Lansing Community College
Non-Credit Class Application and Registration Process

This process is to register for a non-credit NCCE class that has a five-digit section number (e.g., NCCE 700 #21908). To register for other non-credit classes, please call 517-483-1415.
If you have been an LCC student, staff, or faculty member, skip to step #14.
If you are unsure if you have attended LCC before, please call 517-483-1860 to check if you have a student number.

Apply for Admission to Lansing Community College

1. Go to www.lcc.edu and click APPLY. Then click First time user account creation.

2. Create a temporary Login ID and PIN, then click “Login”. Your Login ID and PIN are needed only to come back to your admissions application if you don’t finish. Once your admission is complete, you will no longer need them.
   a. Login ID can be up to 9 letters or numbers.
   b. PIN must be 6 to 15 numbers.

3. Choose the appropriate application type from the drop down menu then click Continue. For non-credit NCCE classes, choose Guest-Attending Other College.

4. Select the Admission Term for the first semester you will be enrolling in classes at LCC. Complete First Name and Last Name, then click Fill Out Application.

5. Complete each section of the Application Checklist.
   If your Street Address is not recognized, use the suggested address replacement. You can change your address after you receive your student number.
   If you attended high school: outside of Michigan, enter code H025; home school, enter code H015; GED, enter code H010; outside of US, enter code H005; did not graduate, enter code H001.
   If you did not attend college, enter code ZZ9999.
   When each section has a checkmark, click Application Is Complete.

6. After submitting your application, you will receive your student number (X00#######) by email in a day or two. Write down this important number.
   If you have any application questions, call 517-483-1860 or email LCC_East@lcc.edu.
Activate Your myLCC Account

Once you have your LCC student number (X00########), you can activate your LCC technology account and gain access to your LCC Email and the Banner registration system. In this process, you will set your password and email recovery.

7. Go to www.lcc.edu and click myLCC in the upper right corner.
8. Click the Activate your account link.

9. Enter your 9-digit student number (X00########) and either your date of birth (MM/DD/YYYY) OR the last 4 digits of your Social Security Number.

10. Read the Acceptable Use Policy and check the box for I agree to accept this policy. Click Continue.
11. Set Your Recovery Email Address by typing and retying your non-LCC email address. Click Submit. A link will be sent to your email address. Click on the Verify Email link.
12. Create a password between 8 and 30 characters with 3 or 4 of the following: one upper case letter, one lower case letter, one number, one special character (!@#$%^&*). Click **Submit**.

![LCC Account Management: Password Change](image)

13. Your username will display as “Welcome *username*”. Write down your username and password. You can now use them to access the Banner registration system.

   **If you have any account activation questions, call the LCC Help Desk at 517-483-5221 or email lcc1@star.lcc.edu.**
Register for Your Class

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

14. 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.

15. Click on Banner at the top of the page.

16. Click on the Student box. Then click on the Registration box.

   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.


19. Click Register using Banner. Click Add, Drop, Withdraw, Waitlist.
20. From the drop-down menu, select the term of your class. Click **Continue**.

![Select a Term](image)

21. Click the **Enter CRNs** tab. Type in the 5-digit Course Reference Number (CRN) of your desired class. The CRN will be on the flyer for the class.
   Click **Add to Summary**.
   If asked, enter the starting and ending dates of the class from the information on the screen. Click **Confirm**.

![Register for Classes](image)

22. If you want another class, repeat step 21.

23. 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.
   When you are done, click the **Submit** button. A confirmed class will change to a green **Registered** status.

![Summary](image)

24. 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**.

![Schedule and Options](image)

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

Once you have registered for your class, you can pay for it with a credit card.

25. 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.

26. Click on Banner at the top of the page.

27. Click on the Student box. Then click on the Student Finance/TouchNet box. Then select Pay on Account.

28. Click on the I Agree button to open TouchNet, and maximize the popup screen to view all buttons.

29. If you have not set up your refund method, you will be prompted to do so before paying your bill.
    A bank routing number and bank account number will be required.

30. To pay your bill in full, click on the Make Payment button.

31. Enter the payment amount and click the Add button. If desired, add a brief payment note. Click Continue.
32. Select the payment method: **Credit or Debit Card**. Click **Continue**.
   Fill out the Account Information: **Card number**. Click **Continue**.

![Account Payment Screen]

33. Complete the **Account Information** and **Cardholder Billing Information**. Click **Continue**.
34. Review the transaction details and click the **Submit Payment** button.
35. View and print your receipt.

*If you have any payment questions, call Student Finance at 517-483-1272 or email student_finance@star.lcc.edu.*

Lansing Community College provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran’s status, or other status as protected by law, or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.