

Directions for the Fall 2008 Traditional Undergraduate Online Registration

Please follow the steps below to complete your registration.

Step One:

Make an appointment with your advisor to set up your course schedule. Your advisor must approve your schedule and remove you from the online registration hold **BEFORE** you can register on line. You can use the registration worksheet found in the registration booklet (page 15) to write down the courses your advisors approves. Once your advisor has approved your schedule and taken off your registration hold you may then register online. You will NOT be handing in any registration forms to the registrar's office.

Step Two:

Access the online registration form from any computer with web access by going to the "My Community" link found on the bottom left hand side of the LBC home page www.LBC.edu. **** NOTE**** (You will need to use Microsoft® Internet Explorer® and **NOT** Mozilla Firefox®.) This will take you to the online student information system page. You will be required to log on using your LBC student login and password. This is the same username and password that gives you access to the student portal and LBC email. Once logged in you will see your information at the top right hand corner. Congratulations! You are in! (**If you have problems logging into the system, please contact the Registrar's office.**)

Step Three:

From your information page, you should see links on the left hand side of the page. You will want to click the "**Academics**" link. (Feel free to look around. There is some cool information available!) From here you will want to click the "**Online Registration**" link. This will allow you to begin the registration process. (As long as all holds are removed and it is your assigned time to register!) On the bottom of the page are two links: "**Begin Online Registration**" and "**View Online Registration Tutorial.**" If this is your first time using online registration, I would encourage you to go through the tutorial to help you with the registration process. Once done the tutorial, close the tutorial window and go to online registration using the "Begin Online Registration" link. Again, a separate window will open.

Step Four:

Once the window opens you may search for the courses your advisor has approved you to register for. Remember to select "All Courses" when searching for the course you want to register for. Once you find the approved courses you may add them to the selected courses list. You can also add the courses directly to the selected courses list by typing in the course number and section in the "Quick Add" text box found on the bottom left hand corner of the screen. Once you have selected all your approved courses you may now register for these courses by clicking on the "**Register Courses**" button found on the bottom right hand corner of the web page.

****Note**** If you are not able to find a course that your advisor has approved in the course listings of the on line registration module, the course is closed. (Please see the closed course list as we update it daily.) Finish registering for the remaining courses by following the rest of the directions below. You must go back to your advisor to have another course approved for registration. Your advisor will approve a new course and you may return to online registration and add the course. You may add approved courses as late as August 8, 2008.

Step Five:

You will now see a list of the courses you have selected to register for. Please take a moment to verify that you have the correct courses and sections of courses that your advisor has approved. Once you have verified that the courses are correct you may now finalize your registration by clicking the button “**Register/Drop Courses Above.**” This will take you to a new screen that shows the courses you have registered for! You will notice that the courses now have a status of “**Registered.**” (Previous screens the course status read “Selected.”) You are now registered for these courses. You may print your schedule. Congratulations you are registered!! You may close this window and return to your information page. Again please feel free to look around! But remember, **once you are done, log off of the page and close the internet browser.**

Thanks! You have registered online!!! Please be aware that this is your personal information that you have access to. **DO NOT SHARE YOUR LOGIN AND PASSWORD WITH OTHERS!!!!** Make sure to log out of the information page and to close your browser each time you leave the system.

Please remember at any time if you have any questions, come to the Registrar’s Office and we will be more than happy to help you through the process!