

REGISTRATION PROCESS



STEP 1: GO TO THE LCC HOME PAGE

http://www.lanecc.edu/ Lane Community College

File Edit View Favorites Tools Help

APPLY & ENROLL PROGRAMS STUDENT LIFE CONNECTIONS ABOUT

Search or AskLane

Lane Community College

FUTURE STUDENTS CURRENT STUDENTS THE COMMUNITY EMPLOYEES

ANNOUNCEMENTS

[LCC closed May 26 for Memorial Day holiday](#)

[Fall Term Credit Registration Opens May 19th](#)

[Explore Lane: May 9, 15 & 23](#)

[Now Leasing Student Apartments](#)

STUDENT SUCCESS STARTS HERE

ADMISSIONS ATHLETICS CALENDARS CATALOG ESPAÑOL FOUNDATION INTERNATIONAL LIBRARY CLASS SCHEDULE

8a.m.-5p.m.: Elements & Forms Exhibit No class next Monday. Spread the word...

Admissions About Lane Employment Lane A-Z Contact Us Lane Home Future Students Current Students Community Employees Lane Home Future Students Current Students Community Employees Calendars Library Locations Search Newsroom

myLane

All Social Media at Lane

© 1996-present Lane Community College
4000 East 30th Ave., Eugene, Oregon 97405 (541) 463-3000

STEP 2: CLICK ON MYLANE ICON

The screenshot shows the Lane Community College website in a browser window. The address bar displays <http://www.lanecc.edu/>. The navigation menu includes [APPLY & ENROLL](#), [PROGRAMS](#), [STUDENT LIFE](#), [CONNECTIONS](#), and [ABOUT](#). A search bar is labeled "Search or AskLane". The main content area features the Lane Community College logo and a navigation bar with [FUTURE STUDENTS](#), [CURRENT STUDENTS](#), [THE COMMUNITY](#), and [EMPLOYEES](#). Below this is an "ANNOUNCEMENTS" section with links for [LCC closed May 26 for Memorial Day holiday](#), [Fall Term Credit Registration Opens May 19th](#), [Explore Lane: May 9, 15 & 23](#), and [Now Leasing Student Apartments](#). A large yellow banner reads "STUDENT SUCCESS STARTS HERE" with a navigation bar for [ADMISSIONS](#), [ATHLETICS](#), [CALENDARS](#), [CATALOG](#), [ESPAÑOL](#), [FOUNDATION](#), [INTERNATIONAL](#), [LIBRARY](#), and [CLASS SCHEDULE](#). A blue bar below the banner contains a calendar icon and the text "8a.m.-5p.m.: Elements & Forms Exhibit" and "No class next Monday. Spread the word...". The footer contains a grid of links: Admissions, About Lane, Employment, Lane A-Z, Contact Us, Lane Home, Future Students, Current Students, Community, Employees, Calendars, Library, Locations, Search, and Newsroom. To the right of the footer is a "myLane" icon circled in red, with a large orange arrow pointing to it. Below the social media icons is the text "All Social Media at Lane". The page footer includes copyright information: © 1996-present Lane Community College, 4000 East 30th Ave., Eugene, Oregon 97405, (541) 463-3000.

STEP 3: LOG IN

The screenshot shows a web browser window with the URL <https://mylane.lanecc.edu>. The page features the myLane logo at the top left. A "Secure Access Login" form is highlighted with a red circle, containing the following fields and text:

- User ID:
- Need User ID/L Number? [Click here.](#)
- PassPhrase:
- [Forgot PassPhrase? Click here.](#)
-

A yellow callout box with black text is overlaid on the left side of the page, stating: "Enter your L number and passwords".

The main content area of the page includes a welcome message: "Welcome to myLane a secure site to take care of all your college business. Please use your L-Number (starting with a capital L) in the user ID field to the left." Below this is a large image of the word "Titans" in yellow on a blue background, with a blue and white mascot figure standing to the right.

The footer contains the Lane Community College logo and copyright information: "Copyright Lane Community College 1996-present". On the right side of the footer, contact information is provided: "Contact us: 4000 East 30th Ave., Eugene, OR 97405 (541) 463-3000. Click to visit Lane's public website lanecc.edu".

STEP 4: CLICK ON MY ENROLLMENT

The screenshot displays the myLane Portal interface. At the top, the browser address bar shows the URL <http://mylane.lanecc.edu/>. The navigation menu includes [Home](#), [myFinances](#), [myEnrollment](#) (highlighted with a red circle), [Student Success](#), [Campus Life](#), [Faculty / Advisor](#), [Employee](#), [Library](#), and [myPage](#). The user is logged in as Tomomi Kurosaki. The main content area features several widgets: 'Campus Announcements' with a message about free tutoring; 'Personal Announcements' which are currently empty; 'Campus Information' with a list of links including 'Español', 'Academic Calendar', and 'Bus Schedule - LTD'; 'Special message' for 'Fall Registration 2014' with a registration start date of May 19; 'Ask Lane' with a search bar and a message about the New Student Information Session; 'Campus Survey' for a 'Transportation Survey'; 'myAccount' showing 'No Data Found'; 'myAccount - payments' with a link to 'Make an Online Payment'; 'Personal Information' with links for 'Change PIN/password', 'Update Addresses and Phones', and 'Complete an Online Survey'; and 'Weather' from AccuWeather.com for Eugene, OR, showing a current temperature of 58°F and a forecast for tomorrow of high 71°/low 47°.

STEP 5: LOOK UP CLASSES

The screenshot shows the myLane Portal interface. At the top, the browser address bar displays <http://mylane.lanecc.edu/>. The navigation menu includes **Home**, **myFinance**, **myEnrollment** (highlighted with a red circle), **Student Success**, **Campus Life**, **Faculty / Advisor**, **Employee**, **Library**, and **myPage**. The date **May 20, 2014** is shown in the top right.

The main content area is divided into several sections:

- Registration:** Contains a red circle around the link **Click here to look up classes**, along with **Add or Drop Classes** and **Change Class Options**.
- Student Status:** Includes links for **When Can I Register? & View Holds**, **Placement Testing - View Test Scores**, **View / Change Your Current Major**, and **Graduation - Apply Here**.
- Student Grades:** Features **View Final Grades**, **Print Friendly Links**, and **Print Your Final Grades** (with a note: "Please close window after printing to prevent errors").
- General Enrollment Links:** Lists **Printable student schedule for use in Titan Store**, **Student Detail Schedule**, **Registration History**, **Evaluate Your Classes**, **Locker Assignment Information**, and **Enrollment Services Forms**.
- Academic Resources:** Lists **Course Materials (Class Book List)**, **Moodle**, **Apprenticeship Program**, **Co-op Education**, **Learning Communities**, **Service Learning**, **Tutoring Center**, and **Titan Store**.
- My Courses:** Includes a **Click here to:** link and text: "View your course schedule, access your course home pages, email your professors, communicate with classmates, and access many more course-related materials."
- Progress Report:** Features a **Welcome to the Progress Report pilot program at Lane!** message, a paragraph about the program, and a list of bullet points:
 - The **Progress Report** is a new online tool to help you track your progress towards earning a Lane degree or certificate.
 - The Progress Report will show whether you have MET
- Student Records:** Lists **National Student Clearinghouse Enrollment Verification**, **Unofficial Academic Transcript**, **Request Official Transcript**, **View Status of Transcript Requests**, **Student Information Release**, **Prior College Information**, **Academic Progress Standards**, **Academic Renewal Request**, and **Request to Absolve Repeated Courses**. It also includes **Print Friendly Links** and **Print Unofficial Transcript** (with a note: "Please close window after printing to prevent errors").

STEP 6: FIND CRN FOR YOUR CLASSES

CRN	Credits	Days	Time	Instructor	Seats	Section	Status
20029	5	MW	10:00a-11:20a	Larson, Jody	16/210	ELD	Seats Available
		F	10:00a-10:50a		16/210		
MTH075 Applied Algebra for Technicians - View Course Description							
23133	4	MW	02:00p-03:20p	Zalonis, Elaine	16/219	ED	Seats Available
		F	02:00p-02:50p		16/219		
MTH085 Applied Geometry for Technicians - View Course Description							
23132	4	MW	02:00p-03:20p	Myers, Steven	16/257	ED	Seats Available
		F	02:00p-02:50p		16/257		
MTH095 Intermediate Algebra (Hybrid) View Course Description							
20628	5	Tu	10:00a-11:50a	Lighthouse, Wendy	16/171	ELHDA	Seats Available
		Th	10:00a-11:50a		16/161		
21726	5	W	10:00a-11:50a	Armstrong, Nikki			Seats Available
MTH095 Intermediate Algebra - View Course Description							
20037	5	MW	08:00a-09:20a	Larson, Jody			Waitlisted
		F	08:00a-08:50a				
20040	5	MW	10:00a-11:20a	Smith, Gayle			Waitlisted
		F	10:00a-10:50a				
20042	5	MW	12:00p-01:20p	Green, Dale			Waitlisted
		F	12:00p-12:50p				
20045	5	MW	01:00p-02:20p	Lighthouse, Wendy	16/206	ELDAW	Seats Available
		F	01:00p-01:50p		16/206		
20048	5	MW	02:00p-03:20p	Smith, Gayle	16/226	ELDA	Seats Available
		F	02:00p-02:50p		16/226		
21642	5	MW	02:30p-03:50p	Brentmar, Ann	16/206	ELDA	Seats Available
		F	03:00p-03:50p		16/206		
21690	5	MW	04:00p-05:50p	Cataldo, Donavon	16/213	ELDA	Seats Available
20039	5	TuTh	08:30a-09:50a	Lighthouse, Wendy	16/186	ELDAW	Seats Available
		F	09:00a-09:50a		16/186		
20041	5	TuTh	10:30a-11:50a	Moore, Philip	16/219	ELDA	Waitlisted
		F	11:00a-11:50a		16/219		
20044	5	TuTh	12:30p-01:50p	Kovcholovsky, Michel	16/219	ELDA	Seats Available
		F	01:00p-01:50p		16/219		
21576	5	TuTh	02:00p-03:50p	Bernardy, Donna	16/184	ELDA	Waitlisted
20626	5	TuTh	03:00p-04:50p	Lockhart, Paula	16/257	ELDA	Seats Available

CRN = Course Registration Number. You will need this in order to register!

STEP 7: COME BACK TO MYLANE AND CLICK “ADD OR DROP CLASSES”

The screenshot shows the myLane portal interface. At the top, the browser address bar displays <http://mylane.lanecc.edu/tag.8300eaf228db7a64.re>. The myLane logo is on the left, and the user is logged in as Jennifer Hare. The navigation menu includes Home, myFinances, myEnrollment, Student Success, Campus Life, Faculty / Advisor, Employee, Library, and myPage. The 'myEnrollment' tab is highlighted with a red circle. Below the navigation, the 'Registration Tools' section contains a link for 'Add or Drop Classes', which is also circled in red. A yellow callout box with a black border and text reads: 'On My Enrollment tab: Add & Drop Classes'. Other sections include 'General Enrollment Links', 'Academic Resources', 'Student Grades', and 'Student Records'.

STEP 8: SELECT A TERM

The screenshot shows a web browser window with the URL <http://mylane.lanecc.edu/cp/render.UserLayoutRo...> and tabs for 'Credit Class Schedule' and 'myLane Portal'. The myLane logo is in the top left, and navigation icons for 'Groups', 'Moodle', and 'LaneEver' are in the top right. A horizontal menu contains 'Enrollment and Student Financial Services', 'Financial Aid', 'Faculty & Advisor Services', 'Employee Services', 'Personal Information', 'Main Menu', and 'Staff Admin Services'. Below this is a link for 'RETURN TO REGISTRATION MENU SITE MAP HELP'. The main heading is 'Select Term'. An information icon and text state: 'If a term is designated as 'View Only', it is not available for registration. Payments on Account will be accepted for V...'. Below this is a form with 'Select a Term:' followed by a dropdown menu showing 'Fall 2013'. A 'Submit' button is to the right. A yellow callout box with a black border contains the text 'Select term and click Submit'. At the bottom left, it says 'RELEASE: 8.4'.

STEP 9: ENTER CRN

Add/Drop Classes:

Registration Help: Registration Tips Add Class Drop Class	Variable Credits Waitlisting Learning Communities	Explanation of Registration Add Errors: Registration Errors	
---	---	---	---

Add Classes Worksheet **Enter CRN from selected courses**

CRNs

40407	40690								
-------	-------	--	--	--	--	--	--	--	--

Submit Changes | Class Search | Reset

STEP 10: MAKE SURE YOU ARE REGISTERED INTO THE CORRECT CLASS

myLane

Back to Home Tab

Registration Help:
[Registration Tips](#) [Variable Credits](#)
[Add Class](#) [Waitlisting](#)
[Drop Class](#) [Learning Communities](#)

Explanation of Registration Add Errors:
[Registration Errors](#)



Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Feb 10,2011	None	40407	ENG	116	01	Credit	3.000	Letter Grade (Standard)	College Vocabulary

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Feb 10,2011 10:5

Enrolled classes show up here

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Student Does Not Meet Prerequisite and or Test Scores	40690	MTH	243	04	Credit	4.000	Letter Grade (Standard)	Introduction to Probability and Statistics

Errors show up here

Add Classes Worksheet

CRNs

<input type="text"/>									
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

WHAT IF I WANT TO DROP A CLASS?

Refunds only until Sunday, 11:59 pm at the end of the first week of class.

Add/Drop Classes:

Registration Help:

[Registration Tips](#)
[Add Class](#)
[Drop Class](#)

[Variable Credits](#)
[Waitlisting](#)
[Learning Communities](#)

Explanation of Registration Add Errors:

[Registration Errors](#)



Current Schedule

Status	Action	GRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Feb 10,2011	None	40407	ENG	116	01	Credit	3.000	Letter Grade (Standard)	College Vocabulary
Web Registered on Feb 10,2011	None None Drop With Refund	40310	ART	206	01	Credit	3.000	Letter Grade (Standard)	History of Western Art

Total Credit Hours: 6.000

Billing Hours: 6.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Date: Feb 10,2011 11:02 am