



Advising

Registration Instructions for Current Students

To enter the registration page, start at www.lsc.edu . Looking at the teal menu on top of the page, click on *Student Portal*. Next, click on *e-Services*.

Enter your student ID number and e-Services password.

To find and register for a course, click on the tab labeled *Courses & Registration*. Next, click on *Find a Course*. This is the most commonly used area during registration. This is where you register, drop and withdraw from courses. Note on the right side of the screen you can see what's in your *Course Cart*. After you add courses to your cart, they will be displayed in the course cart.

There are approximately eight steps to locating and registering for a course:

1. Ensure that you are looking at the correct semester. Use the *Semester* drop-down menu to select the semester you wish to register for.
2. Choose the *Subject* of the course you are looking for. All subject areas are alphabetized.
3. Basic users can ignore the *Course Number*, *Delivery* and *Keyword* options.
4. Decide if you want to look just for courses with open seats or see courses that are offered that semester, but may be full, possibly cancelled or reserved. This can be useful right before the semester starts because you can add a course if someone else drops from a full course through the fifth day of the semester. To look for open seats only, leave the *Display Open Courses Only* box checked. To look for all courses, open or closed, uncheck the box. Then, click *Find Courses*.

5. **This is a key step!** You will see a list of open courses for the semester and subject area you selected. Click on the course title for the following information:

- Make sure you check prerequisite requirements and that you are eligible to enroll in the course.
- Make sure you verify the delivery method of the course. Is it on ground, online or a combination of both?
- Check the start and end dates of the class.
- Be sure to locate the room number to see if it is an on or off-campus course. LSC holds classes at high schools, in Grand Marais, Minnesota, etc. You don't want to drive five hours round trip to Grand Marais for a psychology course, do you?
- Be aware that you have to be available for all the days and times listed in the course descriptions. Frequently, you will see two lines noting different days & times, and, potentially, different room locations. This is likely a lecture and lab class, so one line of the course days and times is a lecture section and the other line may be referring to the lab portion.

6. Click *Add to Cart*. **THIS DOES NOT REGISTER YOU FOR THE COURSE.** It just puts the class in your "Course Cart." You may continue shopping for additional classes.

7. Repeat the above steps for each course you want to enroll in.

8. When you are ready to register for classes, and you're in your Course Cart, click in the box next to each class title. A checkmark will appear. Once all the courses are checked, click *Register for Checked Courses*. Follow the screen prompts. The final step to the registration process will require you enter the new password that you set up when you logged into your *e-Services* account.

If you want to change your course schedule prior to classes starting, that is called "adding" and "dropping." For most classes, students have the first five days of the semester to add, drop and rearrange their courses without penalty. After the fifth day, any changes made to your schedule will be noted on your transcript and will result in a "withdraw," or a grade of "W" on your transcript. Please visit with your advisor prior to withdrawing to see how it will affect you.

To drop or withdraw from a course, log into your *e-Services* account. Click on the *Courses & Registration* tab. Next, click on *View / Modify Class Schedule*.

Ensure that you are looking at the correct semester's schedule. Click on the six-digit course ID in front of the class title. Select *Drop / Withdraw* from the first drop-down menu. Please leave *Grade Method* and *Variable Credits* blank. Click *Process*. Enter your password and click on *Process Request*. You must follow all of these steps for each course you want to drop or withdraw from.

We hope this information is helpful. There are registration videos on our website if you have questions about the registration process. Please contact the Student Services Center if you have any questions.