College Now Registration: FALL 2015

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. Even if you have registered for a College Now class in the past, you must still sign-up to receive credit for our Spanish class.

LATE REGISTRATION WILL NOT BE ACCEPTED.
Please complete your registration well in advance of the <u>NOVEMBER 20</u> 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 **Friday, November 20.**

- 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 3a

24128

(Trimester 1 ~ First Year SPAN 102)

Sheldon CEEB code = 380326

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

Can't remember L#:
1. Follow the instructions at the MyLane Secure Access Login click on **Need User ID/L Number?**
2. Call Pam.
Can't remember PassPhrase:
1. Follow instructions at the MyLane Secure Access Login screen, **Forgot PassPhrase?**
2. Call Pam for a reset.

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*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.*

Special note to seniors: Once you know which school you will attend next year, please remember to log into your **myLane** account and request that an official transcript be sent to your college. Without your College Now transcript, your new school will not know how many college credits you have already earned!

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

Getting Started Admission to LANE CC

Applying for your L# (This must be done only once, prior to the first time you register for your College Now Class.)

1. Go to **http://lanecc.edu/hsconnections/collegenow**
2. Click on **Start Here: College Now High School Application.**
3. Leave blank the section **Create a Login ID.**
4. **Create a 12-16 character PIN**, using both numbers and letters. Write it down! You will need it to enter into myLane the first time.
5. Click **LogIn**
6. You will receive a Generated ID number. Write it down! Click **Continue**
7. Choose **College Now High School Class** from the Application Type scroll down menu at the   bottom of the page. Click **Continue**
8. **Select Your Term** from the pull down menu *(FALL 2015).* 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.
9. 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.**
10. Click **Agree to terms**
11. Your L# will appear in bold type in the **middle** of the page. **WRITE IT DOWN** on one of the blue cards provided, and 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.*
12. Click **Continue**
13. Click on **Access Web for Student**. You will be asked to change your PIN. 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 ExpressLane Main Menu. (You may or may not see this screen.)

Registration for College Now 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** *(FALL 2015)* from drop down menu
20. Enter the correct **CRN#.** See other side of this sheet!
21. Click on **Submit Changes.** Be sure that you see that you are registered for the correct class. **If you see another class, see your teacher for help.**
22. Click **Exit** and close your browser.

I already have my L# and just need to register for classes.

1. Go to www.lanecc.edu
2. Log into **myLane** portal (L# and Password).
3. Click on the **myEnrollment** tab from the menu across the top of the page
4. Under "Registration Tools" (top left) click on **New Registration Tools.**
5. Click on **Register for Classes.**
6. Select appropriate term **(Fall 2015).** Click **Continue.**
7. Under "Register for Classes" click on **Enter CRN#.**
8. Enter the correct **CRN#.**