

Registration Procedures for Spring 2012

(Advisor Signature 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.

- ☞ 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 myLCCC Portal and "Run a Degree Evaluation" to record your progress in your program.**

2 Access the spring schedule in detail at 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 fall schedule on the college web page at 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.

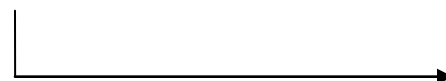
Placement testing can be taken at these four LCCC sites by calling:

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.

4 **Meet with your advisor. Complete a registration card with your advisor's signature.**

The name of your advisor is listed in your LCCC email. Please contact the faculty member directly to schedule an appointment. If you are required to see an advisor and one is not assigned, please contact Student Services at 610-799-1137.



After your registration card has been signed by your advisor, you may register online at www.lccc.edu; click on Bannerweb or proceed directly to Enrollment Services at one of LCCC sites listed below.

Main Campus in Schnecksville
Donley Center in Allentown
Carbon Center in Nesquehoning
Morgan Center in Tamaqua

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** If your address has changed since your last registration, you will need to complete a Student Change of Information Form and a new Residency Form. A missing residency form will result in higher (nonsponsored) tuition rates.

These forms are available on our Website at www.lccc.edu (choose Enrollment/Registration, Student Records) or at the Main Campus/Enrollment Services Office, Donley Center, Carbon Center, and Morgan Center.

- 6** Register online using your alternate PIN that was given to you by your advisor/counselor during your scheduled appointment. You cannot register for classes if you have an outstanding balance from a previous semester.

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

Pay online at 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. 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