



APPRENTICESHIP PROGRAM

FOR OREGON STATE REGISTERED APPRENTICES ONLY

~ WELCOME TO FALL TERM 2016 ~

- Open Registration is **Tuesday, September 6, 2016.**
- Registration deadline is **Wednesday, September 21, 2016.**
- Fall term classes begin the week of **Monday, September 26, 2016.**

*The deadline to complete all the REQUIRED Steps to Enroll in Fall term is Wednesday, Sept. 21st. * The earlier you complete all of the REQUIRED steps, the earlier you can register. Completing the REQUIRED steps typically takes 7 or more business days.*

Get Started – Steps to Enroll for Credit Students

Step 1: Admissions

New Credit Students only - [Complete online Admissions form](#) on Lane's website at www.lanecc.edu.

**Note: When filling out the admissions form, you have the option to select an AAS degree specific to your trade OR to select "Taking Credit Classes No Degree or Transfer-No Fin Aid". If you select a degree option, you will be required to complete placement testing and academic advising before registration.*

- Receive your Lane identification number (L#)
- Receive your temporary myLane PIN/PASSPHRASE for use in Step 4 below.
- You must have an email address before completing this online form.

Returning Credit Students - Continue with the registration process below (Step 5).

All outstanding balances at Lane must be paid in full in order to register for the current term. To view and/or pay your account balance, click on the myFinances tab in myLane.

Step 2: Financial Aid – Not applicable--Apprenticeship majors are not financial-aid eligible.

Step 3: Complete your Placement Testing

- Placement testing is required for degree-seeking students and for some credit classes. You must have your student L# before scheduling a testing appointment on the Testing Office website at www.lanecc.edu/testing/placement-testing-information.
- **The Placement Testing deadline for Fall term is Wednesday, September 21, 2016.**
- Non-degree-seeking students, may select the major of "Taking Credit Classes No Degree or Transfer-No Fin Aid". Placement testing is not required for this option.

Step 4: Initiate your MyLane account and complete the New Student Information Session.

- Deadline to complete is **Wednesday, September 21, 2016.**
- Using your temporary password from Step 1, log into MyLane and complete the **New Student Information Session**. (This process may take 1-1 ½ hrs to complete). You will have a registration hold on your account until this orientation has been completed.
- If you decide to enroll in other credit courses later (not apprenticeship), a New Student Academic Advising Session is required.

Step 5: Register for Classes

Click on the myEnrollment tab in myLane to register for class. Open registration for ALL credit students is **Tuesday, September 6th.**

1. In the Registration Tools box, click on "New Registration Tools" link.
2. Click on "Register for Classes" link.
3. Select the term for which you wish to register and click Continue.
4. Click on the **"Enter CRNs"** tab.
5. Enter your CRN# in the box and click "Add to Summary" and Save. You are now registered!

Remember to check your MyLane account frequently to stay current with all of your college business!

QUESTIONS:

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