# COLLEGE NOW REGISTRATION

**WINTER 2012**

This Spanish class is a College Now class. As a College Now student you are responsible to register for your 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 January 26 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.

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 **January 26**.

* I can help you to register, but ultimately the responsibility is yours.
* 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.
* **CRN for Spanish 5 (SPAN 202) = 32142**
* **CRN for Spanish 3 (SPAN 103) = 32819**
* **Sheldon CEEB code = 380326**

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| COLLEGE NOW OFFICE 8:00am—5:00pm**Pam McClelland**Phone: 541-463-5521mcclellandp@lanecc.eduwww.lanecc.edu/hsconnections/collegenow/ |

For more details about the College Now program (registration, transcripts, student responsibilities, trouble shooting, etc.) please consult the College Now Student Handbook available on our class website: *http://blogs.4j.lane.edu/albrich*

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

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

*Applying for your L#* *This must be done only once, prior to the first time you take a College Now Class.*

1. Go to **www.lanecc.edu**

2. In the left column, click on **Apply Now.**

3. In the center column, scroll down and click on **Apply Online** .

4. Scroll to the bottom and click on **First Time** **User Account Creation.**

5. Leave blank the section **Create a Login ID.**

6. Use your date of birth (mmddyy) as your initial PIN, as you will need to remember this at the end of the application process to be able to register.

7. Click **LogIn** .

8. You will receive a Generated ID number. Write it down on scratch paper. Click **Continue**.

9. From the scroll down menu at the bottom of the page, select **College Now High School Class.** Click **Continue**

10. From the pull down menu, select your term **(WINTER 2012).** Type in your first and last names. Click **Fill out Application.** It will take you to a screen with 4 items. Click on **Name** to begin.

11. As you finish each page, Click on **Continue** until you have provided all required items. Once you finish the Application Checklist you will see a screen with **4 checkmarks**. (If any of the sections does NOT have a checkmark, click on that section and complete it.) Click  **Application is Complete.**

12. Your L# will appear in bold type in the **middle** of the page. **WRITE IT DOWN** continue to direction #13. If you do **NOT** see your L#, tell your instructor. *She will need the generated ID number you received in instruction #8.*

13. Click on **Access Web for Student**. You will be asked to change your pin number. Follow instructions for creating a new PIN. Click on **Login.**

14. You will be asked to provide two Verification Security Questions. Select questions with an answer that you will **NOT FORGET**. Continue to verify your address and/or email.

15. After clicking on *I Verify this Address (or email),* you will be taken to **myLane Main Menu**.

*Now that you have your L# you can register for your Spanish Class.*

16. Click on **Enrollment and Student Financial Services.**

17. Click on **Registration and Books.**

18. Click on **Add/Drop Classes**.

19. Select correct term from drop down menu **(WINTER 2012).**

20. Enter the correct **CRN#**

21. Click on **Submit Changes.** Be sure that you see that you are registered for the correct class. If you see another class listed, please see your teacher.

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| **I already have my L# and just need to register my Spanish class.** |

1. Go to **www.lanecc.edu**

2. In the left column, click on **myLane**

3. Type in your L# (Begin with Capital L) and PIN

4. Click on the **myEnrollment** tab from the menu across the top of the page

5. Select **Add or Drop Classes**

6. Select the correct term **(WINTER 2012)** from the pull down term menu

7. Enter the correct **CRN#** and Click on **Submit** **Changes.** Be sure that you see that you are

 registered for the correct class. Log off.