

Lansing Community College

Non-Credit Class Application and Registration Process

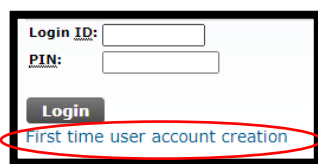
This process is to register for a non-credit NCCE class that has a five-digit section number (e.g., NCCE 700 #21908). To register for other non-credit classes, please call 517-483-1415.

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.

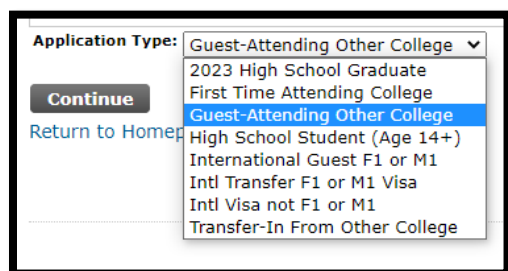
Apply for Admission to Lansing Community College

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



The screenshot shows a login form with two input fields: 'Login ID:' and 'PIN:'. Below the fields is a 'Login' button. A red circle highlights the text 'First time user account creation' located below the 'Login' button.

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**.



The screenshot shows a dropdown menu for 'Application Type:'. The selected option is 'Guest-Attending Other College'. Other options include '2023 High School Graduate', 'First Time Attending College', 'High School Student (Age 14+)', 'International Guest F1 or M1', 'Intl Transfer F1 or M1 Visa', 'Intl Visa not F1 or M1', and 'Transfer-In From Other College'. A 'Continue' button is visible to the left of the dropdown.

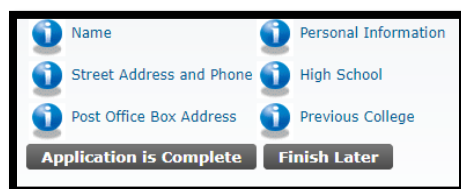
4. Select the **Admission Term** for the first semester you will be enrolling in classes at LCC. Complete **First Name** and **Last Name**, then click **Fill Out Application**.
5. Complete each section of the Application Checklist.

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**.



The screenshot shows an application checklist with six sections, each with an information icon: 'Name', 'Personal Information', 'Street Address and Phone', 'High School', 'Post Office Box Address', and 'Previous College'. At the bottom, there are two buttons: 'Application is Complete' and 'Finish Later'.

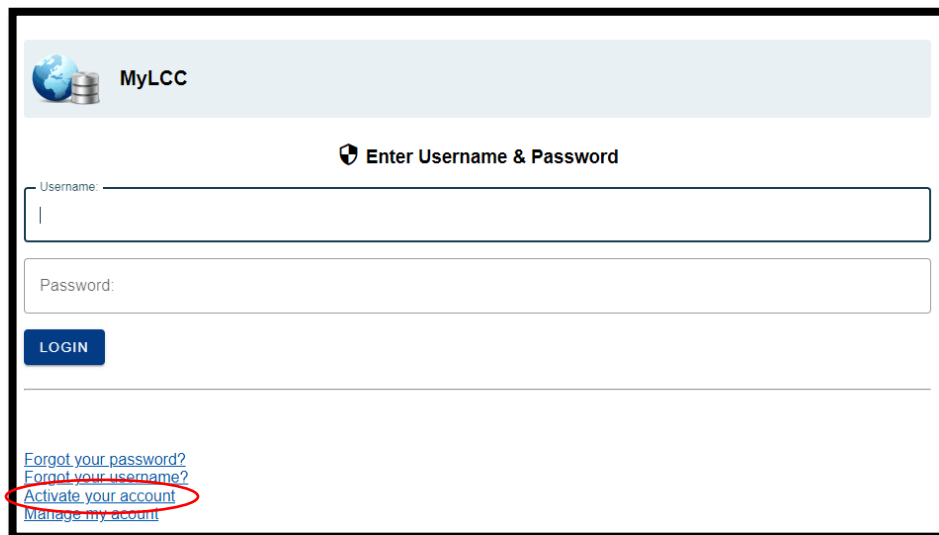
6. After submitting your application, you will receive your student number (X00#####) by email in a day or two. Write down this important number.

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.



MyLCC

Enter Username & Password

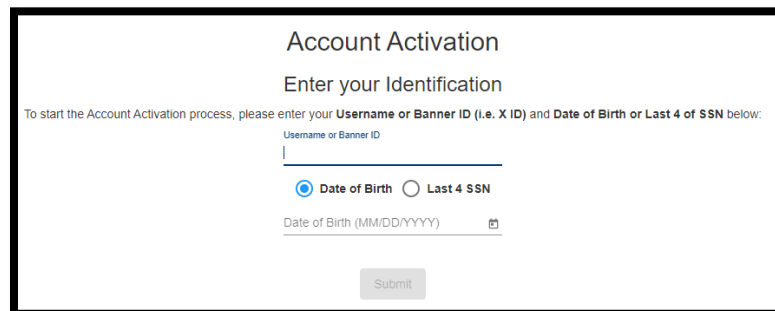
Username: _____

Password: _____

LOGIN

[Forgot your password?](#)
[Forgot your username?](#)
[Activate your account](#)
[Manage my account](#)

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.




Account Activation

Enter your Identification

To start the Account Activation process, please enter your **Username or Banner ID** (i.e. X ID) and **Date of Birth or Last 4 of SSN** below:

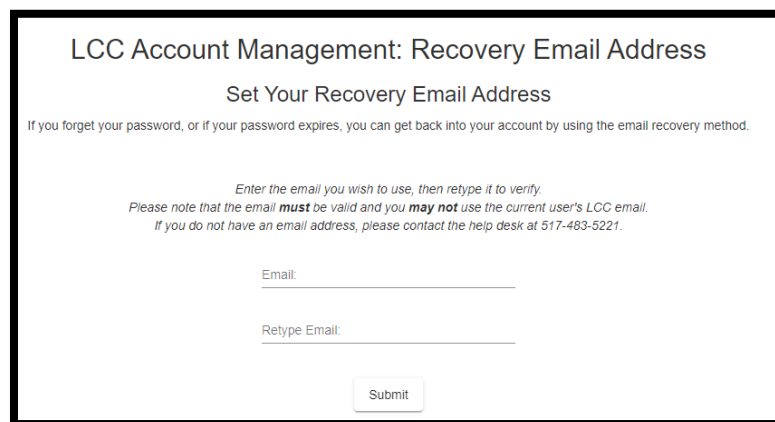
Username or Banner ID
|_____|

Date of Birth Last 4 SSN

Date of Birth (MM/DD/YYYY) 

Submit

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 retyping your **non-LCC email address**. Click **Submit**. A link will be sent to your email address. Click on the **Verify Email** link.



LCC Account Management: Recovery Email Address

Set Your Recovery Email Address

If you forget your password, or if your password expires, you can get back into your account by using the email recovery method.

Enter the email you wish to use, then retype it to verify.
Please note that the email **must** be valid and you **may not** use the current user's LCC email.
If you do not have an email address, please contact the help desk at 517-483-5221.

Email: _____

Retype Email: _____

Submit

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**.



The screenshot shows a web form titled "LCC Account Management: Password Change". Below the title is the instruction "Set You Account Password". The form displays the user's LCC Username as "KHOLM" and prompts the user to "Enter new password twice". There are two password input fields: "Create Password:" and "Retype Password:", each with a toggle icon to the right. Below the fields, a list of password requirements is provided: "Between 8 and 30 characters long" and "At Least 3 of the following:" (one Upper case, one Lower case, one Number, one Special Character). A link for "LCC Password Policy Guidelines" is located below the requirements. At the bottom of the form is a "Submit" button.

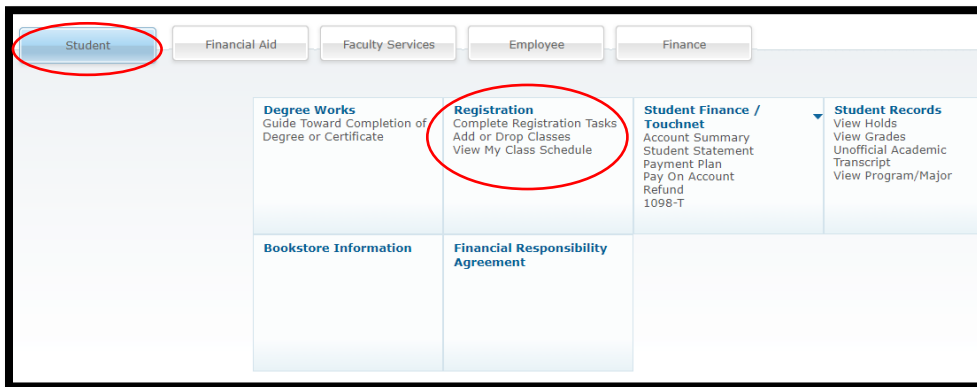
13. Your username will display as "Welcome *username*". Write down your username and password. You can now use them to access the Banner registration system.

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

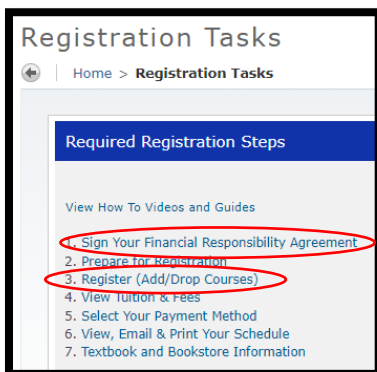
Once you have your LCC username and password, you can register for your class on the Banner registration system.

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.

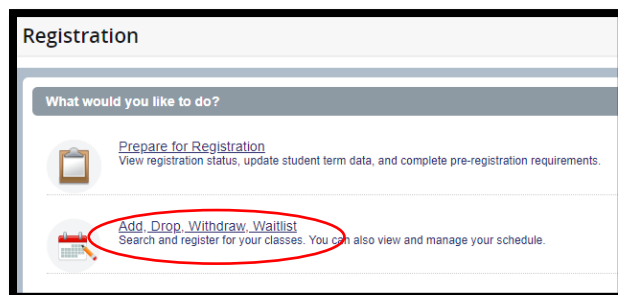
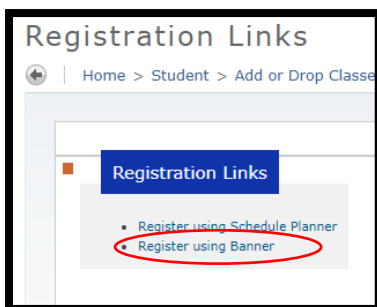


17. Click **1. Sign Your Financial Responsibility Agreement**.

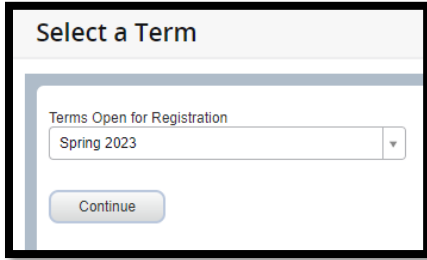
From the drop-down menu, select the term of your class.
Read the Student Financial Responsibility Agreement.
Type your initials into the **Initials** box and click **Accept – Proceed with Registration**.
18. Click **3. Register (Add/Drop Courses)**.



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



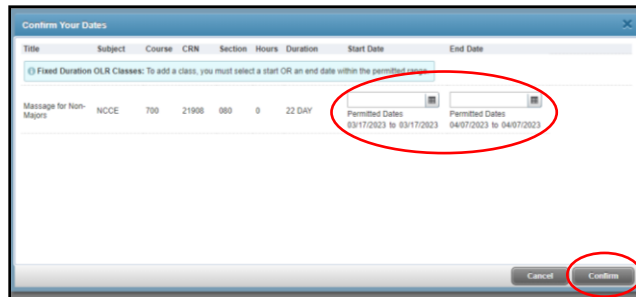
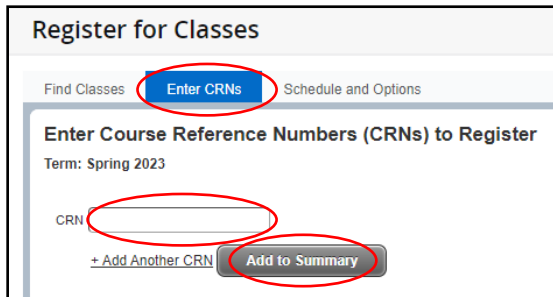
20. From the drop-down menu, select the term of your class. Click **Continue**.



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**.

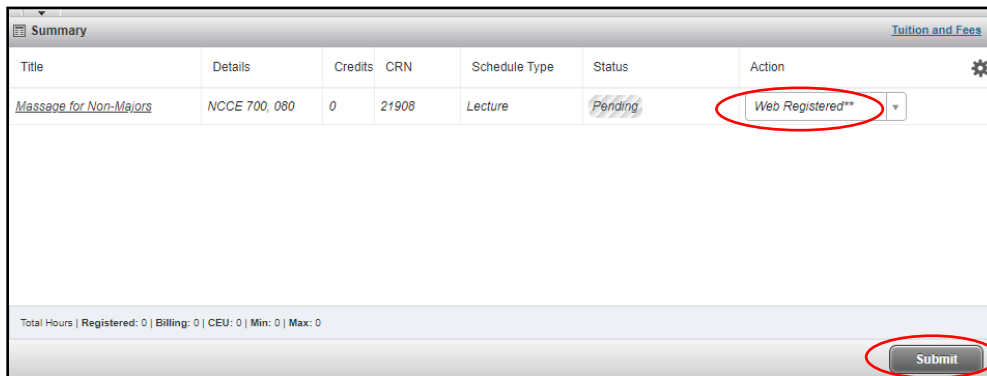
If asked, enter the starting and ending dates of the class from the information on the screen. Click **Confirm**.



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

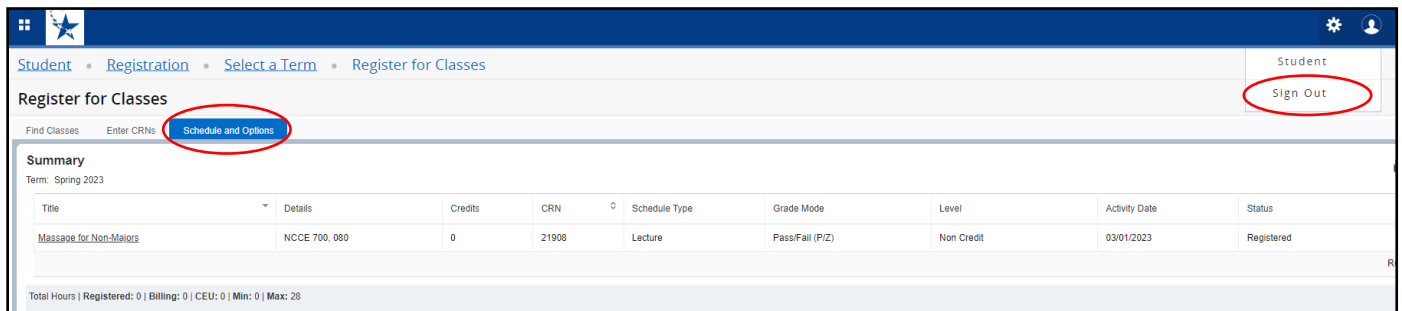
23. In the **Summary** box in the lower left, review the class(es) you want to take. If a class is correct, leave the drop-down menu as *Web Registered***. If a class is incorrect, select **Remove** from the drop-down menu.

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



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**.

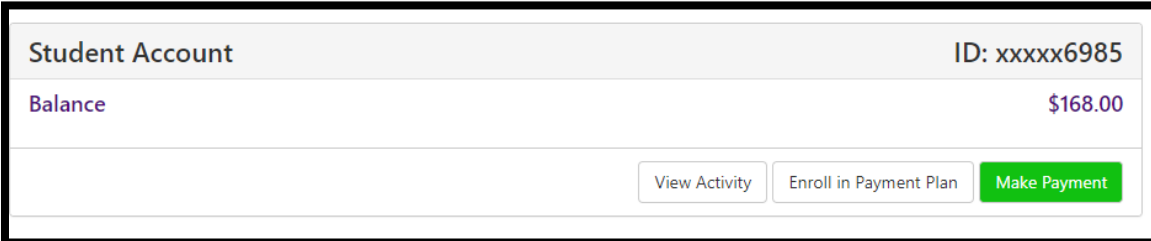


If you have any registration questions, call 517-483-1860 or email LCC_East@lcc.edu.

Pay for Your Class

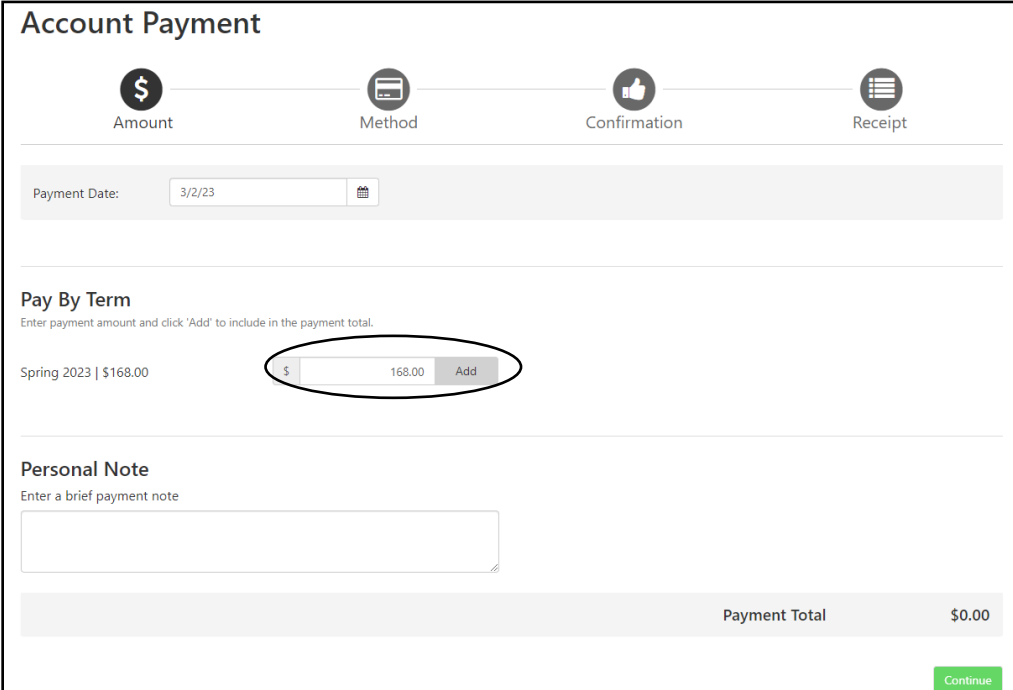
Once you have registered for your class, you can pay for it with a credit card.

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.



The screenshot shows a 'Student Account' interface. At the top right, the account ID is 'xxxxx6985'. Below this, the 'Balance' is listed as '\$168.00'. At the bottom of the account summary, there are three buttons: 'View Activity', 'Enroll in Payment Plan', and a green 'Make Payment' button.

31. Enter the payment amount and click the **Add** button. If desired, add a brief payment note. Click **Continue**.



The screenshot shows the 'Account Payment' process. It has four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' step is active. The 'Payment Date' is set to 3/2/23. Under 'Pay By Term', there is a text input field containing '\$ 168.00' and an 'Add' button next to it, which is circled in red. Below this is a 'Personal Note' section with a text area. At the bottom right, the 'Payment Total' is shown as '\$0.00' and a green 'Continue' button is visible.

32. Select the payment method: **Credit or Debit Card**. Click **Continue**.
Fill out the Account Information: **Card number**. Click **Continue**.

Account Payment

Amount: \$168.00

Method*: Credit or Debit Card

Account Information

* Indicates required fields

*Card number:

Back Cancel Continue

Debit and Credit Card - We accept the following credit and debit cards.

VISA Mastercard AMERICAN EXPRESS DISCOVER iCard

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.