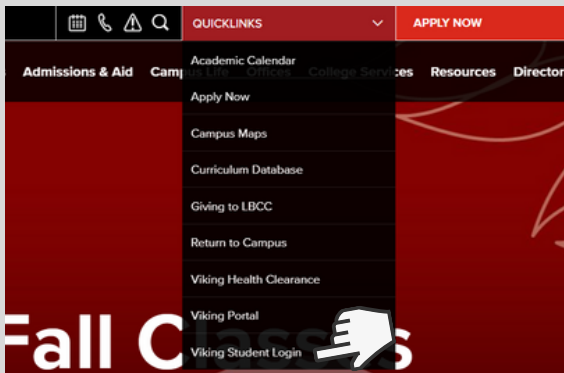


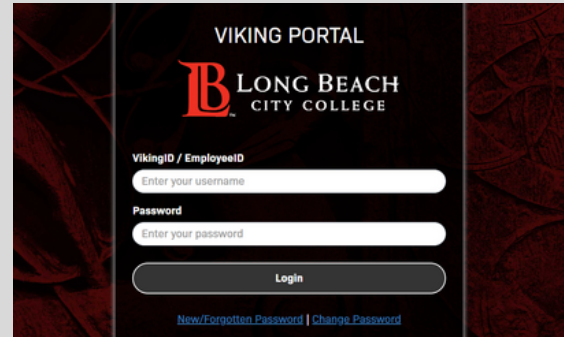
HOW TO: Register for Classes at LBCC

DIRECTION: Now that you've completed your education plan, you can register for classes during your registration date & time.

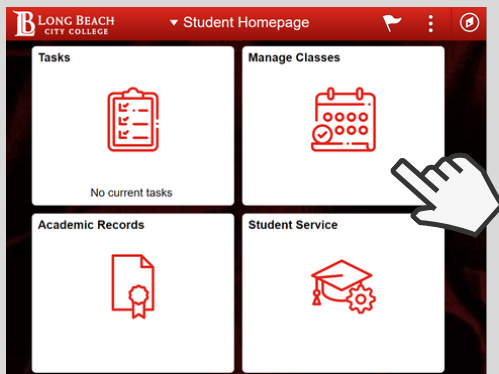
1. Go to www.lbcc.edu hover over "QUICKLINKS" & select "Viking Student Login."



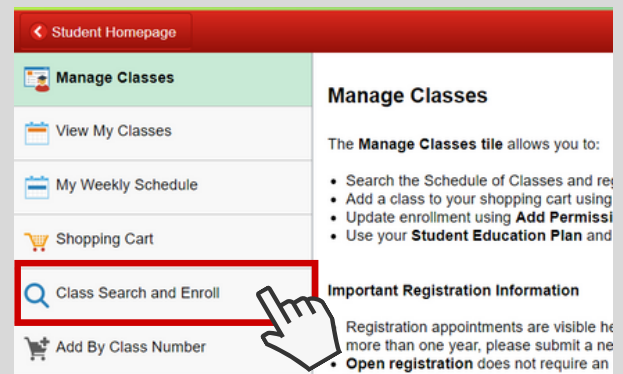
2. Enter LBCC Viking ID# & Password.



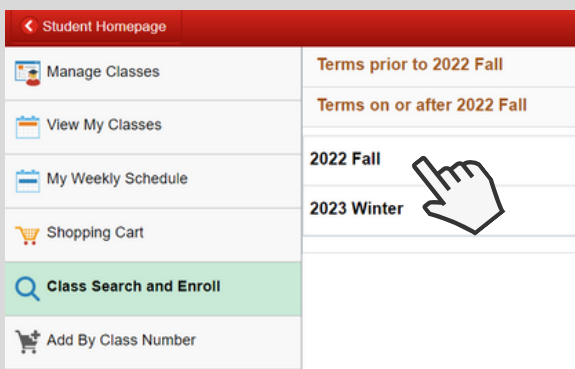
3. Click on "Manage Classes."



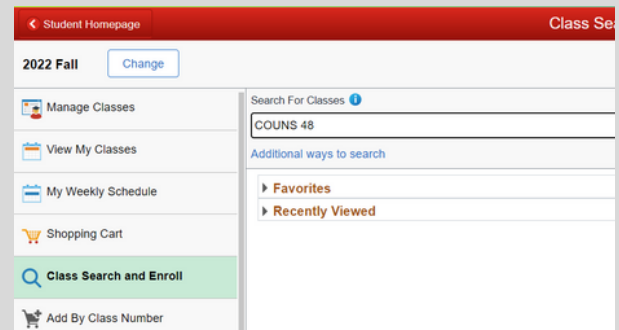
4. Click "Class Search and Enroll."



5. Select Term (i.e. Fall 2022)



6. Enter course SUBJECT & NUMBER from your Ed. Plan. (i.e. Couns 48)



HOW TO: Register for Classes at LBCC

DIRECTION: Now that you've completed your education plan, you can register for classes during your registration date & time.

7. Review course options

The screenshot shows the 'Class Search and Enroll' interface. On the left is a navigation menu with options like 'Manage Classes', 'View My Classes', 'My Weekly Schedule', 'Shopping Cart', 'Class Search and Enroll', 'Add by Class Number', 'Drop Classes', 'Update Grading Basis', and 'Browse Course Catalog'. The main area displays '2022 Fall' and 'COUNS 48' with 'Career Exploration' as the subject. It includes links for 'Add to favorite courses', 'Course Information', and 'Class Selection'. A table lists three class options:

Option	Status	Session	Class	Meeting Dates	Days and Times
1	Open	8FC Every Wednesday	Class 70660	08/29/2022 - 10/22/2022	Wednesday 12:45PM to 2:50PM
2	Open	8LC Every Wednesday	Class 70661	10/24/2022 - 12/17/2022	Wednesday 12:45PM to 2:50PM
3	Wait List	8FZ 1st 8Wks TBA	Class 70421	08/29/2022 - 10/22/2022	Arranged Hours

8. Click on the desired course.

The screenshot shows the details for 'COUNS 48' Career Exploration. It includes links for 'Add to favorite courses', 'Course Information', and 'Class Selection'. A table lists three class options:

Option	Status	Session	Class	Meeting Dates	Days and Times	Room
1	Open	8FC Every Wednesday	Class 70660	08/29/2022 - 10/22/2022	Wednesday 12:45PM to 2:50PM	Liberal Arts Campus T2377
2	Open	8LC Every Wednesday	Class 70661	10/24/2022 - 12/17/2022	Wednesday 12:45PM to 2:50PM	Liberal Arts Campus T2377
3	Wait List	8FZ 1st 8Wks TBA	Class 70421	08/29/2022 - 10/22/2022	Arranged Hours	Online

A hand cursor is pointing to the first class option (Class 70660).

9. Go through a 4-Step confirmation process.

The screenshot shows the 'Class Search and Enroll' interface with a 4-step confirmation process. The steps are:

- 1 Review Class Selection (Visited)
- 2 Review Class Preferences (Not Started)
- 3 Enroll or Add to Cart (Not Started)
- 4 Review and Submit (Not Started)

The first step, 'Review Class Selection', is highlighted with a red box. A hand cursor is pointing to the 'Next' button.

10. Continue by selecting "Accept." If applicable, enter your class Permission # (given by professor).

The screenshot shows the 'Review Class Preferences' step. It displays 'COUNS 48 Career Exploration' and 'Class 70660 - Open'. There is a 'Permission Number' field with a hand cursor pointing to it, and a 'Grading Basis' dropdown menu set to 'Graded'. An 'Accept' button is visible in the top right corner.

11. Select "Enroll" and click "Next"

The screenshot shows the 'Enroll or Add to Cart' step. It asks 'Do you wish to enroll or add the class to your Shopping Cart?' with two radio button options: 'Enroll' (selected) and 'Add to Shopping Cart'. A hand cursor is pointing to the 'Next' button.

12. Confirm Enrollment.

The screenshot shows the 'Review and Submit' step. It displays '2020 Summer Undergraduate Long Beach City College' and 'Step 3 of 3: Review and Submit'. It shows the selected class 'COUNS 48 Career Exploration' and 'Class 70660 - Open'. A confirmation dialog box asks 'Are you sure you want to submit?' with 'Yes' and 'No' buttons. A thumbs up icon is overlaid on the dialog box. A 'Submit' button is visible in the top right corner.