A “How To” Guide to Find Information and Register for Classes in LoLA

► View HOLDS on your Account

From the LoLA Home Screen:
- Click Student (upper left hand corner)
- Click Registration from the Academic Links box under South Louisiana Community College
- Click Prepare for Registration
- Choose the Term from the Term Open for Registration drop-down menu and click Continue
- If you have the message “You have holds which prevent registration” you must get the hold released prior to attempting to register

NOTE: Financial holds can only be removed by the student accounts office.

► View your TEST SCORES (for placement in English & Math)

Students who have (1) placed out of or (2) successfully completed remedial English and math can skip these steps

From the LoLA Home Screen:
- Select Student (upper left hand corner)
- Click Academic Profile from the Academic Links box under South Louisiana Community College
- Select Prior Education and Testing (left hand side)
- Your Test Scores will display on the lower right side of the screen under the heading TESTING
- Use the Placement Guide for English and Math* to determine your placement in English & Math classes

* From SLCC’s website (solacc.edu) - click Students, then Academic Advising. Under Academic Advising Resources, click Placement Guide for English and Math

► View your TRANSCRIPT

From the LoLA Home Screen:
- Click Student (upper left hand corner)
- Click Unofficial Transcript from the Academic Links box under South Louisiana Community College
- Click Submit

View or Print your Transcript to use as you plan your class schedule
► Locate your DEGREE PLAN

From SLCC’s website (solacc.edu)
- Select the Academics link under the SLCC logo
- Select Catalog, then Degree Plans (2020-2021) from the left side menu
- All programs are alphabetized. Click on your program of choice.
  The degree plan will be downloaded

Save your degree plan to use as you plan your class schedule. Remember, it is a list of classes required for your degree.

► Make your DEGREE PLAN Work for You

Use your SLCC transcript to indicate classes you have completed (include the grade earned) and also classes that are In-Progress

1. By using this ‘Check-off’ system on your degree plan, you can keep track of classes you have completed successfully and be aware of those classes you still need to take.

2. Remedial courses do not apply to degree plans:
   a. Remedial English classes: ENGL 0083, ENGL 0093, LFEN 0083, and LFEN 0093
   b. Remedial math classes: MATH 0083, MATH 0093, LFMA 0083, and LFMA 0093

Example using a General Studies Degree Plan
**SEARCH & REGISTER for Classes**

From the LoLA **Home** Screen:

- Click **Student** (upper left corner)
- Click **Registration** from the Academic Links box under South Louisiana Community College
- Click **Register for Classes**
- Select the **Term** in the *drop-down menu* and click **Continue**
  - Select a **Subject** from the *drop-down menu* (such as Math, English, etc.)
  - Select the **Campus** from the *drop-down menu* at which you will take classes
- Click **Search**

**Searching ONLY for Online Classes?**

- Do **NOT** select a **Campus**
- Go to **Instructional Methods** and select **Web-based** from the *drop-down menu*
- Then click **Search**

*After* clicking **Search**, a list of courses that match your search criteria will populate the screen.

- Click the course **Title** for detailed information on the course
- Click the **Add** button (far right-hand side) to add a class to your schedule

The class will be added to the **Summary** panel (bottom right). The **Status** of the class will be **Pending**

- Click **Submit** to register for the class

If all registration requirements are met, the **Status** of the course will change from **Pending** to **Registered**

If there is an issue with requirements, the **Status** will state “**Error Preventing Registration**”

- The registration **error** will display at the top right of the screen
- Click on the **Title** of the class to find out further information

*A Prerequisite and Test Score Error message* means a prerequisite class needs to be taken first before you can register OR you are ineligible to take a class because of your English or math test scores

Updated 9/2020
**DROP a Class**

From the LoLA *Home Screen:*

- Click **Student** (upper left hand corner)
- Click **Registration** from the **Academic Links** box under **South Louisiana Community College**
- Click **Register for Classes**
- Select the **Term** in the **drop-down menu** and click **Continue**
- Locate the **Summary** section *(bottom right)*
- Locate the class(es) you want to drop
- Select *drop down arrow* in the **Action column** for the class(es) you want to drop
- Click **Web Drop**
- Click **Submit** *(lower right hand corner)*

Refer to the **Academic Calendar*** for Add/Drop deadline. If you miss the deadline, you **cannot** drop the class.

* From SLCC’s website (solacc.edu) - click **Academics**, then **Academic Calendar**. Scroll down and click on the appropriate link (such as **Fall 2020 Calendar**)

![Drop a Class Diagram](image-url)