

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.
 - Advisor Hold—must see an advisor before registering.
- Must not be on Academic Suspension or Academic Dismissal.



Getting Started . . .

How Do I Log Into “myLCCC”?

- Go to www.lccc.edu.
- Click on “myLCCC” link.
- Enter your username and initial password provided to you.
- Read the “Portal Acceptance Usage Policy” carefully and click “I agree” at the bottom of the page.
- Step 1: Answer your password security questions and click SAVE.
- Step 2: Change your password and click OK.
- Step 3: Click on Take me to “myLCCC” and you will see the LaunchPad.

What Should I Do If I Forget My Password?

- Enter your username under “Forgot Password” section.
- Answer 2 of your 3 password security questions.
- Change your password and click OK.

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

- Bring to Office of Registration/Student Records (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 username and/or password.
- If you are unable to come to campus, we will mail your username and/or password to your current address listed in our student information system. NOTE: Any change of address must be done in the Business Office prior to releasing a username and password.

How to register for classes.

STEP 1.

Go to the home page www.lccc.edu and click on “myLCCC.”



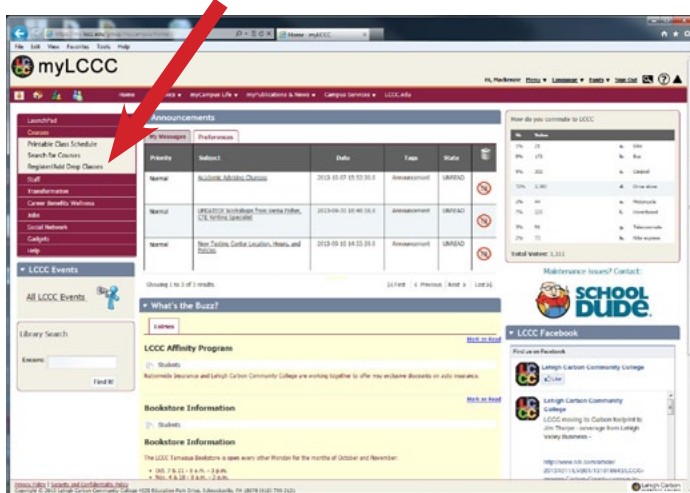
STEP 2.

Enter your User Name and Password, then click “LOGIN.”



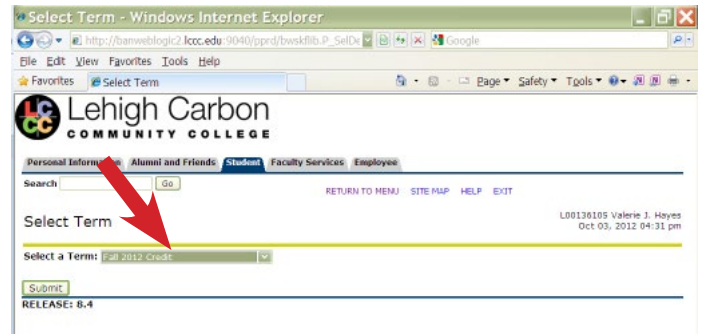
STEP 3.

Click on “Courses,” then “Register/Add/Drop Classes.”



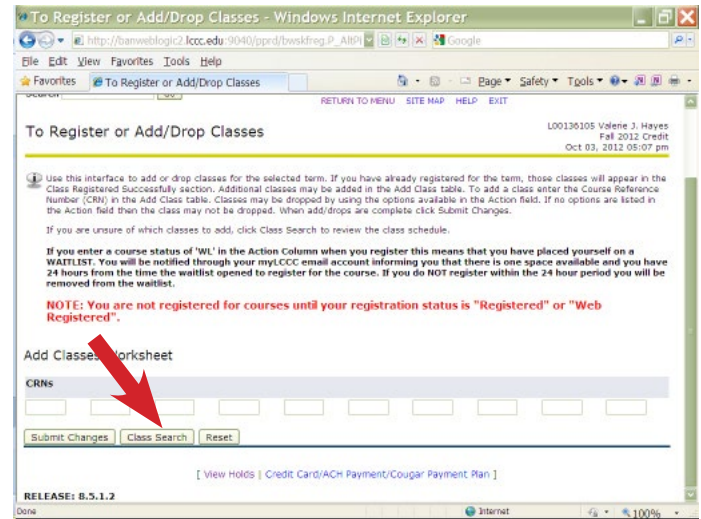
STEP 4.

Under Student, Registration, Choose your Term and click “Submit.”



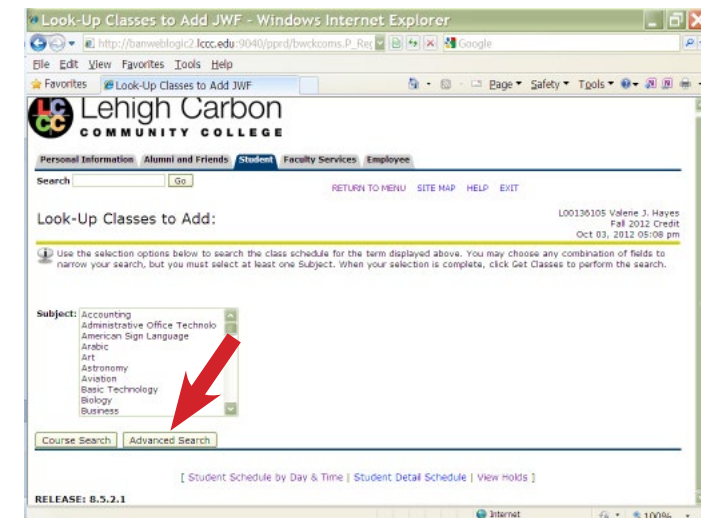
STEP 5.

Now you can search for your classes.



STEP 6.

Select a Subject and click on “Advanced Search,” as you can search for your classes in multiple ways.



STEP 7.

Select “**Section Search**”

(Hint--it is always helpful to also select your Desired Campus or if an Online Course is desired.).

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 registered a section. Additional classes may be added in the Add Class table. To add a class enter the Course Number and Section Number in the Add Class table. To add a class enter the Course Reference Number in the Add Class table. If no options are listed in the Action field then the class is not available.

If you are unsure of which classes to add, click Class Search to review the class schedule.

If you enter a course status of 'WL' in the Action Column when you register this means you have reserved a space in the class. You will receive an email from myLCCC informing you that there is one space available and you do NOT register within the 24 hour period you will be removed from the waitlist.

NOTE: You are not registered for courses until your registration status is 'Web Registered'.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Gr
Web Registered	None	11722	ACC	160	C51	Credit	3.000	St

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

STEP 8.

Click on “**Register**” if you are only registering for one class. Click on “**Add to Worksheet**” if you are registering for multiple classes to go on to search for another class.

C	10080	BUS	120	H51	P	3.000	Intro to Business Organization	M	06:30	20	20	0	0
C	11740	BUS	120	N1	D	3.000	Intro to Business Organization	TBA	25	25	0	0	

Register Add to Worksheet Class Search

[Student Schedule by Day & Time | Student Details]

RELEASE: 8.2

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 Registration and 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 Registration and 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 9.

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

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If you are unsure of which classes to add, click Class Search to review the class schedule.

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NOTE: You are not registered for courses until your registration status is 'Web Registered'.

Add Classes Worksheet

CRNs

13762

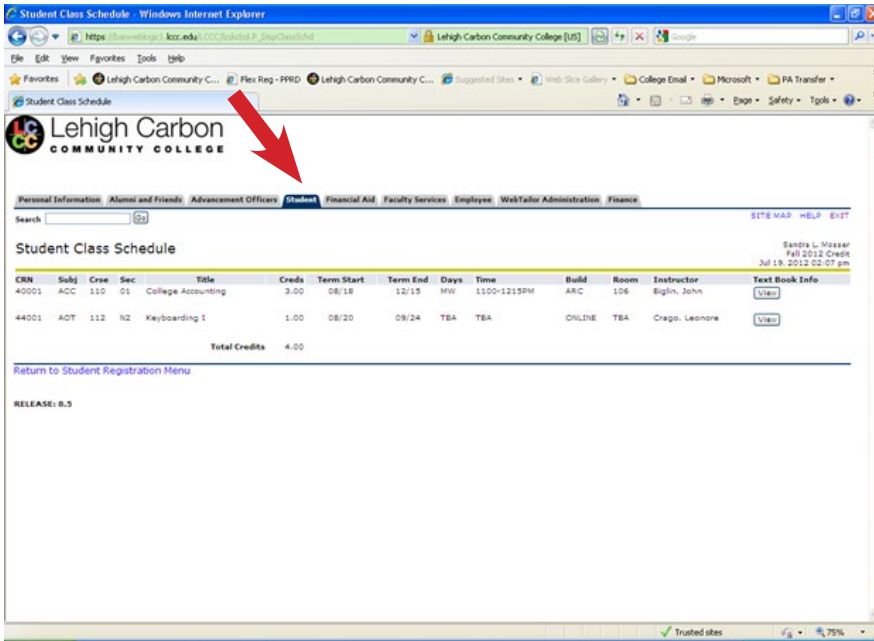
Submit Changes Class Search Reset

After you have selected all classes listed on the “Add Classes Worksheet” screen, click on “**Submit Changes.**” A screen will appear that will list your Current Schedule, Registration Errors, and Add Class option to add more.

STEP 11.

To view your schedule now you may:

- Click on the **“Student” Tab.**
- Click on **“Registration.”**
- Click on **“Student Class Schedule.”**
- Select a term.
- Click on **“Submit.”**
- Print your Student Class Schedule.



The screenshot shows the Lehigh Carbon Community College website's Student Class Schedule page. The browser is Windows Internet Explorer. The page has a navigation menu with tabs: Personal Information, Alumni and Friends, Advancement Officers, **Student**, Financial Aid, Faculty Services, Employee, WebTutor Administration, and Finance. A red arrow points to the 'Student' tab. Below the navigation menu is a search bar and a 'SITE MAP HELP EXIT' link. The main content area is titled 'Student Class Schedule' and displays a table of classes. The table has columns for CRN, Subj, Crse, Sec, Title, Creds, Term Start, Term End, Days, Time, Build, Room, Instructor, and Text Book Info. Two classes are listed: 40001 College Accounting and 44001 Keyboarding I. A 'Total Credits' row shows 4.00. At the bottom, there is a 'Return to Student Registration Menu' link and a 'RELEASE: 8.5' notice.

CRN	Subj	Crse	Sec	Title	Creds	Term Start	Term End	Days	Time	Build	Room	Instructor	Text Book Info
40001	ACC	110	01	College Accounting	3.00	08/18	12/15	MW	1100-1215PM	ARC	106	Biglin, John	View
44001	AOT	112	N2	Keyboarding I	1.00	08/20	09/24	TBA	TBA	ONLINE	TBA	Crago, Leonore	View
Total Credits					4.00								

You can print your class schedule, but always recheck it before the start of classes, as room assignments may change.