

Web Registration

In order to register online for your credit classes at Lehigh Carbon Community College, you:

- Must be an active, continuing student
- Must not have any holds on your file such as:
 - Business Office Hold—prior balance.
 - Graduation Hold—a graduate continuing to take classes.
 - Advisor Hold—must see an advisor before registering.
- Must not be on Academic Suspension or Academic Dismissal.
- Must not have changed your address since the last time you have attended.



Getting Started . . .

How Do I Log Into the Portal?

- To log in go to www.lccc.edu.
- Click on myLCCC portal link at the bottom of the home page.
- Enter your portal username and initial portal password provided to you via postal mail.
- Read the “Portal Acceptance Usage Policy” carefully and click “I agree” at the bottom of the page.
- Step 1: Create your password reset questions and answers and click SAVE.
- Step 2: Change your password and click SAVE.
- Step 3: Click on Take me to myLCCC and you will see the launch pad.

What Should I Do If I Forget My Password?

- Enter your username in the reset password tab.
- Answer 2 of your 3 questions.
- Change your password.

What Do I Do If I Forget the Answers to My Questions?

- Bring to Enrollment Services (main campus, Schnecksville or any of our off campus sites) a picture ID, which can either be your College LCCC ID card or your driver’s license and we will provide you with your portal username and/or password.
- If you are unable to come to campus, we will mail your portal username and password to your current address listed in our student information system. Any change of addresses must be done prior to releasing a portal username and password in the Business Office.

Where do I go to register online?

<http://www.lccc.edu>

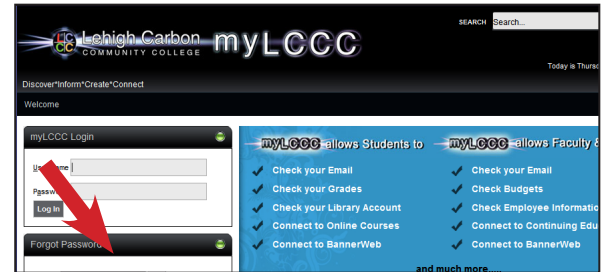
STEP 1.

Click on **myLCCC** on the lower right-hand side of the screen.



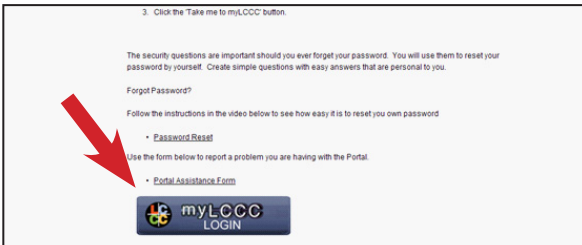
STEP 3.

Enter your User Name and Password.



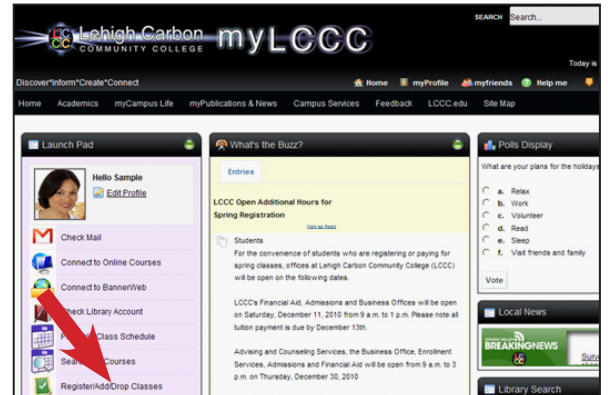
STEP 2.

Click **myLCCC Login**.



STEP 4.

Click on **Register/Add/Drop Classes**.



STEP 5.

Choose your Term and click on **Submit**.

Select Term

SUNGARD HIGHER EDUCATION

Personal Information Alumni and Friends Student Financial Aid WebTutor Administration

Search Go

Select Term

Select a Term: Spring 2011 Credit

Submit

RELEASE: 8.1

STEP 6.

Now you can look for your classes.

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Credit Car

RELEASE: 8.1

STEP 7.

Notice that on the figure below, you can search for your classes by any one of the items listed below. Click on **Class Search**.

Subject: Biology Business Chemistry

Course Number: 120

Title:

Schedule Type:

Credit Range: hours to hours

Campus:

Course Level: All Credit

Part of Term: Non-date based courses only

Instructor: All Abbadessa, Michelle M. Ackah, Daniel N.

Attribute Type: All Criminal Justice Elective Flight Practical

Start Time: Hour 00 Minute 00

End Time: Hour 00 Minute 00

Days: Mon Tue Wed Thur

Class Search Reset

STEP 8.

Now, click on **Register** if this is the only class for which you are registering or click on **Add to Worksheet** to add it and go on to search for another class.

C	10080	BUS 120 H51 P	3.000	Intro to Business Organization	M	06:30 - 09:15 pm	20
C	11740	BUS 120 N1 D	3.000	Intro to Business Organization	TBA		25

Register Add to WorkSheet Class Search

[Student Schedule by Day & Time]

RELEASE: 8.2

STEP 9.

Click on **Class Search** to continue looking for other classes.

To Register or Add/Drop Classes

Use this interface to add or drop classes for the selected term. If you have already added classes, additional classes may be added in the Add Class table. To add a class enter the options available in the Action field. If no options are listed in the Action field then you are unsure of which classes to add, click Class Search to review the class list.

If you enter a course status of 'WL' in the Action Column when you register, you will receive an email from myLCCC informing you that there is one space available and you will be removed from the waitlist within the 24 hour period.

NOTE: You are not registered for courses until your registration is complete.

Add Classes Worksheet

CRNs

13762

Submit Changes Class Search Reset

[View Holds | Credit Car

RELEASE: 8.1

Once you have all the classes listed on your Add Class screen, click on **Submit Changes**. You will now get a screen that will list your Current Schedule, Registration Errors, and Add Class option to add more.

STEP 10.

If your registration for the course(s) is successful, you will see it listed under Current Schedule with a Status of "Web Registered" along with the date.

To Register or Add/Drop Classes

Use this interface to add or drop classes for the selected term. If you have already added classes, additional classes may be added in the Add Class table. To add a class enter the options available in the Action field. If no options are listed in the Action field then you are unsure of which classes to add, click Class Search to review the class list.

If you enter a course status of 'WL' in the Action Column when you register, you will receive an email from myLCCC informing you that there is one space available and you will be removed from the waitlist within the 24 hour period.

NOTE: You are not registered for courses until your registration is complete.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Lev
Web Registered	None	11722	ACC	160	C51	Cre

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000

If your registration for the course(s) is NOT successful, it will be listed under Registration Errors with the registration error listed under Status.

Error Message	Explanation	Course of Action
CORQ_CIS 255L REQ	This is a Co-Requisite Error. There is a co-req that must be taken along with the course. Usually this is a Lab course that must be taken along with the Lecture course.	Click on Class Search and register for CIS 255L.
PREQ AND TEST SCORE ERROR	A prerequisite has not been satisfied or a test score has not been satisfied in order to take the course.	Call Enrollment Services at 610-799-1171.
COLLEGE RESTRICTION	This course is designated for students who are currently enrolled in Restricted Programs.	The incorrect class could have been chosen. Click on Class Search and look again. If this is the class you should be taking, your Program of Study may be incorrect. Then call Enrollment Services at 610-799-1171 to confirm your Program of Study.
TIME CONFLICT	You are scheduled for more than one class at the same time.	Choose another class.
CLOSED SECTION	The class is full.	Choose another class.

STEP 11.

Now you may:

- Click on the **Student Tab**.
- Click on **Registration**.
- Click on **Student Schedule by Day & Time**.
- Enter the first day of classes.
- Click on **Submit**.

The screenshot shows a web interface for a student's schedule. At the top, there are navigation links: Personal Information, Alumni and Friends, **Student**, Financial Aid, and Web/Yellow Administration. Below these is a search bar and a 'Go' button. On the right side, there are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'Student Schedule by Day and Time:'. Below this, there is a note: 'Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are shown at the bottom of the page.' A red arrow points from the top right towards the 'Submit' button. Below the note, there is a 'Go to (MM/DD/YYYY):' input field and a 'Submit' button. The schedule is displayed for the week of Jan 17, 2011 (2 of 15). The days of the week are listed as Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Under Monday, there is a class listing: 2pm BUS 120-02 (13762 Class) 2:00 pm-3:15 pm ARC 102. Under Wednesday, there is a class listing: BUS 120-02 (13762 Class) 2:00 pm-3:15 pm ARC 102. At the bottom of the page, there are several links: Select Term, Add/Drop Classes, Change Class Options, View Fee Assessment, Look-up Classes to Add, and Detail Schedule.