

## Registration Procedures for Spring 2012 (Advisor Signature NOT Required)

### 1 Review your degree requirements in the college catalog.



You can view current degree requirements on the college web page at [www.lccc.edu](http://www.lccc.edu).

- ☞ Select Academics on the tool bar and click "All Programs" from the drop down menu.
- ☞ Under "All Programs" select type of degree.
- ☞ Select your program.
- ☞ **Login to my LCCC portal and "Run a Degree Evaluation" to record your progress in your program.**

### 2 Access the spring schedule in detail at [www.lccc.edu](http://www.lccc.edu) to select your courses for the upcoming semester. Be sure to check each course carefully to avoid conflicts in time schedule or site location.



You can access the course schedule on the college web page at [www.lccc.edu](http://www.lccc.edu).

- ☞ Select Academics on the tool bar and choose "Course Search" on the pull down menu on the home page.
- ☞ Select the multiple search lookup; i.e., click on "Lookup Courses by Subject."
- ☞ Select term and subject and click on the submit button.
- ☞ Click a course in the "Course" column; click on "View Catalog Entry."
- ☞ Click on the actual course to see the catalog description, prerequisites and corequisites.

### 3 The three options for placement are the PSSA, PSAT or SAT scores and COMPASS testing (LCCC's own placement test). If you choose to use your PSSA or PSAT/SAT scores, you must provide an official copy of your high school transcripts to the Office of Enrollment Services. The Biology placement test is required for all students interested in enrolling in Anatomy and Physiology and Microbiology courses. The Chemistry placement test for enrollment is required in some chemistry courses. You should schedule an appointment to complete the testing after you complete your online application.

Placement testing can be taken at these four LCCC sites by calling:

Main Campus in Schnecksville.....	610-799-1137
Donley Center in Allentown.....	610-799-1940
Carbon Center in Nesquehoning.....	570-669-7010
Morgan Center in Tamaqua.....	570-668-6880

A short preparation guide for the COMPASS test is also available at each campus.  
[www.act.org/compass/sample/index.html](http://www.act.org/compass/sample/index.html).

### 4 Meet with an advisor.

If you are not assigned an advisor, you may proceed directly to registration or if you wish to meet with an advisor, you may contact one of the LCCC sites listed below to request an appointment. **You may also contact an advisor via e-mail [advise@lccc.edu](mailto:advise@lccc.edu).**

Main Campus in Schnecksville.....	610-799-1137
Donley Center in Allentown.....	610-799-1940
Carbon Center in Nesquehoning.....	570-669-7010
Morgan Center in Tamaqua.....	570-668-6880



Please be aware that our advisors are very busy at this time of year. To make the most of your advisement session, prepare a list of questions and a list of possible courses for the upcoming semester. Please arrive promptly for your appointment.

## **5** Registration

### **WEB REGISTRATION:**

Register online at [www.lccc.edu](http://www.lccc.edu)  
Login to myLCCC Portal  
Registration online begins November 14, 2011  
and ends January 12, 2012

### **IN-PERSON REGISTRATION BEGINS NOVEMBER 21, 2011**

Enrollment Services at the Main Campus, Schnecksville  
Donley Center in Allentown  
Carbon Center in Nesquehoning  
Morgan Center in Tamaqua

### **WEB REGISTRATION REQUIREMENTS**

You must be an active, continuing, or returning student in fall 2011  
You have not changed your name or address  
You have not changed your program of study  
You have no outstanding debt with the college  
You are in good academic standing (not on probation, suspension,  
or alternative dismissal)

**6** **If your address has changed** since your last registration, you will need to complete a "Change of Information" form and a "Residency" form. **If you have not attended within the last three semesters or more**, you will be required to complete an online returning student application. A missing Residency Form will result in higher (nonsponsored) tuition rates.

A "Change of Information" form and "Residency" form are available on our Website at [www.lccc.edu](http://www.lccc.edu) (choose Current Students; Enrollment/Registration, Student Records) or at the Main Campus/Enrollment Services Office (AD 123), Donley Center, Carbon Center, and Morgan Center.

**7** **Full payment of your tuition bill is due on December 12, 2011.**

**Pay online at [www.lccc.edu](http://www.lccc.edu) and login to myLCCC Portal. You are responsible for the payment of your bill unless a written request for withdrawal is received by Enrollment Services.**

If you would like to pay your education expenses in three monthly installments for a nonrefundable \$25 enrollment fee, you can use the interest-free cougar payment option. For more information, go to [www.lccc.edu](http://www.lccc.edu). If you need more information, please contact the Business Office at 610-799-1157.

**8** **Spring 2012 classes begin on Friday, January 13, 2012.**

**START HERE | GO ANYWHERE**

The College will not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, disabilities, veteran status, or sexual orientation in its educational programs, activities, admissions, or employment practices as required by applicable laws and regulations. For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are accessible to and useable by persons with disabilities, contact the Office of Human Resources. Students may contact the Office of Disability Support Services, LCCC, 4525 Education Park Drive, Schnecksville, PA 18078-2598, 610-799-2121. PERM45A-f (10/14/11)

**Visit our Website at [www.lccc.edu](http://www.lccc.edu)**