Web Registration

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

- Must be an active 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 Probation, Academic Suspension or Academic Dismissal.

Please Note: Web Registration/Course Search is best viewed via computer, laptop, or tablet.

Getting Started . . .

How do I log into "myLCCC"?

- Go to <u>www.lccc.edu</u>.
- Click on "myLCCC" link.
- Select Student/Faculty/Staff.
- Enter your username and initial password provided to you.

What should I do if I forget my Password?

- Go to <u>https://identity.lccc.edu</u>.
- Click Need Help Signing in?
- Click Forgotten your Password?
- Enter your username and click the reset option of your choice.

Who do I contact if I am still having issues logging in?

• Complete https://www.lccc.edu/student-experience/student-services/student-itservices/mylccc-assistance/ for further assistance.



How to register for classes.

STEP 1.

Go to the home page www.lccc.edu and click on "myLCCC." Select Student/Faculty/Staff.



STEP 2.

Enter your User Name and Password, then click "Sign in."



STEP 3. Click on the "BannerWeb" tile.



STEP 4.

Select "Student Self Service" from the menu.

HOME	Home / BannerWeb (Faculty & Staff)	
ACCOUNT PROFILE / PASSWORD	Employee Self Service	
CALENDARS	Faculty Solf Service	
CANVAS (ONLINE COURSES)	Finance Self Service	
MYLCCC 2.0 FAQ	Financial Aid Self Service	
STUDENT RESOURCES	General Self Service	
FACULTY & STAFF RESOURCES	Student Self Service	
BANNERWEB (FACULTY & STAFF)	<	
FACULTY & STAFF EMAIL		

STEP 5. Select "**Registration**" from the Student Records menu.

This is the entry page for STUDENTS to Banner Student. From here, you can navigate to the following pages using the Banner depending on your role at the institution

Student Records Student Accounts If you have any questio mail the Registrar If you have any questions, please email the Bursar. Registration Student Profile Account Summary Account Detail For Term Restricted Program Applications Tax Notification (1098-T) Enrollment/Degree Verification

- View Grades
- Graduation Application
- View Graduation Application View Transcript
- Transcript Request
- Transcript Request Status National Student Clearinghouse Request

Financial

lf you have any

Financial /

- Account Information
- Statement and Payment History
- · Payment and Deposit Processing

STEP 6.

Select "Register for Classes."



STEP 7.

Select a term from the dropdown. Click continue.



STEP 8.

Use the **"Find Classes"** tab to search for classes with the criteria of your choice. Or use the Enter CRNs tab if you already have the course CRNs.

Student • Registration • S	elect a Term • Register for Classes														
Register for the second															
Find Classes Enter CRNs Schedu	Find Classes Enter CRNs Schedule and Options														
Enter Your Search Criteria 1 Term: Fall 2022															
Subject															
Course Number															
Meeting Days															
Sunday															
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
Saturday															
Start Time															
End Time															

STEP 9. Click on **"Add"** to the right of the course.

Stuc	ient	• E	legist	ratio	1 • 2	select a Term	 Register for 	or Classes								
Reg	iste	r for	Clas	ses												
Fin	t Class	45	Enter C	RNs	Sched	ule and Options										
Se: Terr	arch F m: Fall	Results 2022	Part Of	lassos TermPa	rt Of Terr	m: Accelerated Term-Li	est 10 Weeks								Nearch Again	
C	RŃ	Subjec	Couffse	Section	Hours	Instructional Method	Title 0	Meeting Times	Territ	Campu	Instructor	Status	Attribute	Linked Se	Add 🗱.	î
48	539	ACC	160	XN1	3	Online	Principles of Acc	SMTWTFS - Type: Class	Fa	DL		75 of 25 s			Add	
48	540	ACC	161	XN1	3	Online	Principles of Acc	SMTWTFS - Type: Class	Fa	DL		25 of 25 s			Add	
44	020	ART	101	XN1	3	Online	Introduction to Art	S M T W T F S - Type: Class	Fa	Di		25 of 25 s 10 of 10	General Education Elective Group D Group E Humanities Elective		Add	
47	940	ART	101	XN2	3	Online	Introduction to Art	S M T W T P S - Type: Class	Fa	Di		Q FULL	General Education Elective Group D Group E Humanities Elective		Add	
-								alutelutetetet Tunai Casa	-	~		** ***	General Education Elective			,

STEP 10.

Click on **"Submit"** if you are only registering for one class. Use the search again button to continue adding additional courses.

Find Cla	25.05	Enter 0	RNs	Sched	lule and Options															_
Search Term: Fa	Results II 2022	s — 64 C Part O	lasses TermPar	t Of Ten	m: Accelerated Term-L	ast 10 Weeks												Search A	gin	
CRŃ	Sutific	Course	Sector	Hours	Instructional Method	тан о	Meeting	Trres		Terrê	Camps	Instructor	Status		Attribute		Linked Sections	Add	ф.	1
48539	ACC	160	XN1	3	Online	Principles of Acc	6 M T	w T F S - Ty	rpe: Class	Fa	D		25 of 2	5 a						1
48540	ACC	101	XN1	3	Online	Principles of Acc	SMT	w T F S - Ty	rpe: Class	Fa	D		25 of 2	5 8				Add	0	
44020	ART	101	XN1	3	Online	Introduction to Ad	5 M T	ит и 5 - Ту	pe: Class	Fa	0		25 of 2	5	General Education Group D	Dective		Add		
Schedu	. 1	I Sched	vie Detail	5					•	m Su	mmary							Int	ion and	Fee
ss Scheo	fule for F	all 2022								Tite	_	Details	Hou	CRN	Schedule Typ	Status	Action		_	Inst
Sunday Gam		ty Monday		1	uesday Wednesd	ay Thursday	Friday	Saturda	·	Pirc	ales of Act	ACC 160,	3	48539	Online cou	Period	"Web Repl	stered""	¥	Onli
7am									- 1	• •										
8am										1										
0.00											den an 1 Marcel	street ALBRIDG ALC		A1844						

STEP 11.

After you have selected all classes, click on **"Submit**." A green notification will appear in the upper right-hand corner. If classes were saved successfully then the status will appear as registered. If any errors are encountered, a red box with the error message will appear in the upper right-hand corner.

Studen	t + I	Regis	tration	· Sele	ct a Term	 Register f 	or Classes						🔊 Sav	e Success	ful			
egist	er foi	r Cla	sses															
Find Clas	sses	Enter	CRNs	Schedule an	d Options													
Search Term: Fa	Result	s — 64 i Part O	Classes If TermPar	t Of Term: Ac	celerated Term-Las	t 10 Weeks											Search Agai	
47902	BIO	163L	X78	0 Ref	note	Anatomy & Physi	SMTWTFS	06:30 PM - 08	Fa	D		18 of 1	B S				Add	*
47372	BUS	109	2011	1 On	ine	Business as a M	SMTWTFS	- Type: Class	Fa	D		25 of 2 10 of 1	5 s				Add	
43289	BUS	120	2011	3 On	ine	Intro to Business	SMTWTFS	- Type: Class	Fa	D		() FU	u				Add	
45500	BUS	209	2011	3 On	ine	Business Comm	SMTWTFS	- Type: Class	Fa	DI		Q FU	н				Add	11
	Page	1 0	7 1 1	H 10 🗸 P	ler Page												Records: 64	
Schedu	tule for F	all Schei	dule Detail						10.89	nmary	P.1.1					1.0	Tarboo J	101448
12am	Sunda	v	Monday	Tuesda	y Wednesda	y Thursday	Friday Sat	urday ^	Princ	ples of Acces	ACC 160	3	48539	Online cou	Registere	None		Online
1am								- 1	•									
2am									•									
										its or 1 Registered	1188000 1178		O Mar 1					
3am								*			of county of each							

Have Questions? Need More Information?

Registration/Student Records Webpage: https:// www.lccc.edu/current-students/registration-studentrecords/

Registration Email: registrar@mymail.lccc.edu Registration Phone: 610-799-1171