

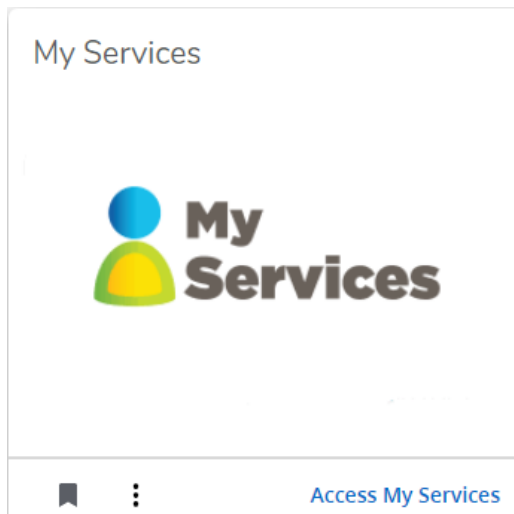


How to Register for Classes

1. Log in to your MyLSCPA account



2. Click on “My Services” tile



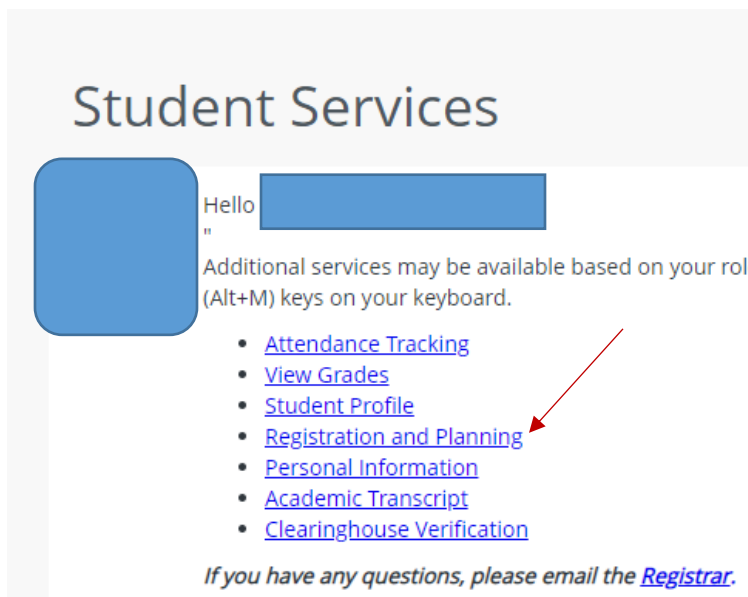
3. Click on the four dots next to LSCPA on the top left



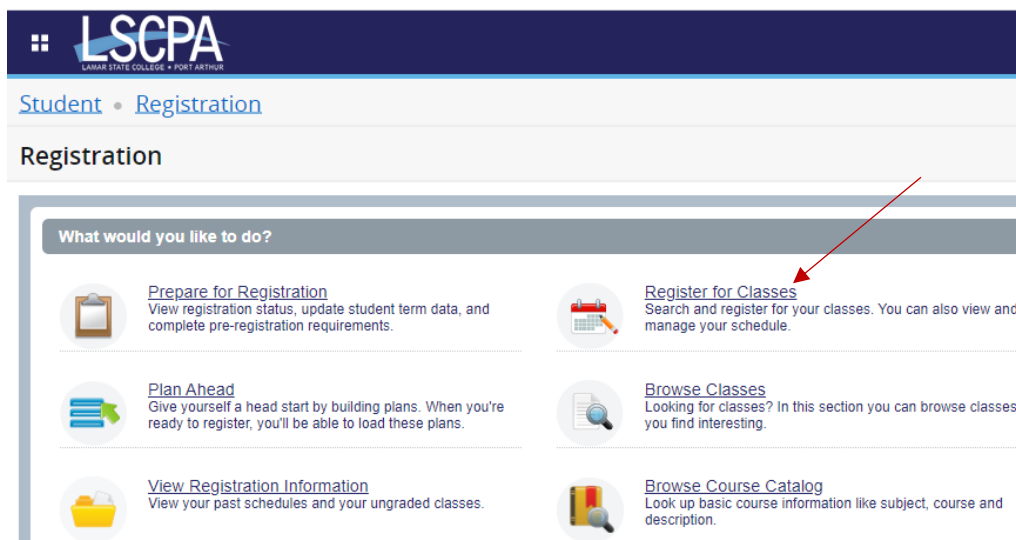
4. Click on Banner, then Student



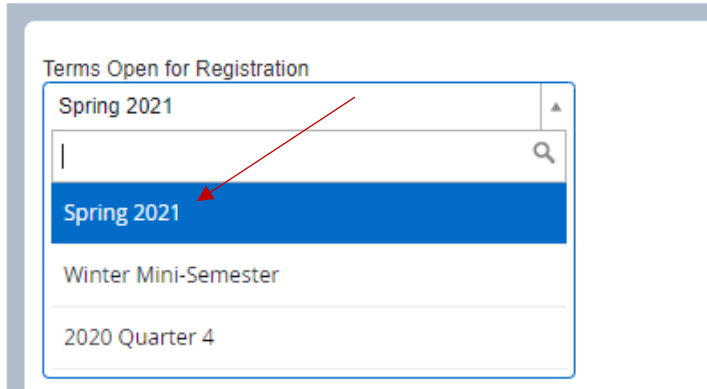
5. Click Registration and Planning link



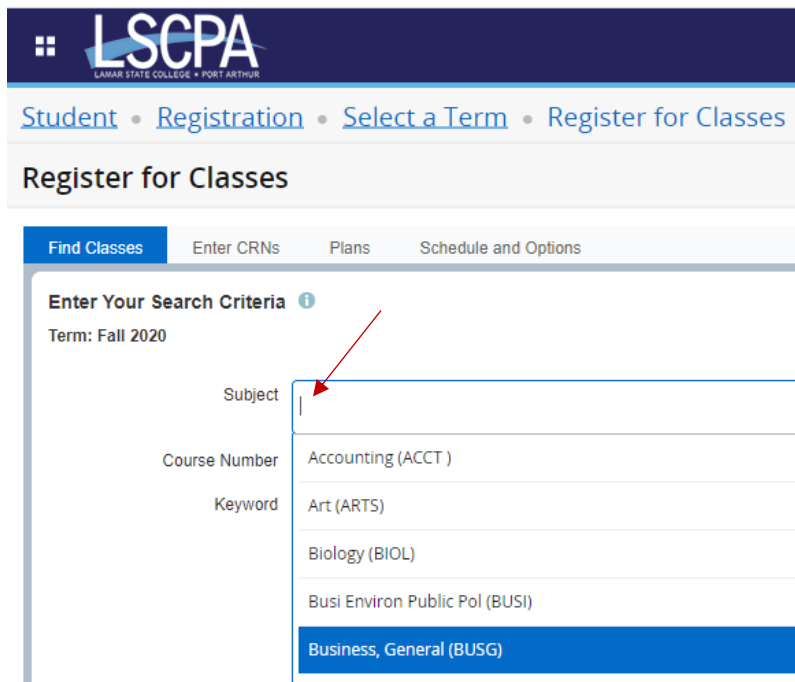
6. Click Register for Classes



7. Select your Term (Semester), click Continue
 - Example: Spring 2021, Summer 2021, or Fall 2021



8. Use the Find Classes tab to enter Your Search Criteria. Click inside the Subject box and select the course you need.



9. You can Enter the Course Number or leave it blank and click the Search button.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for](#)
Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2021

Subject:

Course Number:

Keyword:

[Advanced Search](#)

10. You can then search the options available and click the Add Button to the right.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 3 Classes
Term: Spring 2021 Subject: Accounting (ACCT)

Title	Instructor	Meeting Times	Status	Attribute	
▶ Prin Financial A... Lecture	Jones, Tamalia (P...	S M T W T F S 09:00 AM - 09:50 AM T	27 of 27 se...	Academic Elective Course	<input type="button" value="Add"/>
▶ Prin Financial A... Lecture	Odom, Leanna (P...	S M T W T F S - Type: Class Buildin	36 of 36 se...	Academic Elective Course	<input type="button" value="Add"/>
▶ Prin Managerial... Lecture	Odom, Leanna (P...	S M T W T F S - Type: Class Buildin	33 of 36 se...	Academic Elective Course	<input type="button" value="Add"/>

Page 1 of 1 | 10 Per Page | Records: 3

11. You can add additional courses by clicking the Search Again button. Each course you add will appear under the Summary Section. Once you are done, click the Submit button on the bottom right of the screen.

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
<u>Prin Financial Accounting</u>	ACCT 2301, 01	3	10678	Lecture	Pending	Web Registered

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 21

Submit

12. You can also drop courses in the Summary section under Action, by changing the “Web Registered” status to “Web Drop” then click Submit at the bottom of the page to Save.

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
<u>Intro Sociology</u>	SOCI 1301, 71	3	60925	Lecture	Pending	Web Registered
<u>Composition II</u>	ENGL 1302, 71	3	60826	Lecture	Registered	None

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
<u>Intro Sociology</u>	SOCI 1301, 71	3	60925	Lecture	Pending	Web Registered
<u>Composition II</u>	ENGL 1302, 71	3	60826	Lecture	Registered	<div style="border: 1px solid black; padding: 5px;"> None None Web Drop </div>

13. You can view your schedule by clicking the Schedule or Schedule Details section.

Schedule Schedule Details

Class Schedule for Summer Sessions 2020

▼ [Intro Sociology](#) | Sociology (SOCI) 1301 Section 71 | Class Begin: 06/01/2020 | Class End: 08/12/2020 Pending

06/01/2020 -- 08/12/2020 [S][M][T][W][T][F][S] - Type: Class Location: None Building: None Room: None
Instructor: [Garcia, Maria](#) (Primary)
CRN: 60925

Message: Pending | Hours: 3 | Level: Undergraduate | Campus: Internet | Schedule Type: Lecture | Instructional Method: Face-to-Face | Grade Mode: Standard Letter | Waitlist Position: 0 | Notification Expires: None

► [Composition II](#) | English (ENGL) 1302 Section 71 | Class Begin: 06/01/2020 | Class End: 07/06/2020 Registered

06/01/2020 -- 07/06/2020 [S][M][T][W][T][F][S] - Type: Class Location: None Building: None Room: None
Instructor: [Lowe, Zebulon](#) (Primary)
CRN: 60826

You are now officially registered! Go Seahawks!