



How to Register for Classes:

Locating the Registration Area

1. Log in to **LoLA**
2. Select **Student** (Under Self-Service Banner block)
3. Locate **Academic Links** block
4. Select **Registration**
5. Select **Register for Classes**
6. Select **Term** in the Terms Open for Registration field
7. Select **Continue**
8. If you have an active **Action Item** – a popup will appear. Follow steps provided to satisfy action items.
 - Select Continue
 - Click on the Lower Box on the Lower Left-Hand Side for message to appeal
 - Message will appear on the right side of your screen
 - Read the message
 - If response box exists at the bottom of the message – select it.
9. If brought back to log in page, **follow steps 2 – 7** to proceed.

Locating Courses:

Search for Course

- Enter the information of the course(s) you want to register in
 - Subject = Construction Trades
 - Course = 0700
- Click **Search**
- Find the section (Date/Time/Method of Instruction) you want to register in
- Click the **Add** button to add to the summary section
- Click **Submit**
- If all registration requirements are met, the status of the course will change from Pending to Registered.