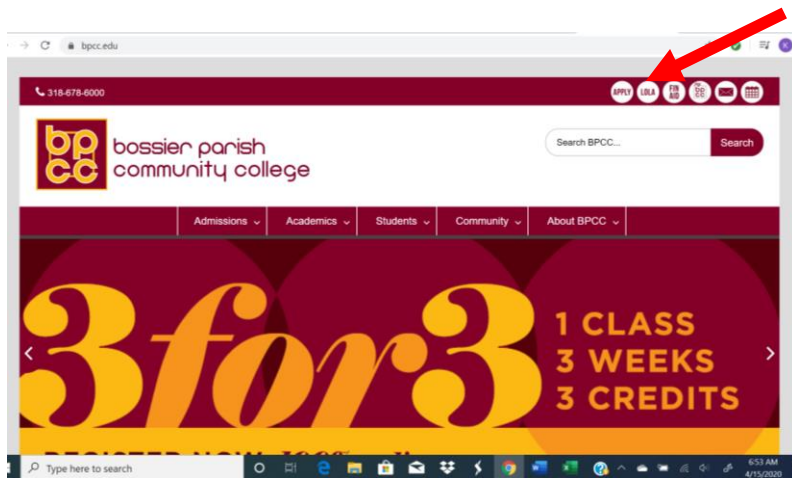
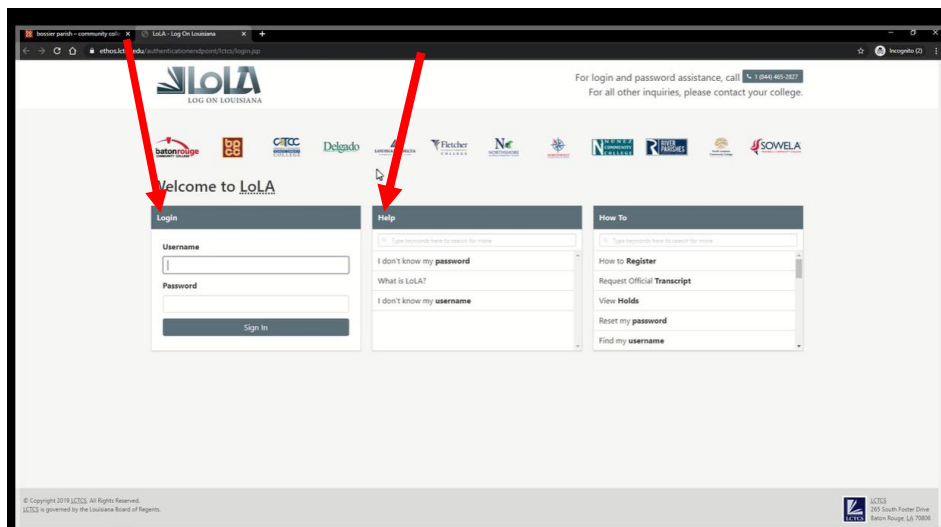


How to Register (instructions for CONTINUING STUDENTS)

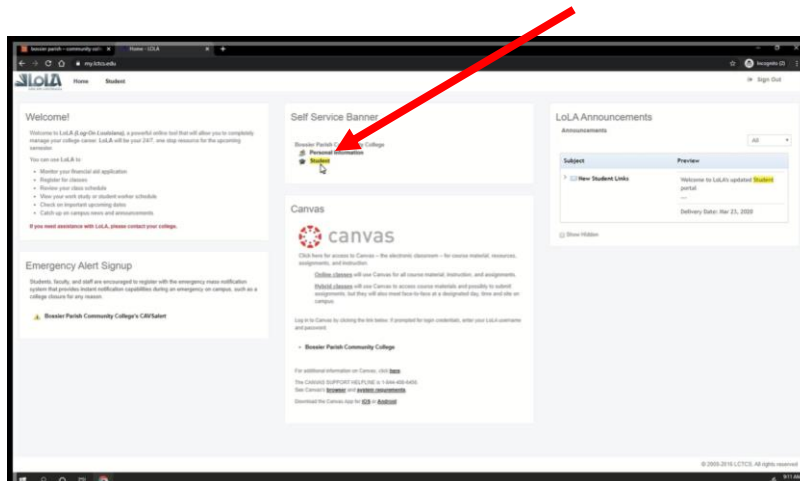
Step 1: Go to the BPCC homepage at bpcc.edu and click on the LOLA icon.



Step 2: Log into LOLA using your LOLA username and password. If you do not know your username and/or password you can use the HELP section of this page to recover that information.

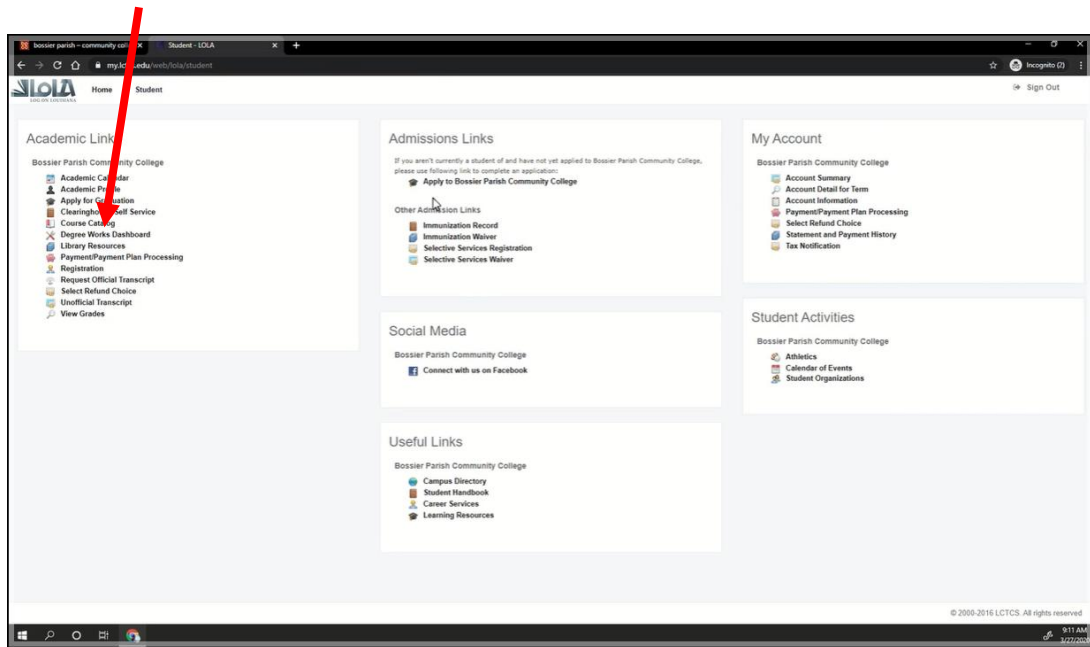


Step 3: Once logged into LOLA select the "Student" link in the Self Service section of the page.

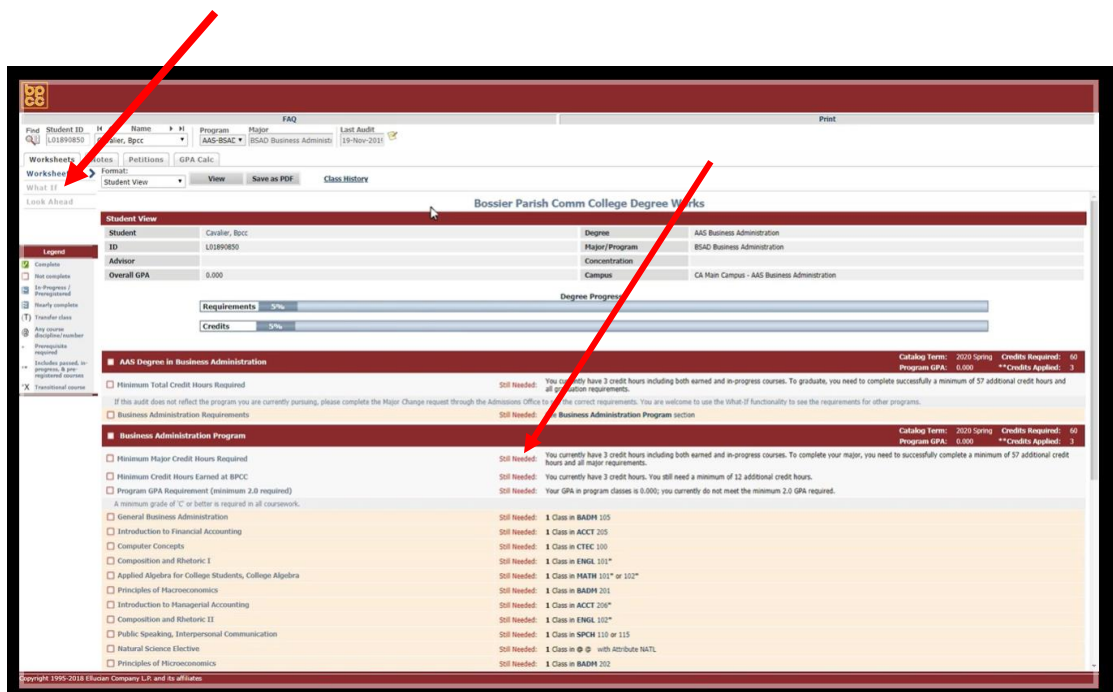


How to Register (instructions for CONTINUING STUDENTS)

Step 4: If you are unsure what courses you need to take for your chosen major/degree, use the Degree Works Dashboard to see an evaluation

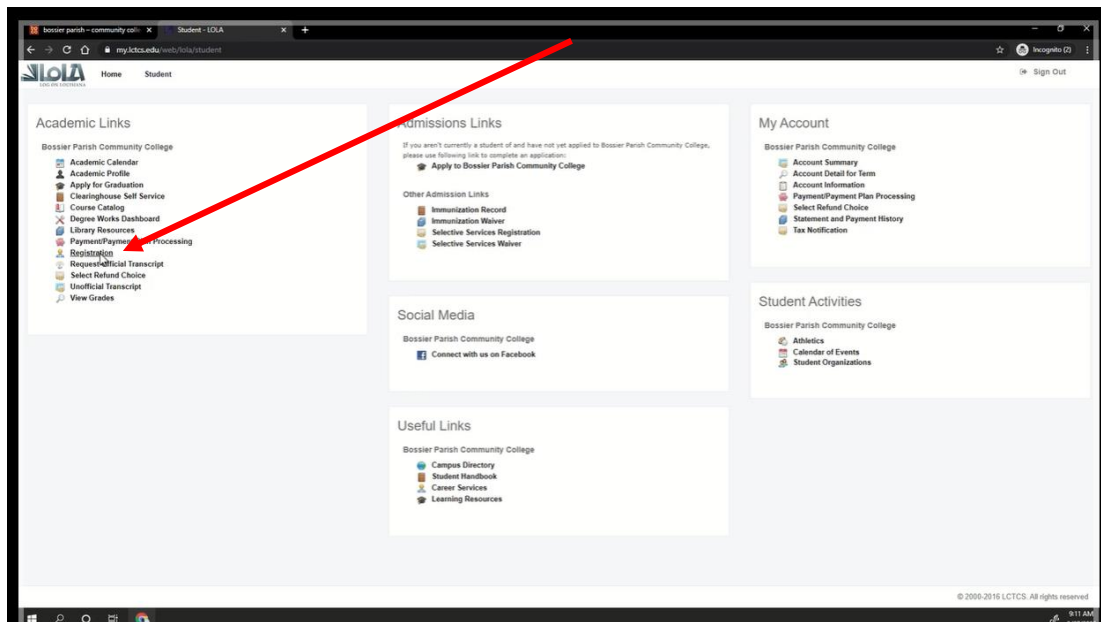


Step 4 Continued – Your Degree Works Dashboard will show you the Degree you are currently pursuing (your Major) and allow you to see all of the required courses for that degree with an indication of whether you have already taken this course, or whether the course is “still needed”. You also have the option of using the “What If” button to evaluate your progress toward other degree programs. For example if you are pursuing a degree in PTA (Physical Therapist Assistant) but want to also see what courses you would still need to apply to the Nursing Program you could use the “What If” tab to see that.

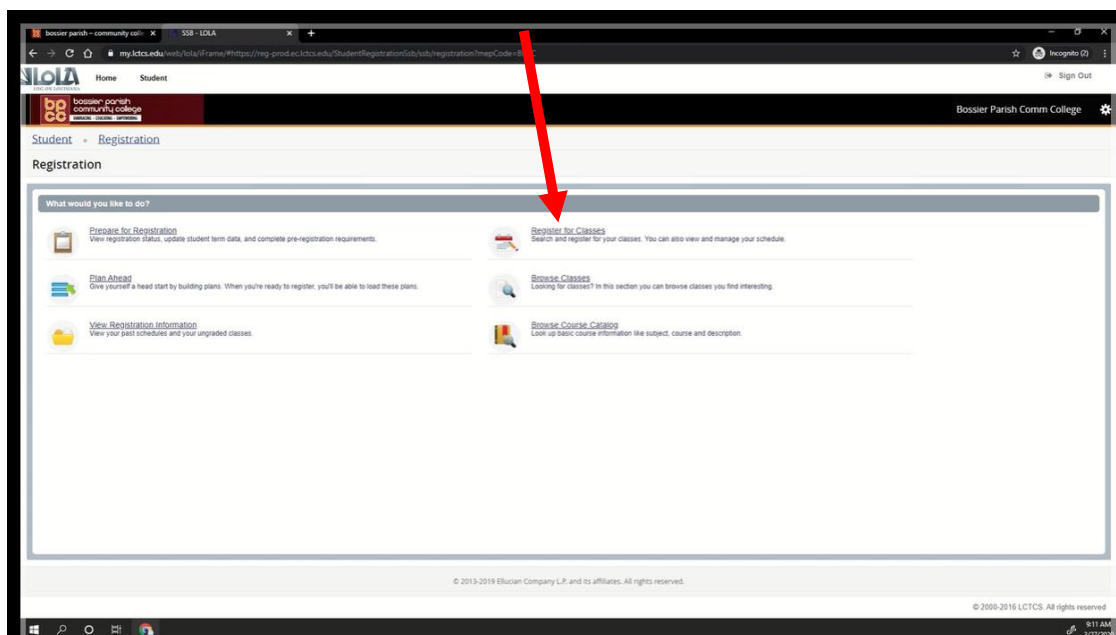


How to Register (instructions for CONTINUING STUDENTS)

Step 5: To move on to registration for classes, click on Registration in the Academic Links box.

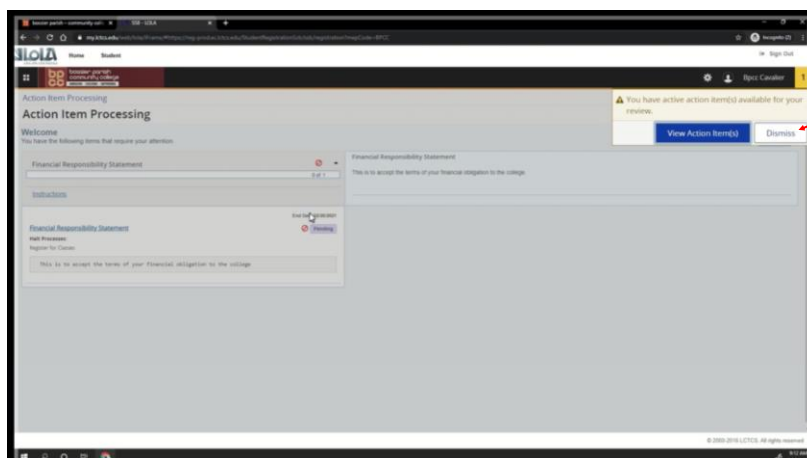
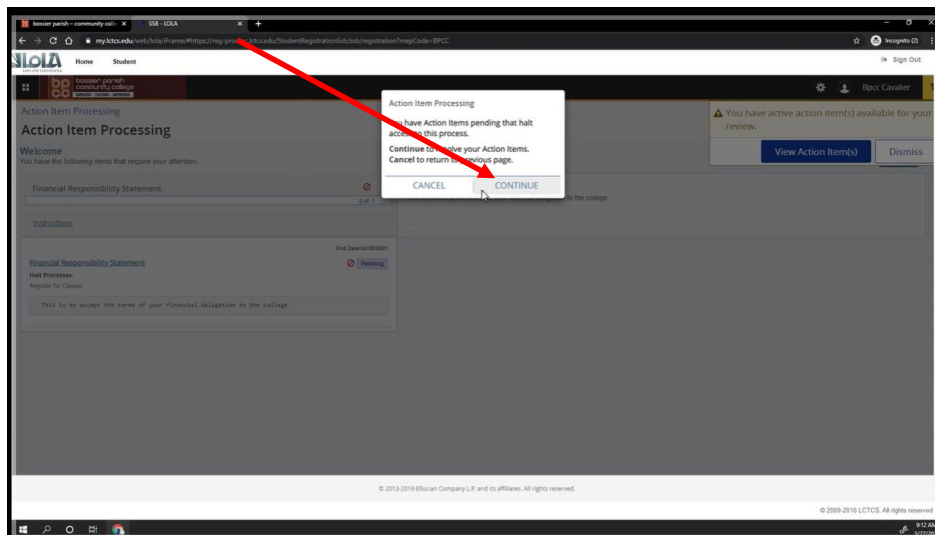


Step 6: On the next screen, click on “Register for Classes”



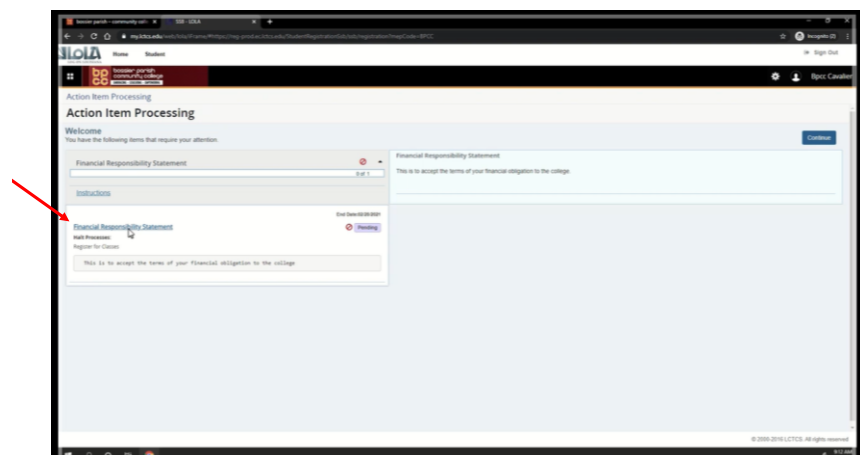
How to Register (instructions for CONTINUING STUDENTS)

Step 7: At any point in this process you may see this “pop up”. This step is to ensure that students have read and verify their understanding of the financial responsibility associated with registering for a class. Click “continue” on the pop-up.



Then “dismiss” the action item alert

And then click on the “Financial Responsibility Statement”



How to Register (instructions for CONTINUING STUDENTS)

Financial Responsibility Statement

Accept

Save

Read/review the statement and click the check box “Accept” and then “Save”

Now you see that your Financial Responsibility item is marked as “completed” and you can click on “Continue”

Financial Responsibility Statement

Continue

Step 8: Select the “Term” you wish to register for. For example “Summer 2020” or “Fall 2020”

Select a Term

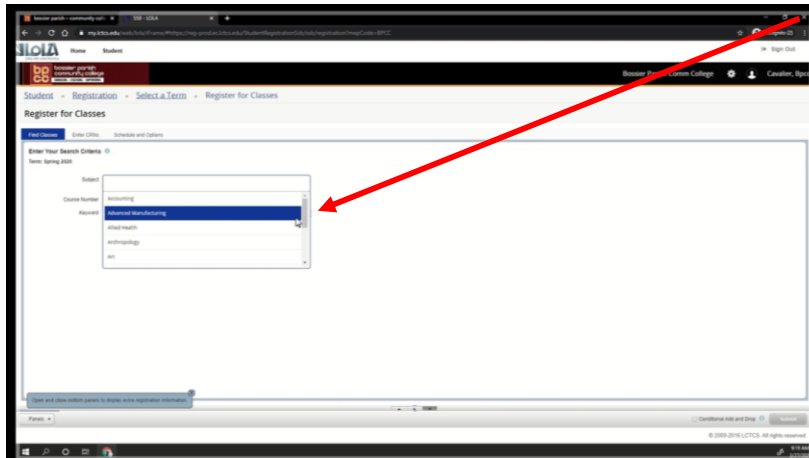
Download and Review for Approval?

Term Open for Registration

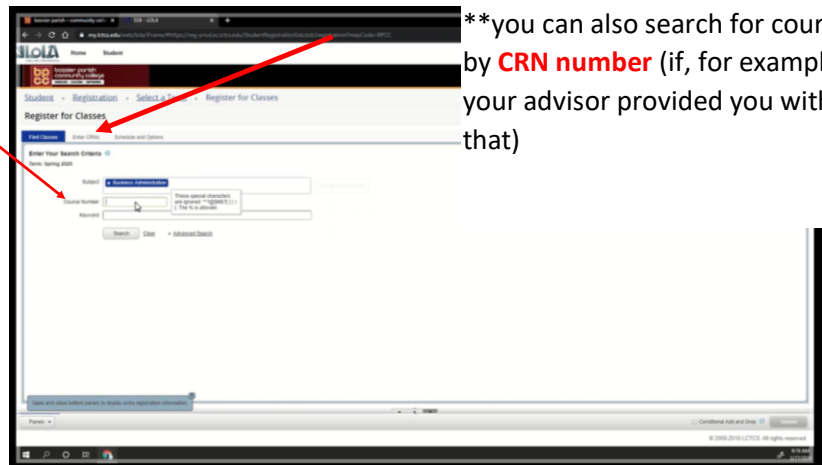
Continue

How to Register (instructions for CONTINUING STUDENTS)

Step 9: Search for classes by using the “Find Classes” tab and searching for the Subject area of the course you want to enroll in.

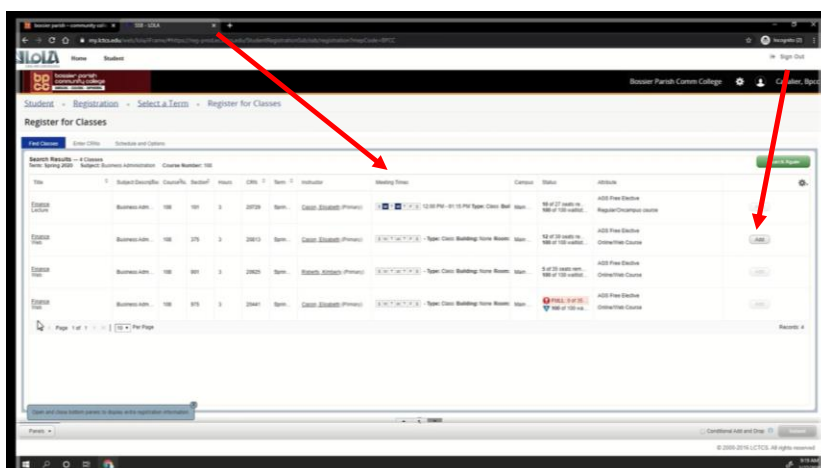


Then enter the **course number** and click “Search”. For example you may have selected a subject area of Biology and a course number of 110 which would allow you to see all sections offered of that course – BLGY 110 – Medical Terminology



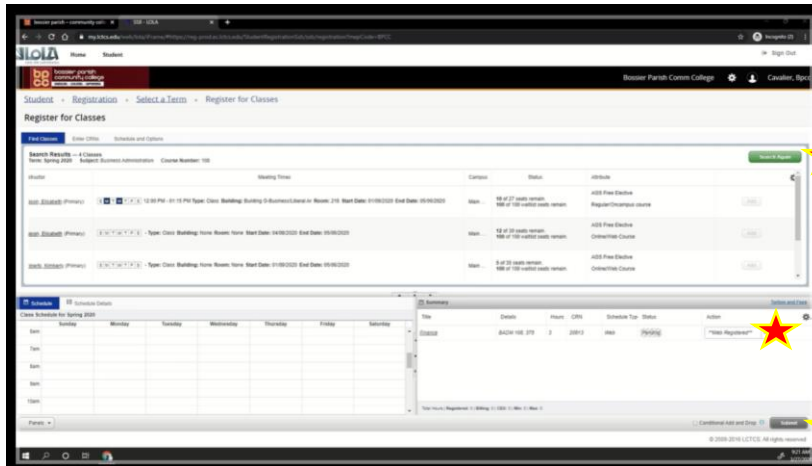
you can also search for courses by **CRN number (if, for example, your advisor provided you with that)

Step 10: Review the available sections, paying attention to whether the course is a standard lecture (face to face) course, an online (web) course, and the meeting times for that section. You can expand the “meeting times” column to see not only the day/time for the class but also the dates (some sections are full semester/some are accelerated short sessions). Click on “Add” to select that section



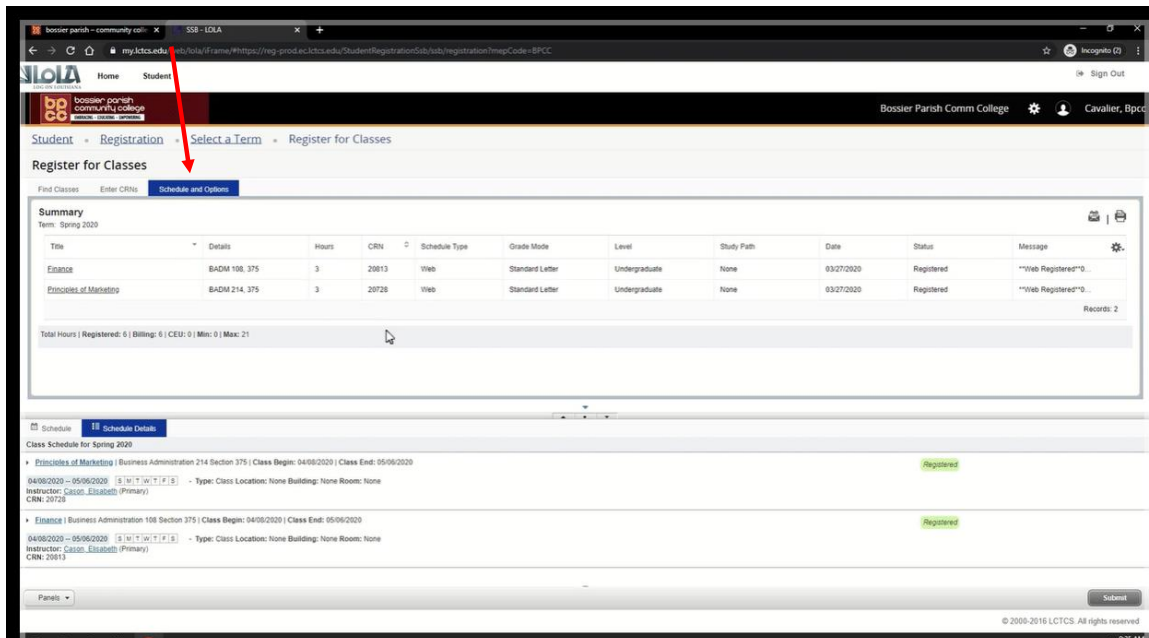
How to Register (instructions for CONTINUING STUDENTS)

Step 11: After clicking Add your current list of selected courses/schedule of those courses appear below.



This just allows you to preview your selections so far... the class won't "officially" be added until you click the **"submit"** button. Click that button to officially register for that class and add it to your schedule. Or you can also click the **"search again"** button to conduct a new search. If you want to remove a course from your summary, click the Action drop-down menu and select **"remove"** (followed by submit)

Step 12: You can continue to search for and add new courses to your schedule. Clicking on the "Schedule and Options" tab lets you see at any time which courses you've officially registered for and what your current plan/schedule looks like.



How to Register (instructions for CONTINUING STUDENTS)

Step 13: To withdraw from a class you've registered for, just return to the Find Classes tab and drop down to the "Web Drop" option and then "Submit"

The screenshot shows the LOLA registration system interface for Bossier Parish Community College. The user is logged in as 'Cavaller, Bpcc'. The navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The 'Find Classes' tab is active, showing search criteria for 'Business Administration' and '108'. The 'Schedule Details' tab is also visible, showing class schedules for Spring 2020. A summary table on the right lists registered classes with 'Web Drop' options.

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Spring 2020

Subject:
Course Number:
Keyword:
 [Advanced Search](#)

Schedule | **Schedule Details**

Class Schedule for Spring 2020

- Principles of Marketing | Business Administration 214 Section 375 | Class Begin: 04/08/2020 | Class End: 05/06/2020 Registered
04/08/2020 - 05/06/2020 | | Type: Class Location: None Building: None Room: None
Instructor: [Cason, Elizabeth](#) (Primary)
CRN: 20726
- Finance | Business Administration 108 Section 375 | Class Begin: 04/08/2020 | Class End: 05/06/2020 Registered
04/08/2020 - 05/06/2020 | | Type: Class Location: None Building: None Room: None
Instructor: [Cason, Elizabeth](#) (Primary)
CRN: 20813

Summary | [Tools and Filters](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
Finance	BADM 108, 375	3	20813	Web	Registered	<input type="button" value="Web Drop"/>
Principles of Marketing	BADM 214, 375	3	20726	Web	Registered	<input type="button" value="Web Drop"/>

Total Hours | Registered: 6 | Billing: 0 | CRN: 0 | Min: 0 | Max: 21

☐ Conditional Add and Drop

© 2000-2016 LCTCS. All rights reserved. 9:28 AM 3/27/2020