



This guide will show you how to search and register for classes.

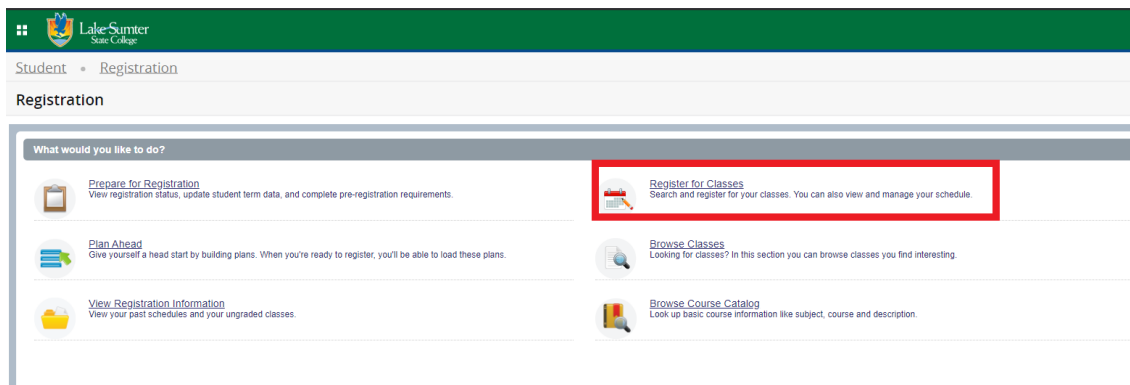
Step 1: Locate Registration Link

- On your myLSSC Dashboard, you will be able to see all cards that are saved to your Dashboard.
 - Your cards may be in a different order than the ones in the image, that is okay. It is customizable and can be changed.
- Locate the **Student Links** card.
 - If you do not see the **Student Links** card, 1) click the green **Discover More** button at the bottom the of page. 2) Find the **Student links** card by scrolling or using the search bar. 3) Click the bookmark icon in the upper right-hand corner to add it to your Dashboard. 4) Click the myLSSC logo in the upper left-hand corner to return to your Dashboard.
- On the **Student Links** card, find the **Registration** link.
- Click the **Registration** link to access all of the various features associated with registration.

The screenshot shows the myLSSC dashboard interface. At the top left, there is a menu icon and the 'myLSSC' logo. A notification banner at the top says 'Welcome to myLSSC TEST!' with a 'LSSC Website' link. The main content area contains several cards: 'Student Links' (with 'Registration' highlighted in a red box), 'Classes' (showing 'Fall 2020' and 'ABH 2000 Art Appreciation'), 'Class Schedule' (showing a calendar for May 2021), 'News' (with two articles about COVID-19 vaccination events), 'LSSC Twitter' (with a tweet about Teacher Appreciation Week), 'Calendar' (with 'Collective Bargaining Negotiations'), 'Campus Maps' (with 'Maps & Hours of Operation'), and 'Office 365' (with the Office 365 logo). A green '+ DISCOVER MORE' button is located at the bottom right of the dashboard.

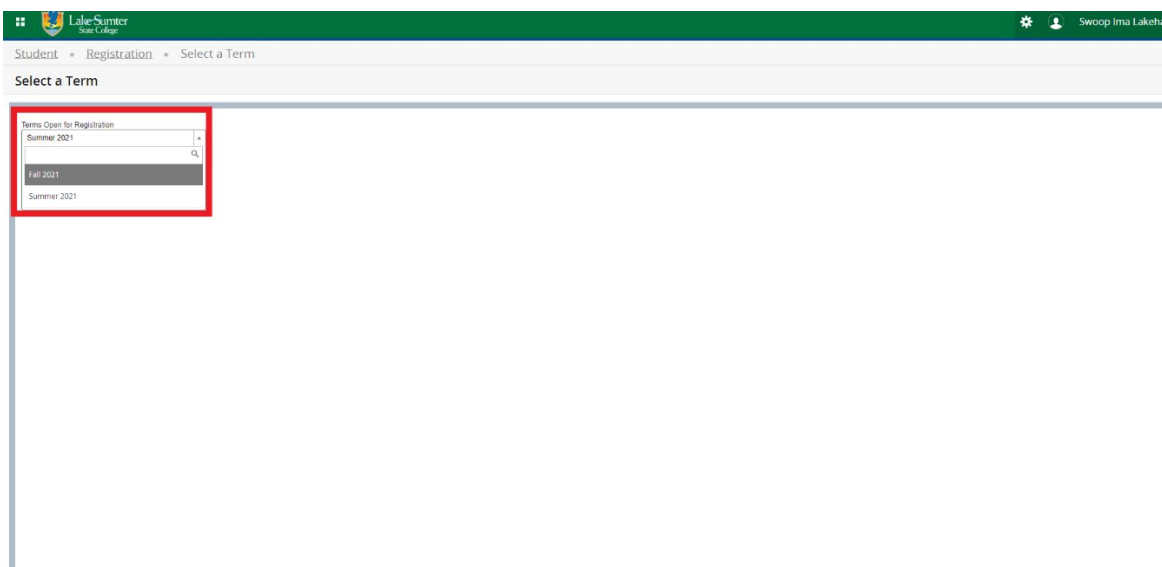
Step 2: Access Register for Classes

- A new page will open titled **Registration**
- Of the options, on the right-side, click the link titled **Register for Classes**



Step 3: Select the Term

- You will need to select the term you want to register for classes in before moving forward.
 1. Start by clicking the dropdown menu to show the term options to choose from.



2. Select the term you wish to register for classes in.
3. Then click continue.



Step 4: Search for Your Classes

- You are now on the screen you will use to find and register for your classes.
- It's okay to leave some fields blank so that way you can see all options for the criteria you do want to specify.
 - This screen has 3 distinct areas.
 - Class Search** – This is where you will search for classes to add them to your schedule.
 - Class Schedule** – This is where you will be able to see the classes you choose in a calendar format to ensure there are no conflicts.
 - Summary** – This is where you will see your classes you've added in a list format for easy viewing.

The screenshot shows the 'Register for Classes' interface with three main sections highlighted by red boxes:

- 1. Class Search:** A form titled 'Enter Your Search Criteria' for the term 'Summer 2021'. It includes input fields for Campus, Subject (ex. ENC-) (with 'CHM-Chemistry' selected), Course Number (ex. 1101), Instructional Methods, and Instructor. There are 'Search', 'Clear', and 'Advanced Search' buttons.
- 2. Class Schedule:** A calendar view for 'Summer 2021' showing a grid of days (Sunday to Saturday) and times (6am to 11am).
- 3. Summary:** A table listing registered classes. The table has columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. Two classes are listed: 'Foundations of Success Sem...' (SLS 1501, 0, 3, 30081, Standard Lecture, Registered) and 'Nutrition with Diet Therape...' (HUN 1201, 0, 3, 30095, Standard Lecture, Registered). A 'Tuition and Fees' link is visible in the top right.

- There are 2 ways to search for courses.
 - Find Classes:** Use the search criteria options to view specific classes.
 - It's okay to leave some fields blank so that way you can see all options for the criteria you do want to specify.
 - After you have entered your search criteria, click **Search** to view all classes matching your criteria.

This screenshot shows the 'Enter Your Search Criteria' form with the 'Subject (ex. ENC-)' dropdown menu open. The menu lists several options: BSC-Biological Sciences, CCJ-Criminology/Criminal Just, CGS-Computer General Studies, CHM-Chemistry (highlighted), and CJC-Corrections. The other fields (Campus, Course Number, Instructional Methods, Instructor) are empty.

This screenshot shows the 'Enter Your Search Criteria' form with the 'Subject (ex. ENC-)' dropdown menu closed and 'CHM-Chemistry' selected. The 'Search' button is highlighted with a red box, indicating the next step in the process.

- This will show vital information such as campus, meeting times/locations, instructor, and if the class is full or not.

Register for Classes

CRN	Subject Description	Course Numbr	Title	Campus	Hours	Day, Time, Bldg, Room, Dates	Instructor	Seats Available	
30171	CHM-Chemistry	1025C	Introductory Chemistry w/Lab	South La...	4	S M T W T F S - Type: Class Building: Online Room: None Start Date: S M T W T F S - Type: Laboratory Building: Online Room: None Start	Dr. Katie A. Roles (Primary)	FULL: 0 of 24 seats r... 4 of 5 waitlist seats re...	Add
30204	CHM-Chemistry	1025C	Introductory Chemistry w/Lab	South La...	4	S M T W T F S 09:40 AM - 11:10 AM Type: Class Building: Online Room: Winter Choiseul Walker (Primary) S M T W T F S 11:30 AM - 01:30 PM Type: Laboratory Building: Online	Winter Choiseul Walker (Primary)	13 of 24 seats remain. 5 of 5 waitlist seats remain.	Add
30250	CHM-Chemistry	1025C	Introductory Chemistry w/Lab	Leesburg	4	S M T W T F S 11:20 AM - 12:50 PM Type: Class Building: Science-Mat S M T W T F S 01:00 PM - 03:00 PM Type: Laboratory Building: Scienc	Dr. Claude A. Richards (Primary)	15 of 24 seats remain. 5 of 5 waitlist seats remain.	Add
30122	CHM-Chemistry	1025C	Introductory Chemistry w/Lab	South La...	4	S M T W T F S 09:40 AM - 11:10 AM Type: Class Building: Online Room: S M T W T F S 11:30 AM - 01:30 PM Type: Laboratory Building: Online	Dr. Katie A. Roles (Primary)	17 of 24 seats remain. 5 of 5 waitlist seats remain.	Add

2. Enter CRNS: Use a specific CRN if you know it to add it right to the summary.

- Type in the CRN of the course
- Click **Add to Summary**
 - Note: Adding a class to your summary is not the final step. Continue to step 5 to finalize your registration.

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Summer 2021

CRN Introductory Chemistry w/Lab CHM 1025C, 0

CRN

[+ Add Another CRN](#) **Add to Summary**

Step 5: Register for Classes

- After you have searched for your desired courses and you are ready to register, you will need to add the course to your summary.
 - Note: If you searched using the CRN, the course is already in your summary.
- To add the course to your summary, on the very right-most column, click the **Add** button next to the class you wish to register for.

CRN	Subject Description	Course Numbr	Title	Campus	Hours	Day, Time, Bldg, Room, Dates	Instructor	Seats Available	
30171	CHM-Chemistry	1025C	Introductory Chemistry w/Lab	South La...	4	S M T W T F S - Type: Class Building: Online Room: None Start Date: S M T W T F S - Type: Laboratory Building: Online Room: None Start	Dr. Katie A. Roles (Primary)	FULL: 0 of 24 seats r... 4 of 5 waitlist seats re...	Add
30204	CHM-Chemistry	1025C	Introductory Chemistry w/Lab	South La...	4	S M T W T F S 09:40 AM - 11:10 AM Type: Class Building: Online Room: Winter Choiseul Walker (Primary) S M T W T F S 11:30 AM - 01:30 PM Type: Laboratory Building: Online	Winter Choiseul Walker (Primary)	13 of 24 seats remain. 5 of 5 waitlist seats remain.	Add
30250	CHM-Chemistry	1025C	Introductory Chemistry w/Lab	Leesburg	4	S M T W T F S 11:20 AM - 12:50 PM Type: Class Building: Science-Mat S M T W T F S 01:00 PM - 03:00 PM Type: Laboratory Building: Scienc	Dr. Claude A. Richards (Primary)	15 of 24 seats remain. 5 of 5 waitlist seats remain.	Add
30122	CHM-Chemistry	1025C	Introductory Chemistry w/Lab	South La...	4	S M T W T F S 09:40 AM - 11:10 AM Type: Class Building: Online Room: S M T W T F S 11:30 AM - 01:30 PM Type: Laboratory Building: Online	Dr. Katie A. Roles (Primary)	17 of 24 seats remain. 5 of 5 waitlist seats remain.	Add

- You should now see your course in the summary section.
 - The status column will indicate if you already registered or if it is still pending. The new course(s) you just added should have a *pending* status.
- In order to finalize the registration, you must click **Submit** in the bottom right-hand corner of the summary section.

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	⚙️
Introductory Chemistry w/Lab	CHM 1025C, 0	4	30204	Combined Lectur...	Pending	Web registered	
Foundations of Success Semi...	SLS 1501, 0	3	30081	Standard Lecture	Registered	None	
Nutrition with Diet Therapy	HUN 1201, 0	3	30095	Standard Lecture	Registered	None	

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 13

Submit

- If the registration was successful, the status will change from *pending* to *registered*.

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	⚙️
Introductory Chemistry w/Lab	CHM 1025C, 0	4	30204	Combined Lectur...	Registered	None	
Foundations of Success Semi...	SLS 1501, 0	3	30081	Standard Lecture	Registered	None	
Nutrition with Diet Therapy	HUN 1201, 0	3	30095	Standard Lecture	Registered	None	

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 13

Submit