# COLLEGE NOW Easy Online Admission and Registration Procedures

**Spring 2011**

This is the beginning of **spring term registration** at Lane Community College. This Spanish class is a College Now class. As a College Now student you are responsible to register for your College Now class in order to receive college credit.

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| **LATE REGISTRATION WILL NOT BE ACCEPTED.**  **Please complete your registration well in advance of the May 20 deadline.**  **Early action on your part will allow us to trouble shoot**  **any registration problems that may arise.** |

If you do not have a L#, you must first apply for admission on the College Now online

admission application.

Students who register for 18 or more College Now credits during Spring term will need special clearance. Contact **Pam McClelland (mcclellandp@lanecc.edu)** at the High School Connections office at 541-463-5521.

If you are registered for this class, but do not want the grade you have earned, you must withdraw (drop the class) by the same deadline of **May 20**.

* I can help you to register, but ultimately the responsibility is yours.
* I cannot make any changes after the May 20 deadline to help you.
* If you are NOT registered by the deadline, you will still receive credit for high school graduation, but you will NOT receive any college credit.

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| Application and Registration Process for STUDENTS WITH “L” NUMBERS |

*If you receive a notice during the registration process that states that your account is inactive, enter “L” number and use birthday as the pin.*

* Access the Lane Community College website at **mylane.lanecc.edu**
* Enter your “L” number and pin
* Click on **MY ENROLLEMENT**
* Click on **ADD OR DROP CLASSES.** You may be asked to verify your address.
* Click on **Add/Drop Classes**
* Select the proper term (**Spring 2011**) and hit submit
* Enter the **CRN** in the first box and click on **Submit Changes**
* **CRN for Spanish Immersion 10 (SPAN 202) = 41245**
* **CRN for Spanish 3 (SPAN 103) = 42526**
* **CRN for Spanish 6 (SPAN 203) = \_ \_ \_ \_ \_**

*If you have difficulties during the registration process, please see Señora Albrich ☺*

Registration for First Time Students (without “L” number)

1. Access the Lane Community College website at **www.lanecc.edu**
2. On home page click **Help for Students**
3. Click **Admission** under the column for New Students.
4. Click **Apply online.**
5. At bottom of the page, click on **First time User Account**
6. Leave the first box (Create a Login ID) blank
7. Put in your date of birth in Create a Pin box using *mmddyy,* verify, and **click to continue**
8. On the next page, jot down the “G” number and **click to continue**
9. Under Application Type pull down and select **College Now HS Class**
10. On Apply for Admissions page under Admission Term select the appropriate term in which a grade will be given **(Spring 2011)**
11. Fill out first and last name boxes and click **Fill Out Application**
12. The goal is to work through the Application Checklist until all four areas is checked.  Begin with clicking on **Name**
13. Complete name boxes and click **continue**
14. Fill in address and phone number.  Use proper abbreviations, capitals letters, and correct spelling – click **continue**
15. On the personal information page the only field that needs to be completed is the birth date.
16. On the High School page put in the CEEB code.  (Hint:  Do not click on Look Another High School) **Sheldon’s Code is = 380326**
17. Use the graduation date of June 15 in the correct year (doesn’t have to be date accurate) and click **continue**
18. At this point the Application Checklist should be complete and show all four checks.  Click on **Application is Complete**
19. The Application Final Page should contain your “L” number.  **Record this number** and store it in a safe, logical spot where you will be able to find it again in the future.
20. Click on **Access Web for Student**
21. Click on **Registering for Classes**
22. Click AGAIN on **Registering for Classes**
23. Under Re-enter Old Pin put in your birth date as before
24. Create a new pin (Hint:  Use something that does not change such as a pet’s name, favorite food, or address.  Mother’s first name would be a better choice or your **Sheldon student ID** number.)  Click Login.
25. Enter a reliable question to produce the pin chosen and click submit
26. On Terms of Usage, click **continue**
27. On Important User Message, do not update your address information at this point, but rather click **I verify this address**.  (Hint:  You can re-enter later under Mylane / Login / Personal Information.)
28. On the ExpressLane Main Menu, choose **Enrollment Services**
29. There may be an Important User Message here.  Just **Continue to** **Enrollment Services**
30. On Enrollment Services – Main Menu, click **Registration**
31. Click on **Add/Drop Classes**
32. Select the proper term **(Spring 2011)** and hit **submit**
33. Enter the CRN and Click on **Submit Changes.**  Please use CRN codes from the other side of this sheet.