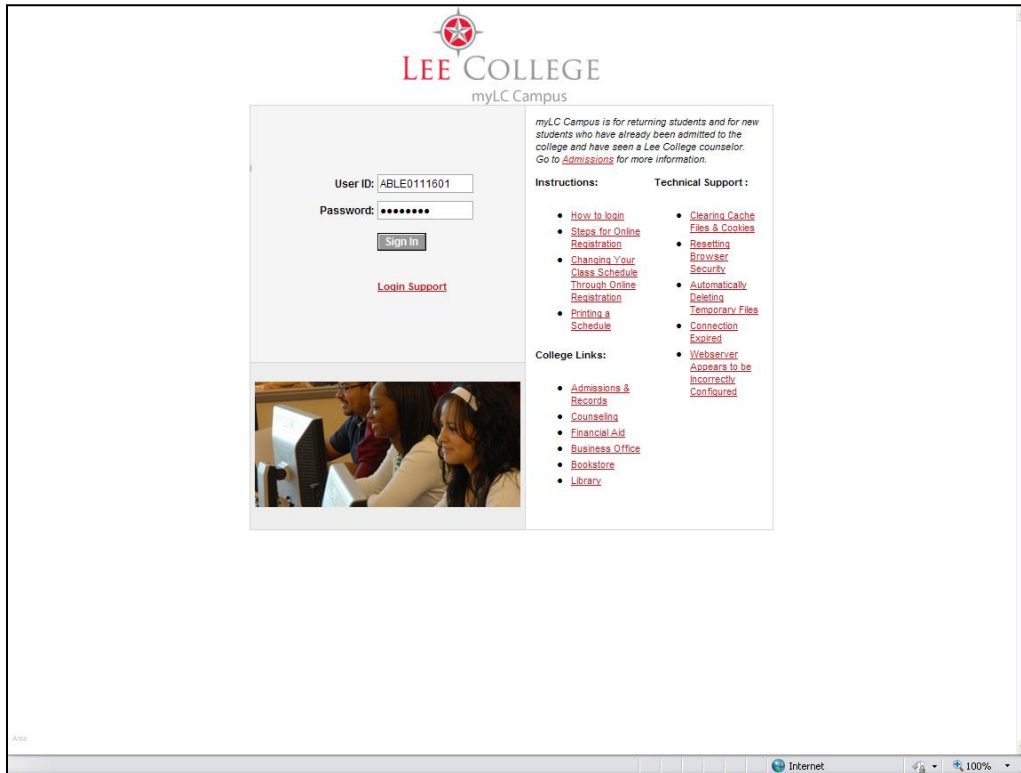
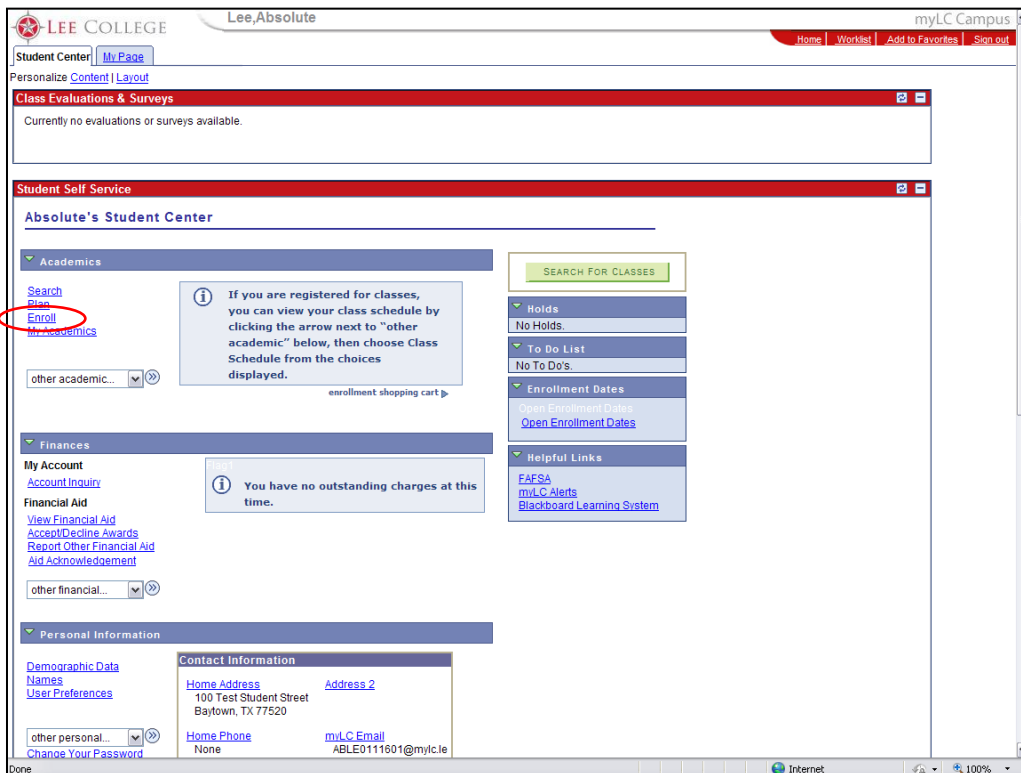


Enroll in Classes

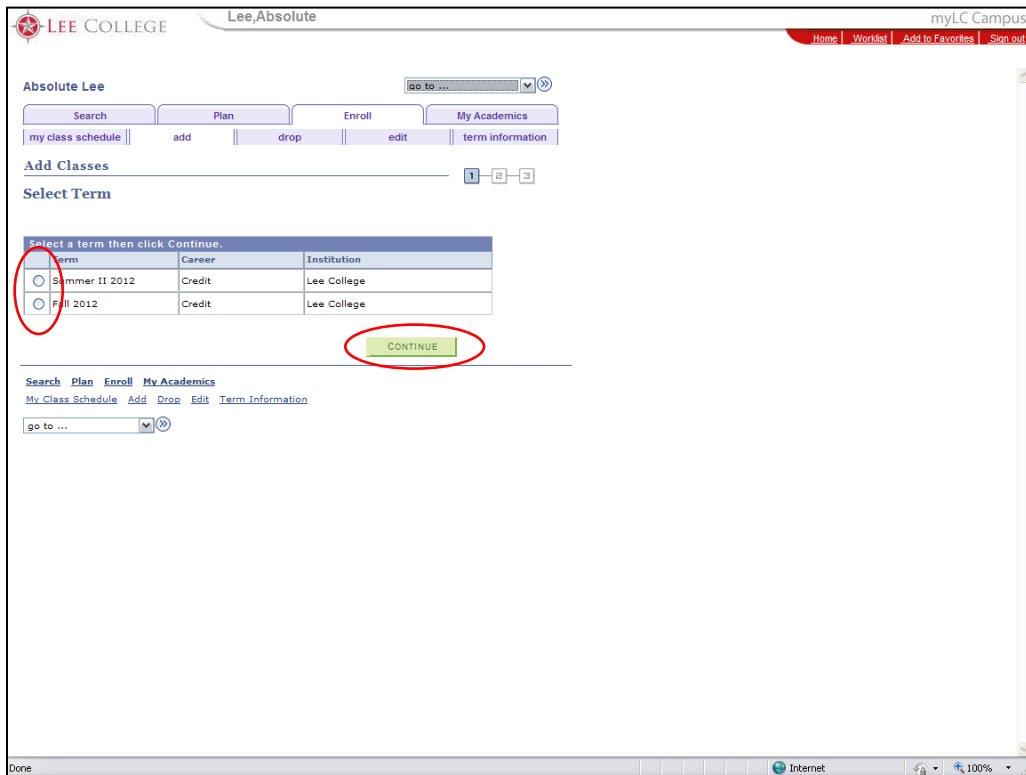
1. Log in to myLC Campus.



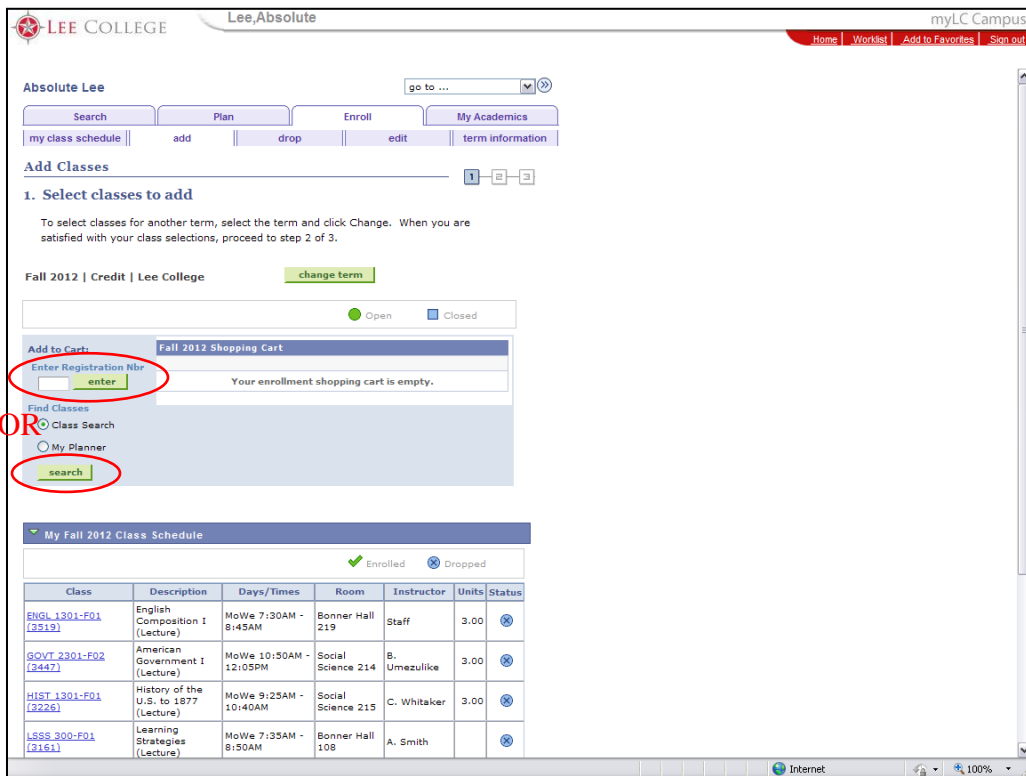
2. Click on "Enroll" under the *Academics* section.



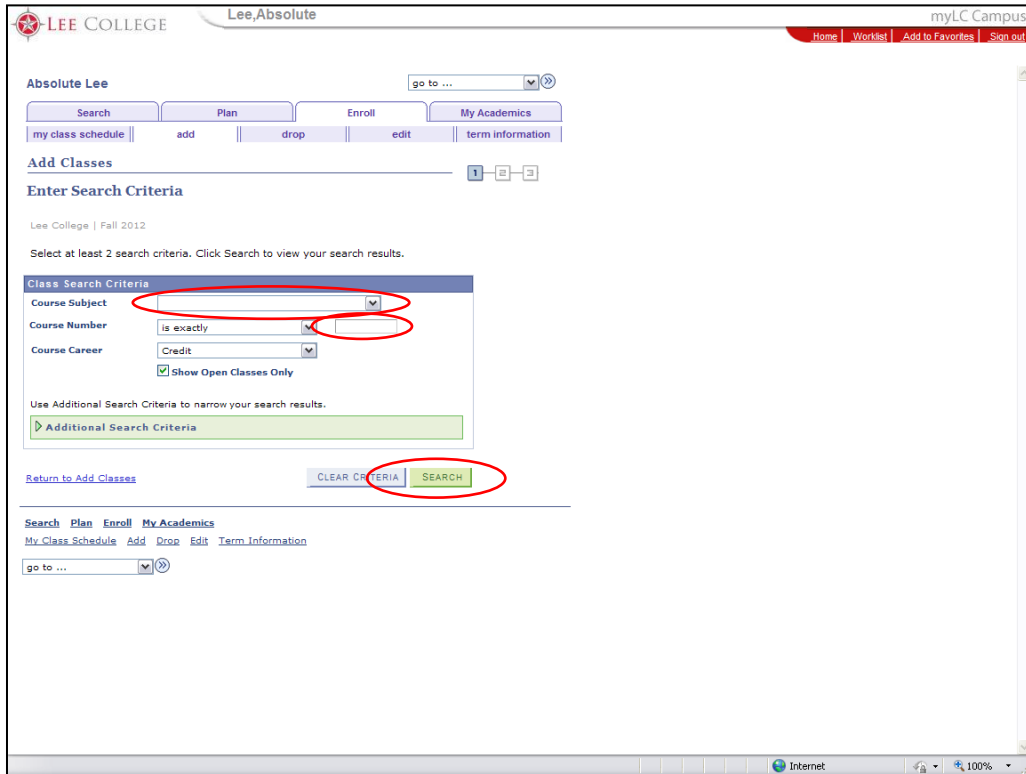
3. Select term and then click “Continue”.



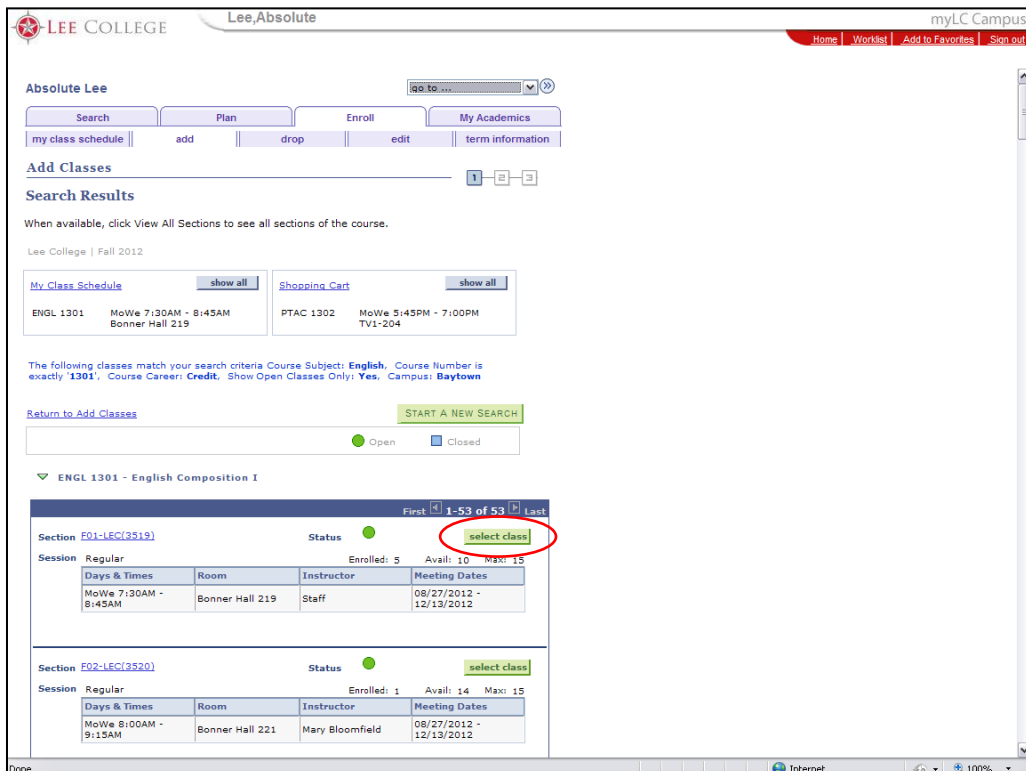
4. If you know the registration number, enter it. If not, click on “Search” to look for classes.



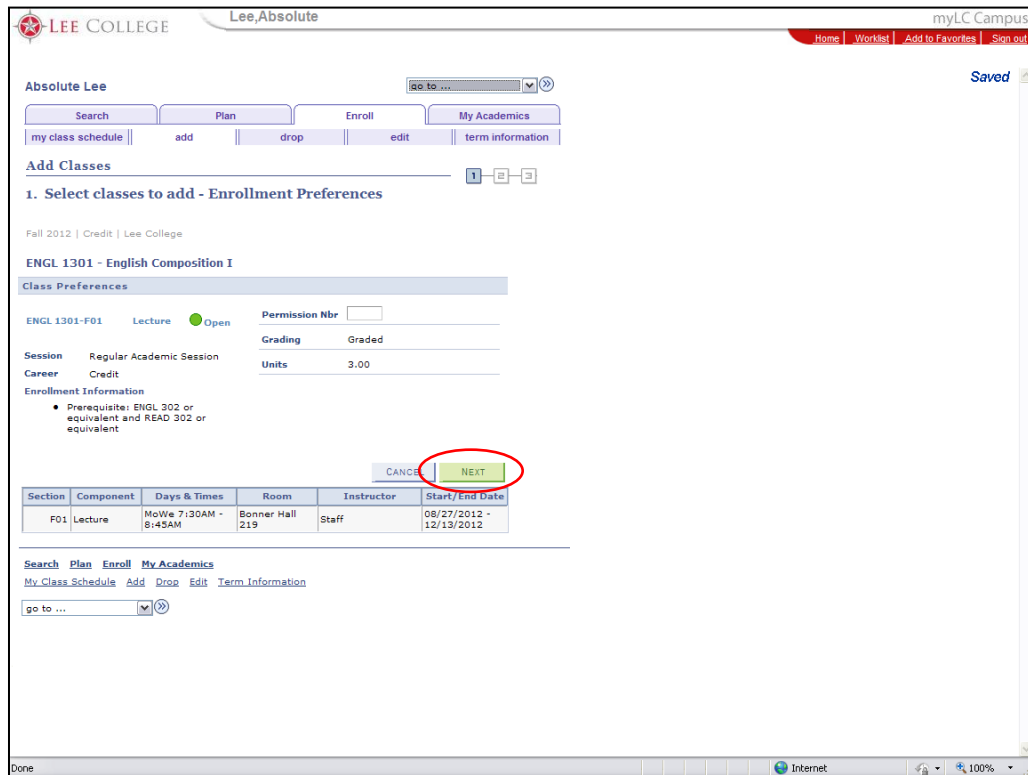
- Look for the class prefix (English = ENGL) under “Course Subject”. Then enter the course number (English Comp. I = 1301) in the “Course Number” box. Then click “Search”.



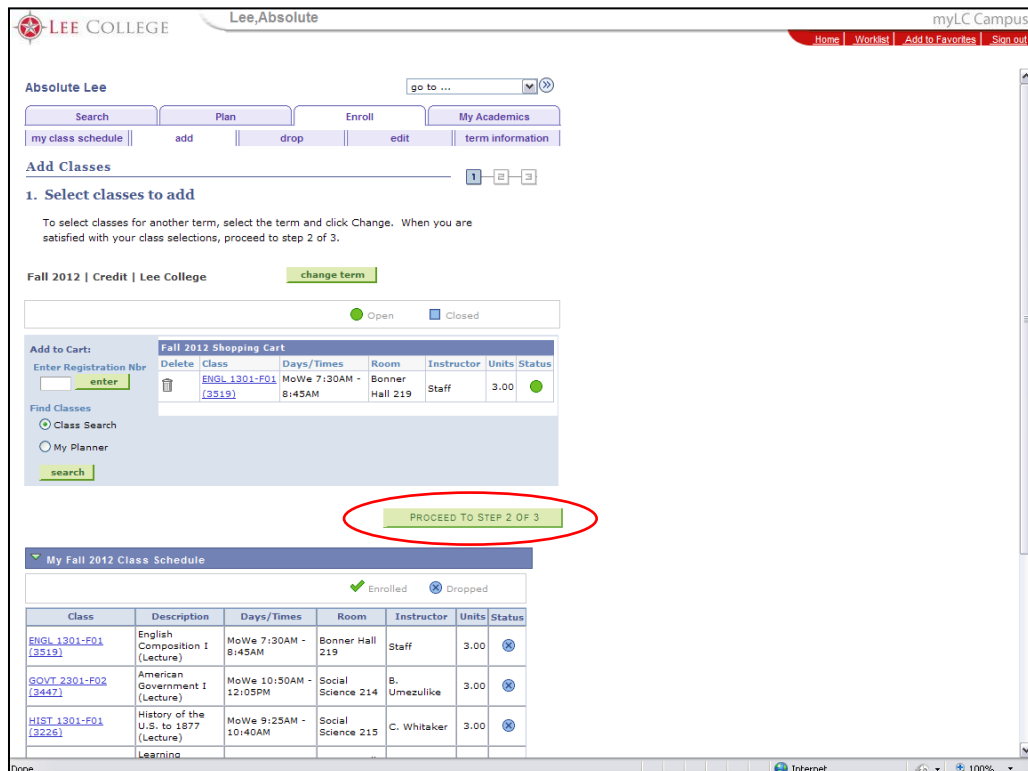
- A list of all the sections available for that class will appear. Select the section that fits your schedule by clicking the “select class” button on the right of that class section.



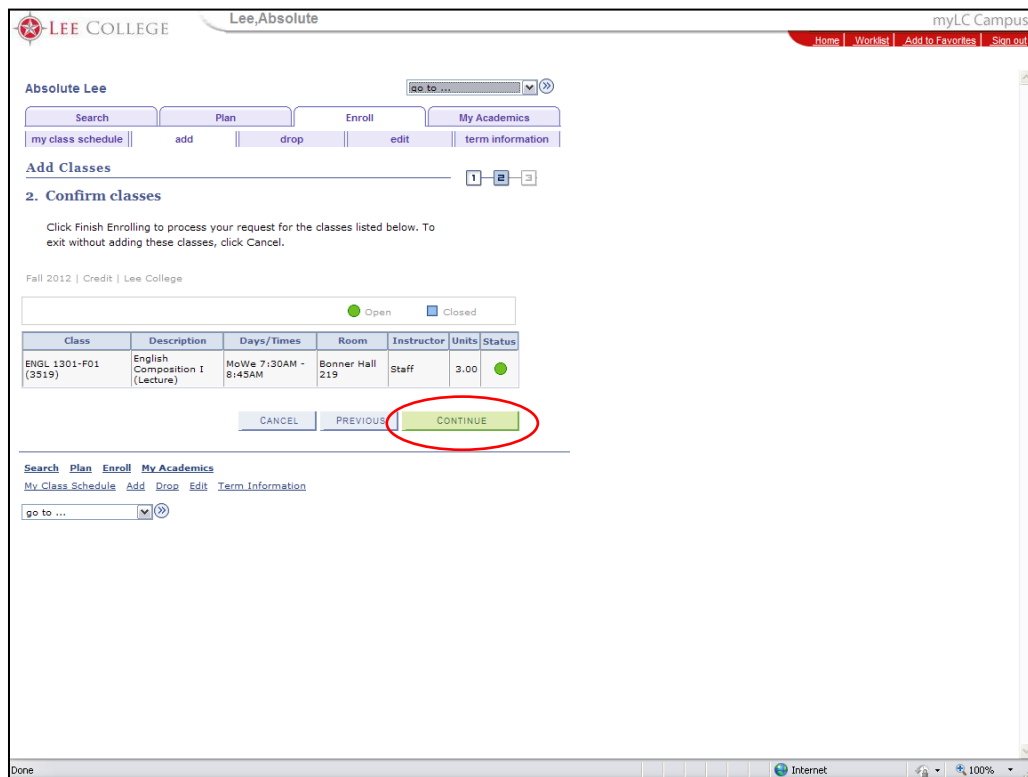
7. If you see this screen, simply click “Next”. You do not need a Permission Number.



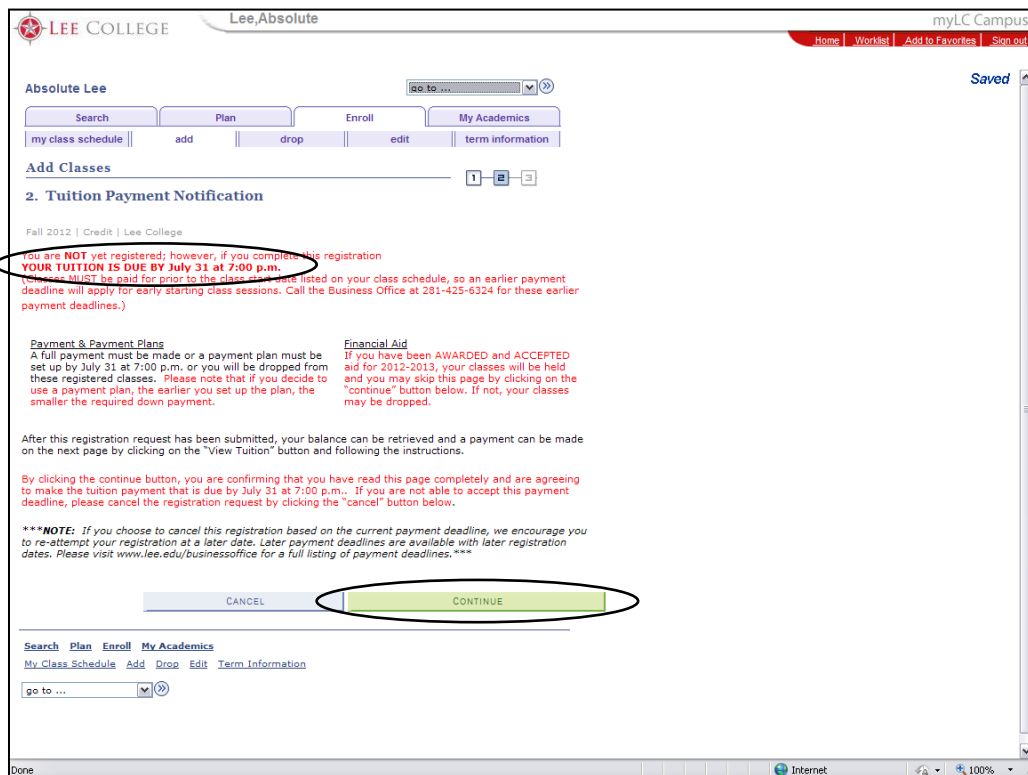
8. The class will be added to your Shopping Cart. If you need to enroll in more classes, repeat the Search process. When you are finished adding classes to your shopping cart and are ready to finish the registration, click on “Proceed to Step 2 of 3”.



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”.



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.

Lee, Absolute | myLC Campus

Absolute Lee

Search Plan Enroll My Academics

my class schedule || add || drop || edit || term information

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2012 | Credit | Lee College

Enrollment Request ID 0000917337

Success: enrolled Error: unable to add class

Class	Message	Status
ENGL 1301	Success: This class has been added to your schedule.	✓
MATH 1314	Error: You cannot add this class due to a time conflict with class 3519. Select another class.	✗

VIEW TUITION ASK REGHELP FOR ASSISTANCE MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Drop Edit Term Information

go to ...

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.

Lee, Absolute | myLC Campus

Absolute Lee

Search Plan Enroll My Academics

my class schedule || add || drop || edit || term information

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2012 | Credit | Lee College

Enrollment Request ID 0000917337

Success: enrolled Error: unable to add class

Class	Message	Status
ENGL 1301	Success: This class has been added to your schedule.	✓
MATH 1314	Error: You cannot add this class due to a time conflict with class 3519. Select another class.	✗

VIEW TUITION ASK REGHELP FOR ASSISTANCE MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Drop Edit Term Information

go to ...

13. If you do need assistance and are away from campus, you can click on the “Ask RegHelp for Assistance” button.

The screenshot shows the 'Absolute Lee' interface on the myLC Campus website. At the top, there are navigation links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation, there are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. A 'go to ...' dropdown menu is visible. The main content area is titled 'Add Classes' and shows a status report for enrollment confirmations and errors for Fall 2012. The enrollment request ID is 0000917337. The status report shows a success for ENGL 1301 and an error for MATH 1314. Below the status report, there are buttons for 'VIEW TUITION', 'ASK REGHELP FOR ASSISTANCE' (circled in red), 'CLASS SCHEDULE', and 'ADD ANOTHER CLASS'. At the bottom, there are navigation links for 'Search', 'Plan', 'Enroll', and 'My Academics', and a 'go to ...' dropdown menu.

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.

The screenshot shows the 'Absolute Lee' interface on the myLC Campus website. At the top, there are navigation links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation, there are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. A 'go to ...' dropdown menu is visible. The main content area is titled 'Registration Help' and contains a message: 'Your enrollment information has been captured and will be sent to a counselor for review. Please confirm the following contact information so we can keep you informed of your request status. If the information is incorrect please make the appropriate corrections.' Below the message, there are fields for 'Email Addresses' (circled in red), 'Telephone', and 'Long Description'. The enrollment request ID is 0000917337. At the bottom, there is a 'SUBMIT HELP REQUEST' button. At the bottom, there are navigation links for 'Search', 'Plan', 'Enroll', and 'My Academics', and a 'go to ...' dropdown menu.