

## 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

 SOUTH LOUISIANA COMMUNITY COLLEGE		<b>General Studies Associate 2020-2021</b>	
<b>GENERAL EDUCATION/MAJOR COURSES</b> - A grade of "C" or higher is required for all courses in this block.			
✓ ENGL 1010	Rhetoric & Composition	3 Credits	Grade Earned: <b>B</b>
ENGL 1020	Composition & Critical Thought	3 Credits	Grade Earned:
MATH 1105 or MATH 2020	College Algebra or Introduction to Statistics	3 Credits	Grade Earned:
✓ Fine Arts (3 Credits) Choose from General Education Courses: <u>Music (MUSC)</u> , Theater (THEA), or Fine Arts (ARTS) except ARTS 2000.	List Course: <b>MUSC 1020</b>	3 Credits	Grade Earned: <b>A</b>
Humanities (3 Credits) Choose from General Education Courses: History (HIST); English (ENGL 2XXX) except ENGL 2045 and 2070; or Communications (CMCN) except CMCN 1170, 1270, and 2145.	List Course:	3 Credits	Grade Earned:
Natural/Physical Science (6 Credits) Choose from General Education Courses: <u>Biology (BIOL)</u> , Chemistry (CHEM), Environmental Science (ENSC), Geology (GEOL), Physical Science (PHSC), or Physics (PHYS).	✓ List Course: <b>BIOL 1000</b>	3 Credits	Grade Earned: <b>C</b>
	List Course:	3 Credits	Grade Earned:
Social/Behavioral Science (6 Credits) Choose from General Education Courses: Anthropology (ANTH), <u>Criminal Justice (CJUS)</u> , Economics (ECON), Geography (GEOG), Political Science (POLI), <u>Psychology (PSYC)</u> or Sociology (SOCL).	List Course: <b>PSYC 2010</b>	3 Credits	Grade Earned: <b>IP</b>
	List Course:	3 Credits	Grade Earned:
<b>TOTAL GEN. EDUCATION CREDITS</b>		<b>27</b>	

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**



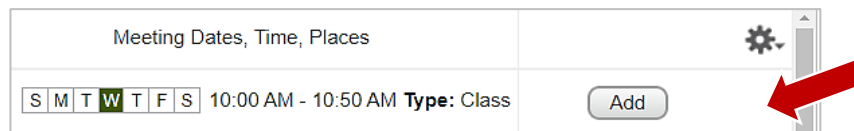
Part Of Term

Instructional Methods **Web-based**

Open Sections Only

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



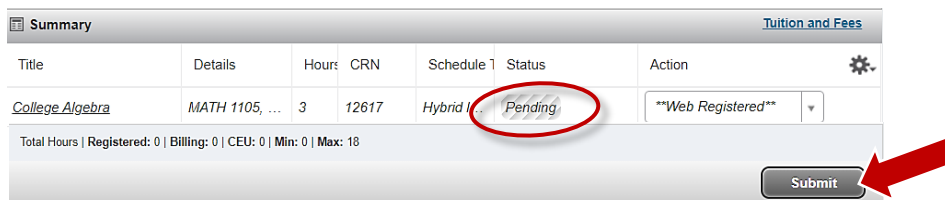
Meeting Dates, Time, Places

S M T **W** T F S 10:00 AM - 10:50 AM Type: Class

Add

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

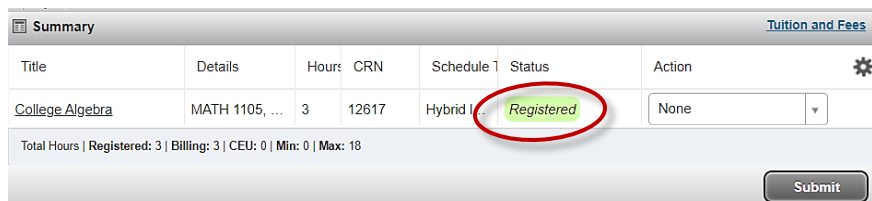


Title	Details	Hours	CRN	Schedule	Status	Action
College Algebra	MATH 1105, ...	3	12617	Hybrid I	Pending	Web Registered

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

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



Title	Details	Hours	CRN	Schedule	Status	Action
College Algebra	MATH 1105, ...	3	12617	Hybrid I	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Submit

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

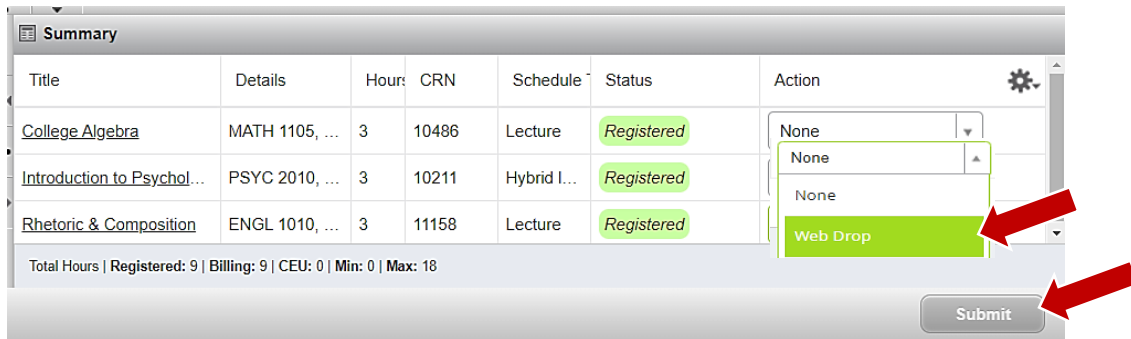
## ► DROP a Class

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*)



The screenshot shows a 'Summary' window with a table of classes. The table has columns for Title, Details, Hours, CRN, Schedule, Status, and Action. Three classes are listed: College Algebra (MATH 1105), Introduction to Psychology (PSYC 2010), and Rhetoric & Composition (ENGL 1010). All are 'Registered'. The 'Action' column for the first class has a dropdown menu open, showing 'None' and 'Web Drop' (highlighted in green). A red arrow points to the 'Web Drop' option. Another red arrow points to the 'Submit' button at the bottom right of the window. Below the table, there is a summary: 'Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18'.

Title	Details	Hours	CRN	Schedule	Status	Action
College Algebra	MATH 1105, ...	3	10486	Lecture	Registered	None
Introduction to Psychol...	PSYC 2010, ...	3	10211	Hybrid I...	Registered	None
Rhetoric & Composition	ENGL 1010, ...	3	11158	Lecture	Registered	Web Drop

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

Submit