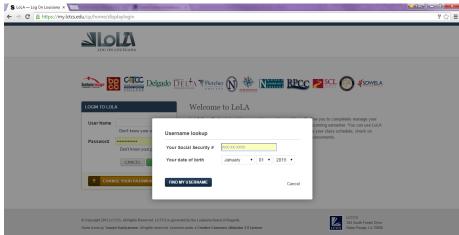# Instructions to Register in Banner

1. Go to the Delta home page www.ladelta.edu and click on LoLA or type my.lctcs.edu in the address bar.

2. Login Page: (If you already know your username and password, you can begin logging into LoLA)

   a. Username (If you need to look up your username, click on Don't know your username? The following popup will appear:)

      i. Enter your SSN and Date of Birth
         - If your username has been created, it will appear after you enter the requested information
         - If you received a problem message, contact Enrollment Services at 318-345-9003 or enrollmentdept@ladelta.edu

   b. Password (For the password you can do one of two things)
      i. Changing Password
         1. If you have forgotten your password, click on "Don't know your password?"
         2. You will be asked a second time for your SSN and Date of Birth
         3. You will be prompted to enter your new password with the following rules:
            a. Must be between 12 and 20 characters long
            b. Must contain at least *one* letter and *one* number
            c. Must have *one* of the five following special characters: @ % * = +
            d. ***It cannot contain any part of your name.***
      ii. Using the temporary password (first time users only)
         1. Your temporary password should be:
            Your first name initial (lower case) + your last name initial (lower case) + your six digit birthdate (mmddyy) + P@ss
         2. Example: If your name is John Doe and your birthday is March 5, 1990 your temporary password would be: **jd030590P@ss**
         3. Once you have logged into LoLA you will be asked to change your password. Your new password must follow all rules listed on the set password page:
            a. Must be between 12 and 20 characters long
            b. Must contain at least *one* letter and *one* number
            c. Must have *one* of the five following special characters: @ % * = +
            d. ***It cannot contain any part of your name.***

3. You should now see this screen:

Welcome to LoLA

Welcome **LoLA** *(Log-On Louisiana)* a powerful new online tool that will allow you to completely manage your college career. **LoLA** will be your 24/7, one stop resource for the upcoming semester. You can use **LoLA** to:

○ Monitor your financial aid application
○ Register for classes
○ Review your class schedule
○ View your work study or student worker schedule
○ Check on important upcoming dates
○ Catch up on campus news and announcements

If you need assistance with LoLA, please send an email to support@lctcs.edu, chat live with the help desk or call the Support Line at (866) 217-8819.

Announcements
There are no announcements

Self Service

Self Service provides access to information based on your college and role. Links below will be displayed for each college you are affiliated with. Select the appropriate college to view your information choices for that college.

Louisiana Delta Community College

Click on *Louisiana Delta Community College* in the **Self Service** block.

4. This is the screen you should see next:

Personal Information Student Financial Aid

Search [   ] Go   ACCESSIBILITY SITE MAP HELP

Main Menu   Your current Institution is Louisiana Delta Comm College

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
Student
Apply for Admission, Register, View your academic records.
Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

RELEASE: 8.7

Click **Student**

5. Now you should see the student menu:

Student   Your current Institution is Louisiana Delta Comm College

Admissions
Apply for Admission or Review Existing Applications
Registration
Check your registration status, class schedule and add or drop classes
Student Records
View your holds, grades and transcripts
Student Account
View your account summaries, statement/payment history and tax information

RELEASE: 8.7

Click **Registration**

6. On the Registration menu click on **Add, Drop or Withdraw Classes.**

Registration   Your current Institution is Louisiana Delta Comm College

Select Term
Add, Drop or Withdraw Classes
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Fee Assessment
Registration Status
Active Registration
Registration History
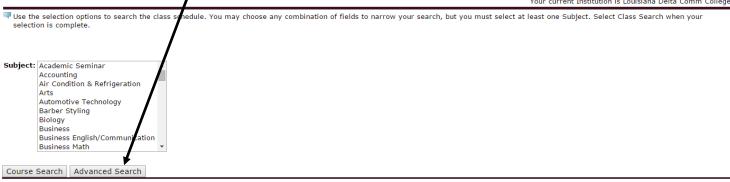Concise Student Schedule

RELEASE: 8.7

7. On the Registration Term screen, use the drop down arrow to select the Semester in which you intend on registering for and click **submit.**

Registration Term

Select a Term: Spring 2015 (January - May) ▾

Submit

RELEASE: 8.4

8. You should now see the Add Classes Worksheet:

Add or Drop Classes

Your current Institution is Louisiana Delta Comm College

🔲 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

CRNs

Submit Changes | Class Search | Reset

9. You can add classes two different ways:

    a. If you know the Banner CRN's for your classes, you can add the classes in the **Add Class Worksheet** section by typing in the CRN in the boxes provided. Once the CRNs are typed in click on **Submit Changes.**

    b. If you were granted permission to register a class that was closed you **must** enter the CRN on the class worksheet. That is the only way you are able to register for a closed class. It will not allow you to select the class on the class search.

-OR-

    c. If you need to search for classes you can do so by clicking **Class Search.**

Add or Drop Classes

Your current Institution is Louisiana Delta Comm College

🔲 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

CRNs

Submit Changes | Class Search | Reset

Look Up Classes

Your current Institution is Louisiana Delta Comm College

🔲 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: Academic Seminar
Accounting
Air Condition & Refrigeration
Arts
Automotive Technology
Barber Styling
Biology
Business
Business English/Communication
Business Math

Course Search | Advanced Search

    c. You can search classes two different ways:
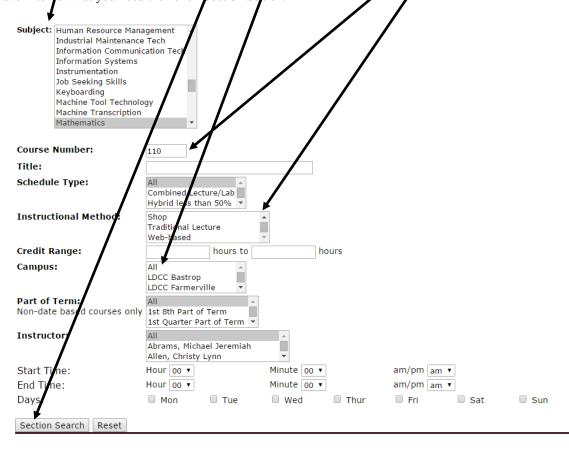
- You can **click Advanced Search**

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject:
```
Academic Seminar
Accounting
Air Condition & Refrigeration
Arts
Automotive Technology
Barber Styling
Biology
Business
Business English/Communication
Business Math
```

[Course Search] [Advanced Search]

- **Advanced Search** allows you to filter your selections by Subject, Course Number, Instructional Method, Campus, & Times just to name a few.

Use the **Subject scroll box** to locate your class subject (ex. MATH). You can also use the **Course Number** to search for a specific course (ex. 110). If you are looking for an online course you can use the **Instructional Method scroll box** to select *web-based* (this will only show you classes that are taught online for the subject and course number you have selected. Make sure you select the campus in which you plan on attending in the **Campus scroll box.** If you do not select the appropriate campus, once you hit **Section Search** it will show you every class offered on every campus for the subject and course number you have selected. Once you have filtered what you need then click **Section Search.**

Subject:
```
Human Resource Management
Industrial Maintenance Tech
Information Communication Tech
Information Systems
Instrumentation
Job Seeking Skills
Keyboarding
Machine Tool Technology
Machine Transcription
Mathematics
```

Course Number: 110

Title:

Schedule Type:
```
All
Combined Lecture/Lab
Hybrid less than 50%
```

Instructional Method:
```
Shop
Traditional Lecture
Web-based
```

Credit Range: ____ hours to ____ hours

Campus:
```
All
LDCC Bastrop
LDCC Farmerville
```

Part of Term:
Non-date based courses only
```
All
1st 8th Part of Term
1st Quarter Part of Term
```

Instructor:
```
All
Abrams, Michael Jeremiah
Allen, Christy Lynn
```

Start Time: Hour 00 ▾   Minute 00 ▾   am/pm am ▾
End Time: Hour 00 ▾   Minute 00 ▾   am/pm am ▾
Days: ☐ Mon   ☐ Tue   ☐ Wed   ☐ Thur   ☐ Fri   ☐ Sat   ☐ Sun

[Section Search] [Reset]

d. On the Sections Found screen click the **check box** for the class that you want to register for

Sections Found
Mathematics

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribut
☐	20015	MATH	110	A01	JA	3.000	College Algebra	TR	09:30 am-10:45 am	30	32	-2	Alton Braddock (P)	01/12-05/08	JALPBG L267	
☐	20262	MATH	110	A02	JA	3.000	College Algebra	MWF	11:00 am-11:50 am	30	32	-2	Alton Braddock (P)	01/12-05/08	JALPBG L254	
☑	20263	MATH	110	A03	JA	3.000	College Algebra	TR	12:30 pm-01:45 pm	30	30	0	Charles Banner (P)	01/12-05/08	JALPBG L254	
☐	22216	MATH	110	A05	JA	3.000	College Algebra	MW	11:00 am-12:15 pm	30	28	2	Charles Banner (P)	01/12-05/08	JALPBG L260	
☐	21626	MATH	110	A06	JA	3.000	College Algebra	TR	08:00 am-09:15 am	30	27	3	Charles Banner (P)	01/12-05/08	JALPBG L254	
☐	20266	MATH	110	A07	JA	3.000	College Algebra	MW	05:00 pm-06:15 pm	30	26	4	Steve Crow (P)	01/12-05/08	JALPBG L267	
☐	21627	MATH	110	A08	JA	3.000	College Algebra	TR	02:00 pm-03:15 pm	24	20	4	Philip Azad (P)	01/12-05/08	JALPBG L250	
☐	20267	MATH	110	A09	JA	3.000	College Algebra	MWF	08:00 am-08:50 am	26	24	2	Janis E Lavigne (P)	01/12-05/08	JALPBG L259	
☐	22280	MATH	110	A10	JA	3.000	College Algebra	TWR	10:46 am-11:42 am	15	12	3	Oscar Carter (P)	01/12-05/08	JALPBG	
☐	20269	MATH	110	A11	JA	3.000	College Algebra	MWF	09:00 am-09:50 am	30	31	-1	Janis E Lavigne (P)	01/12-05/08	JALPBG L267	
☐	20270	MATH	110	A12	JA	3.000	College Algebra	MWF	11:00 am-11:50 am	30	29	1	Janis E Lavigne (P)	01/12-05/08	JALPBG L253	
☐	20271	MATH	110	A13	JA	3.000	College Algebra	MW	02:00 pm-03:15 pm	30	31	-1	Charles Banner (P)	01/12-05/08	JAATCR A103	
☐	20272	MATH	110	A14	JA	3.000	College Algebra	R	06:30 pm-09:00 pm	30	31	-1	Alton Braddock (P)	01/12-05/08	JALPBG L261	

[Register] [Add to WorkSheet] [New Search]

Once you have selected the class you intend on registering for Click **Register**

Repeat steps until all classes are registered for.

10. When all classes are added your class worksheet should look like this:

💬 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

⚠ Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

Current Schedule

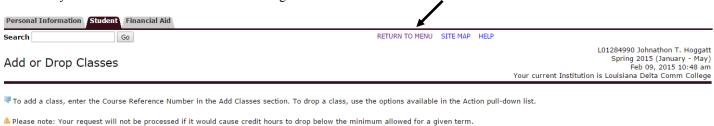| Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Jan 05, 2015	None ▾	20178	HIST	202	A03	Undergraduate	3.000	Standard Letter	Hist of the U S 1877-Present
Registered on Jan 05, 2015	None ▾	20098	ARTS	120	A03	Undergraduate	3.000	Standard Letter	Art Appreciation
Registered on Jan 05, 2015	None ▾	20197	PSYC	227	A01	Undergraduate	3.000	Standard Letter	Adolescent Psychology
Registered on Jan 05, 2015	None ▾	20122	ENGL	102	A13	Undergraduate	3.000	Standard Letter	English Composition II

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.500
Maximum Hours: 18.000
Date: Feb 09, 2015 10:48 am

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

11. Once you have confirmed that all classes are registered click the **RETURN TO MENU** link.

SITE MAP   HELP

Personal Information   **Student**   Financial Aid

Search [_____] Go

L01284990 Johnathon T. Hoggatt
Spring 2015 (January - May)
Feb 09, 2015 10:48 am
Your current Institution is Louisiana Delta Comm College

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

⚠ Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on May 02, 2012	None	10072	CINS	101	A04	Undergraduate	3.000	Standard Letter	Introduction to Computers
Web Registered on May 02, 2012	None	10148	BUSN	210	A02	Undergraduate	3.000	Standard Letter	Principles of Management
Web Registered on May 02, 2012	None	10026	ACCT	201	A01	Undergraduate	3.000	Standard Letter	Intro to Financial Accounting

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.001
Maximum Hours: 18.000
Date: May 02, 2012 11:30 am

12. From the Registration screen select **Concise Student Schedule** to see a copy of your schedule

Level:	Undergraduate
College:	Business & Info Technology
Major and Department:	Business Technology (AAS), Business & Office Technology
	Business & Info Technology

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
10026	ACCT 201 A01	Intro to Financial Accounting	LDCC Monroe	3.000	UG	Aug 20, 2012	Dec 06, 2012	MWF	12:00 pm - 12:50 pm	TBA	TBA
10148	BUSN 210 A02	Principles of Management	LDCC Monroe	3.000	UG	Aug 15, 2012	Dec 06, 2012	TR	11:00 am - 12:15 pm	Louisiana Purchase Bldg-Monroe L363	TBA
10072	CINS 101 A04	Introduction to Computers	LDCC Monroe	3.000	UG	Aug 15, 2012	Dec 06, 2012	MW	2:00 pm - 3:15 pm	Louisiana Purchase Bldg-Monroe L351	TBA
			Total Credits: 9.000								

13. Click the **Logout** button located on the upper right side of your screen.

DELTA

◀◀ Back to MyLCTCS Tab

Logout   Help

14. Wait for the message screen to disappear and then close your browser window.

15. **Soon you will be able to check your Account Balance, Financial Aid, and other relevant information. Check you LA Delta email account for updates about LoLA.**