

# LDCC Student Registration Quick Guide

## Class Registration


















A screenshot of the Louisiana Delta Community College website homepage. The browser address bar shows 'ladelta.edu'. The header features the college logo and navigation links for 'HOME' and 'ABOUT'. Below the header is a banner image of a laptop keyboard with the text 'Start Here. Go Anywhere.' Below the banner are three tabs: 'I AM ...', 'I'M LOOKING FOR ...', and 'LOG ME INTO ...'. The 'I AM ...' tab is active, showing a list of services: Canvas, LoLA (highlighted in yellow), Student Email, Facebook, Instagram, and Twitter. The 'LOG ME INTO ...' tab shows a list of services: YouTube, Aztec Software, Achieve 3000, Burlington English, ETS HiSet, and Workready U.

A screenshot of the LoLA login page. The header says 'Welcome to LoLA'. Below the header is a 'Login' section with a 'Username' field and a 'Password' field. A 'Sign In' button is located below the password field.

A screenshot of the 'Self Service Banner' on the LoLA website. The banner is titled 'Louisiana Delta Community College' and lists several service categories with icons: Personal Information, Employee, Faculty and Advisors, Finance, and Student (highlighted in yellow).


## Academic Links

### Louisiana Delta Community College





-  Academic Calendar
-  Academic Profile
-  Apply for Graduation
-  Clearinghouse Self Service
-  Checklist Items
-  Course Catalog
-  Degree Works Dashboard
-  Library Resources
-  Payment/Payment Plan Processing
-  **Registration**
-  Request Official Transcript
-  Select Refund Choice
-  Unofficial Transcript
-  View Grades
-  View Graduation Application Summary

## Admissions Links

If you aren't currently a student of and have not yet applied to Louisiana Delta Community College, please use following link to complete an application:



 [Apply to Louisiana Delta Community College](#)

### Other Admission Links

-  Immunization Record
-  Immunization Waiver
-  Selective Services Registration
-  Selective Services Waiver

## Social Media

### Louisiana Delta Community College

-  [Connect with us on Facebook](#)
-  [Follow us on Twitter](#)

- Go to <http://www.ladelta.edu>
- Scroll to the “Log Me Into” section of the homepage
- Click the “LOLA” link
- Sign into LOLA with the appropriate username and password (use the “I don’t know my password” link to reset your password)
- Once at the main LOLA page, click on the “Student” link in the Self Service Banner group
- In the Academic Links group, click the “Registration” link

## Registration

### What would you like to do?



#### [Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



#### [Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



#### [Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



#### [Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



#### [View Registration Information](#)

View your past schedules and your ungraded classes.



#### [Browse Course Catalog](#)

Look up basic course information like subject, course and description.

- Once in the student registration area, click the “Register for Classes” link
- The select the appropriate term (Ex. Fall 2020, Spring 2021, etc)

## Select a Term

### How would you like to search? ⓘ

Term  Date Range ⓘ

Terms Open for Registration

Fall 2020

Continue

# The “FIND CLASSES” Tab – Option #1

The screenshot shows a web interface for registering for classes. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes. Below this is the main heading "Register for Classes". A navigation bar contains three tabs: "Find Classes" (which is highlighted in blue), "Enter CRNs", and "Schedule and Options". Under the "Find Classes" tab, there is a section titled "Enter Your Search Criteria" with an information icon. The "Term" is set to "Fall 2020". There are three input fields: "Subject" with the value "Business" (highlighted in yellow), "Course Number" with the value "101" (highlighted in yellow), and "Keyword" which is empty. At the bottom of the search area, there is a green "Search" button, a "Clear" link, and a link to "Advanced Search".

- In this instance, you are on the Find Your Classes tab
- Type the general course subject in the “Subject” box or click on the “Subject” box to select from the drop down menu
- You may also type in the course number in the “Course Number” box to restrict the number of results
- Click the “Search” button to continue

Student • Registration • Select a Term • Register for Classes

## Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 5 Classes  
Term: Fall 2020 Subject: Business Course Number: 101 Search Again

Title	Subject	Course#	Credits	CRN	Instructor	Days, Times, Dates, Location	Campus	Availability	
Introduction to Business Web	Business	101	3	11004	Kwashnak, Joseph (Prim...	S   M   T   W   T   F   S - Type: Class Building: Louisiana P	Monr...	3 of 35 seats rem...	<span>Add</span>
Introduction to Business Hybrid less than 50%	Business	101	3	10012	Lane, Joseph (Primary)	S   M   T   W   T   F   S 12:30 PM - 01:45 PM Type: Class B	Monr...	1 of 20 seats rem...	<span>Add</span>
Introduction to Business Hybrid less than 50%	Business	101	3	10013	Lane, Joseph (Primary)	S   M   T   W   T   F   S 09:30 AM - 10:45 AM Type: Class B	Monr...	3 of 20 seats rem...	<span>Add</span>
Introduction to Business Web	Business	101	3	10014	Kwashnak, Joseph (Prim...	S   M   T   W   T   F   S - Type: Class Building: Louisiana P	Monr...	<span>FULL: 0 of 3...</span>	<span>Add</span>
Introduction to Business Web	Business	101	3	10782	Kwashnak, Joseph (Prim...	S   M   T   W   T   F   S - Type: Class Building: Louisiana P	Monr...	<span>FULL: 0 of 3...</span>	<span>Add</span>

Page 1 of 1 | 10 Per Page Records: 5

Student • Registration • Select a Term • Register for Classes

## Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 5 Classes  
Term: Fall 2020 Subject: Business Course Number: 101 Search Again

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Introduction to Business Web	Business	101	3	11004	Kwashnak, Joseph (Prim...	S   M   T   W   T   F   S - Type: Class Building: Louisiana F	Monr...	3 of 35 seats rem...	<span>Add</span>
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**Schedule** Schedule Details

Class Schedule for Fall 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							

Open and close bottom panels to display extra registration information.

**Summary** Tuition and Fees

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to Business	BUSN 101, ...	3	11004	Web	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0 Submit

- A list of matching classes will populate the screen; notice a small description of either lecture, hybrid, or web will appear below the course title. This indicates the instructional method for each section; Lecture=face-to-face, Web=online, Hybrid=F2F/online combo
- Once you have identified a section, click the “Add” button
- Your class(es) will appear in the Summary section of the registration window.
- In order to complete registration of any and all classes, YOU MUST CLICK “SUBMIT”

# The “Enter CRNs” Tab – Option #2

The screenshot shows a web interface for registering for classes. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes. Below this is the main heading "Register for Classes". A navigation bar contains three tabs: "Find Classes", "Enter CRNs" (which is highlighted in blue), and "Schedule and Options". The main content area is titled "Enter Course Reference Numbers (CRNs) to Register" and shows the term "Fall 2020". There are three input fields for CRNs. The first two are filled with "10014" and "10135" respectively, and each has a corresponding course name in a light blue box: "Introduction to Business BUSN 101, A04" and "Introduction to Computers CINS 101, A10". The third input field is empty. Below the input fields is a link "+ Add Another CRN" and a green "Add to Summary" button.

- If you are given CRN numbers corresponding to specific course sections, use the “Enter CRNs” tab
- Input the 5-digit CRN numbers for each class in the “CRN” textboxes
- Click the “Add to Summary” button
- Your class(es) will appear in the Summary section of the registration window.
- In order to complete registration of any and all classes, YOU MUST CLICK “SUBMIT”

## Register for Classes

Find Classes **Enter CRNs** Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2020

CRN

[+ Add Another CRN](#) **Add to Summary**

**Schedule**

Schedule Details

#### Class Schedule for Fall 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Panels

Summary

[Tuition and Fees](#)

Title	Details	Hour	CRN	Schedule	Status	Action
<a href="#">Introduction to Compu...</a>	CINS 101, A...	3	10135	Web	Pending	**Web Registered**
<a href="#">Introduction to Business</a>	BUSN 101, ...	3	10014	Web	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

**Submit**

To check your registration status, back out of “Register for Classes”, then go to “View Registration Information”

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