Enroll in Classes

1. Log in to myLC Campus.

2. Click on “Enroll” under the Academics section.
3. Select term and then click “Continue”.

4. If you know the registration number, enter it. If not, click on “Search” to look for classes.
5. Look for the class prefix (English = ENGL) under “Course Subject”. Then enter the course number (English Comp. I = 1301) in the “Course Number” box. Then click “Search”.

6. A list of all the sections available for that class will appear. Select the section that fits your schedule by clicking the “select class” button on the right of that class section.
7. If you see this screen, simply click “Next”. You do not need a Permission Number.

8. The class will be added to your Shopping Cart. If you need to enroll in more classes, repeat the Search process. When you are finished adding classes to your shopping cart and are ready to finish the registration, click on “Proceed to Step 2 of 3”.

Yajaira Y. Pulido, MBA  
Student Success Center  
Last Updated: June 28, 2012
9. Review your classes and confirm by clicking “Continue”.

10. You will see this screen. Be sure to note the Payment Deadline and read through the other information. To finish the registration, click “Continue”.

Yajaira Y. Pulido, MBA
Student Success Center
Last Updated: June 28, 2012
11. Check the “Status” for each class you attempted to register for. If there is a green check, you have been successfully enrolled in the class. If there is a red X, there was a problem. Read the message for each class to see what you need before being able to enroll in that particular class.

12. If you successfully enroll, you have several options on this screen: view your tuition, email the Counseling Center for assistance with any classes that did not enroll, view and/or print your class schedule, or add another class.
13. If you do need assistance and are away from campus, you can click on the “Ask RegHelp for Assistance” button.

14. Make sure your email address and phone number is correct. Enter the problem(s) you are having and the classes you want to enroll in, including the registration number. The Counseling Center will receive the email, contact you if they have any questions, or enroll you in the class(es) if you meet the pre-requisites for it. **NOTE:** Give them 24-48 hours to solve the problem or contact you about it.