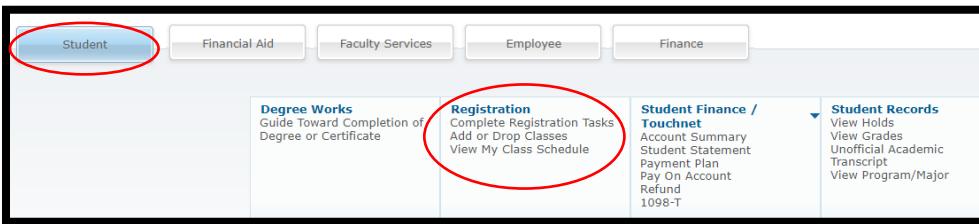


Registering for LCC Classes

Once you have your LCC username and password, you can register for your class on the Banner registration system.

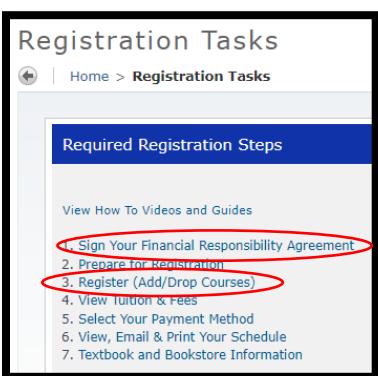
1. Go to www.lcc.edu and click **myLCC** in the upper right corner.
 - a. Enter your **Username** and **Password**, then click **Login**.
 - b. If you do not know your log-in information, you can click **Forgot your password?**, **Forgot your Username?**, or call the help desk at 517-483-5221.
2. Click on **Banner** at the top of the page.
3. Click on the **Student** box. Then click on the **Registration** box.



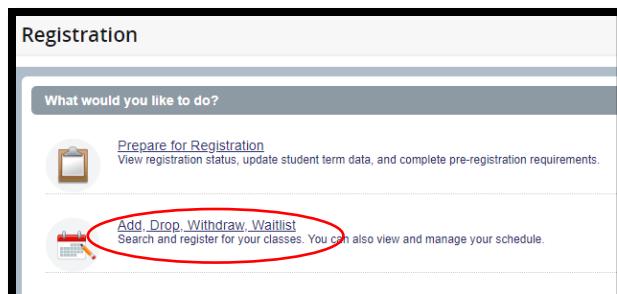
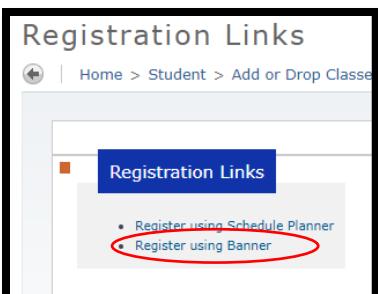
Review the options in the **Useful Information** and **Important Pre-Registration Tasks** sections. Click any links for which you have questions or steps to complete.

Review the six **Course Offering Formats** under Required Registration Steps to understand the type of class you want.

4. Click **1. Sign Your Financial Responsibility Agreement**.
From the drop-down menu, select the term of your class.
Read the Student Financial Responsibility Agreement.
Type your initials into the **Initials** box and click **Accept – Proceed with Registration**.
5. Click **3. Register (Add/Drop Courses)**.



6. Click **Register using Banner**. Click **Add, Drop, Withdraw, Waitlist**.



7. From the drop-down menu, select the term of your class. Click **Continue**.

8. In the **Find Classes** tab, click in the **Subject** search field. You can type in your course subject (e.g., ENGL) or use the scroll bar to find your subject.

Enter the Course Number (e.g., 121) and click Search.

9. Now you can view the available class options. Here are some things to look for:

To see multiple pages of classes, click the page arrows at the bottom or change the number of classes per page.

Course Title: Click 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. Hover your cursor over the section 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.

Format: shows if the class is lecture, online hybrid, online, online real time, or flex schedule.

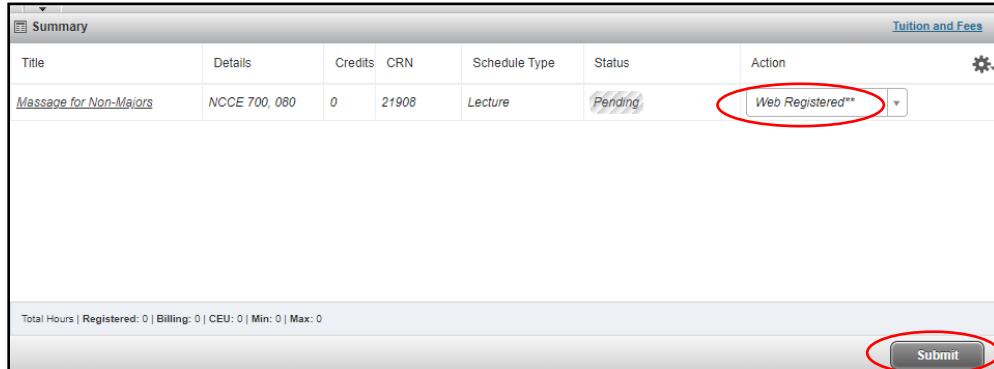
Once you find a class that fits your needs, click the **Add** button on the far right to add the course to your summary.

Note the course is listed as *Pending*. You are not enrolled in the course yet!

If you want to add more classes to your schedule, click the **Search Again** button at the top right and repeat Step 9.

Search Results — 15 Classes																																			
Term: Summer 2023 Subject (e.g. English or ENGL): English Course Number (e.g. 101): 121																																			
Title	Subject	Course Num	Credits	CRN	Instructor	Days-Time-Room (expand column)	Campus	Status	Format	Linked Sections																									
Composition I Online/Hybrid	English	121	4	30275	Shamane Hassan Bell (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> 12:10 PM - 02:00 PM Type: Class Bl <table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> - Type: Class Building: Internet Ro	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	Main - ...	FULL: 0 of 13... ▼ 200 of 200 wait...	OH: In-person and Online		Add
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Composition I Online/Hybrid	English	121	4	30439	Amy G Larson (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> 02:10 PM - 06:00 PM Type: Class Bl <table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> - Type: Class Building: Internet Ro	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	Main - ...	16 of 23 seats rem... 200 of 200 waitlist...	OH: In-person and Online		Add
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Composition I Online/Hybrid	English	121	4	30278	Richard Carroll Cook (Prim...	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> 04:10 PM - 06:00 PM Type: Class Bl <table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> - Type: Class Building: Internet Ro	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	Main - ...	FULL: 0 of 13... ▼ 200 of 200 wait...	OH: In-person and Online		Add
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Composition I Online/Hybrid	English	121	4	30507	Mary Ann Kost (Primary)	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> 06:10 PM - 08:00 PM Type: Class Bl <table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> - Type: Class Building: Internet Ro	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	LCC East	15 of 23 seats rem... 200 of 200 waitlist...	OH: In-person and Online		Add
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Composition I Online/Hybrid	English	121	4	30279	Melissa Dawn Ratliff (Prim...	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> 10:10 AM - 12:00 PM Type: Class Bl <table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>F</td><td>S</td></tr></table> - Type: Class Building: Internet Ro	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	Livingst...	17 of 23 seats rem... 200 of 200 waitlist...	OH: In-person and Online		Add
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10. In the **Summary** box in the lower left, review the class(es) you want to take. If a class is correct, leave the drop-down menu as *Web Registered***. If a class is incorrect, select **Remove** from the drop-down menu. If the class is full and you still want the class, select **Wait List** from the drop-down menu. When you are done, click the **Submit** button. A confirmed class will change to a green **Registered** status.



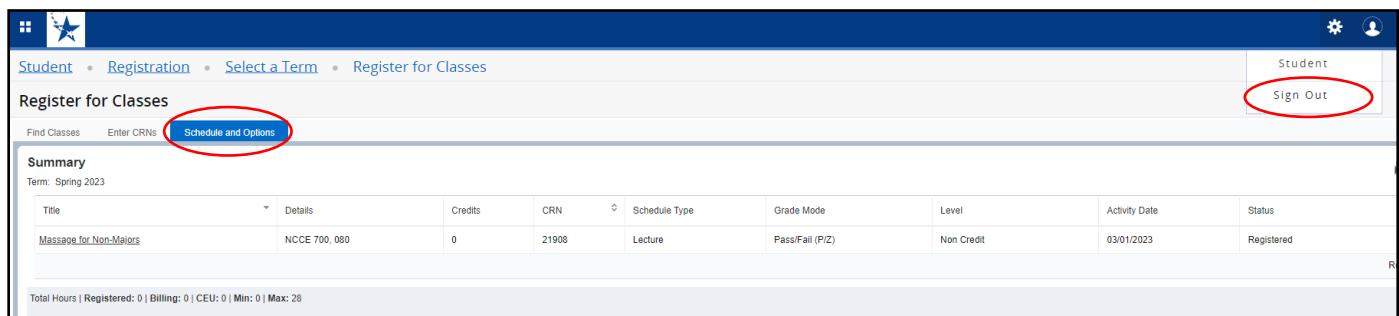
The screenshot shows a registration summary table with one row. The columns are: Title, Details, Credits, CRN, Schedule Type, Status, and Action. The 'Action' column dropdown is set to 'Web Registered**' and is circled in red. The 'Submit' button at the bottom is also circled in red.

Tuition and Fees						
Summary	Details	Credits	CRN	Schedule Type	Status	Action
Message for Non-Majors	NCCE 700, 080	0	21908	Lecture	Pending	Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

11. Click the **Schedule and Options** tab to view and print your schedule. When you are done, click the person icon in the upper right and click **Sign Out**.



The screenshot shows the 'Schedule and Options' tab selected in the navigation bar. The 'Sign Out' button in the top right corner is circled in red.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs **Schedule and Options**

Summary

Term: Spring 2023

Title	Details	Credits	CRN	Schedule Type	Grade Mode	Level	Activity Date	Status
Message for Non-Majors	NCCE 700, 080	0	21908	Lecture	Pass/Fail (P/Z)	Non Credit	03/01/2023	Registered

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 28

If you have any registration questions, call 517-483-1860 or email LCC_East@lcc.edu.