What is LoLA?

Log On Louisiana (LoLA) is a powerful and new online tool that will allow you to completely manage your college activities. LoLA will be your 24/7, one stop resource. You will use LoLA to do the following:

- Monitor your financial aid application
- Register for classes
- Review your class schedule
- Check on important upcoming dates
- Catch up on campus news and announcements
- Check grades and GPA

Logging into LoLA

You may access LoLA through the SLCC website at www.southlouisian.edu. On the SLCC homepage, you will see the LoLA logo. Click on the LoLA logo to access further instruction, as well as linking to the login area. Another option to access LoLA is to access directly as www.my.lctcs.edu.

You must meet with your Student Advisor to receive your LoLA user ID and password. Once you have your user ID and password, you are ready to log into LoLA.
Setting Your Own Password

After logging into LoLA, you will need to change your password. To do this, click on the ‘My Account’ link in the upper left corner of the screen, where your name is displayed.

To change your password, first enter your temporary password, then enter your preferred password. Then confirm your preferred password by entering it again. Click on the ‘Save Changes’ button on the bottom right corner of the screen to save your new password.

My Account Preferences

➢ Password Selection Rules
When selecting your password, remember to follow these guidelines:
• The password may not contain your name
• The password must be between 12 and 20 characters in length
• The password must contain at least one alphabetic character
• The password must contain at least one numeric character
• The password must contain at least one special character (for example, !, #, %, *, =, +).

➢ Setting your Security Questions
After changing your password, you should also create your security questions. This is useful if you forget your password or if your password expires. See the help topic for Setup Password Recovery.
Going Back to the Home Tab

When you are finished setting your password and establishing your security questions, you can click on the 'Back to LoLA Home Tab' button to go back to the Home tab. This button is located in the upper left corner of the screen.

LoLA Home Tab

From the LoLA home tab (screen), you will see all of the options that you need to perform the activities that you will use on a regular basis. Note: Detailed directions for viewing your class schedule within this tab are provided on page 7.

Student Home Tab

From the Student Home screen, students will find the options to change their academic profile, view the course catalog, review the class schedule for the selected term, and register or drop classes.
Viewing the Course Catalog

To view the course catalog, click on the Course Catalog option located under the academic links.

The catalog will vary depending on the school that you have selected, but will provide you with a listing of all of the courses that the college offers for the program that you selected.

Be sure to click on the box ‘Select a Discipline and click Submit’ to select the academic course catalog that you want to view.
Registering for Classes

From the Student Home screen, you will also be able to register for your upcoming classes. *

*Note: Please note that you will only be able to register for those classes that are available for open enrollment. Please refer to the academic calendar for those dates and terms that are available.

Click on the option labeled ‘Register For or Drop Classes’. To start the registration process, click on the term that you want to register for and click on ‘Submit’.

From the registration screen, you will see the following options.

If You Know The Class Reference Numbers

If you know the CRNs (Class Reference Numbers) for the classes that you want to register for, simply type in the CRNs into blank fields and click on the ‘Submit Changes’ to register for those classes that you have selected.
If You Don’t Know the Class Reference Numbers

If you don’t have the class reference numbers for the classes that you would like to attend, click on the ‘Class Search’ button.

This screen allows you to search for classes by a number of different criteria. The easiest method for most students is to select the courses by a specific subject. For example, if you select ‘Accounting’ and click on the ‘Class Search’ button, you will see a screen listing all of the classes offered by the Accounting department.

From this screen you may click in the checkbox for the selected class (or classes) that you would like to attend and click on the ‘Register’ button to register for those classes.

You may also click the checkbox and then click on the ‘Add to Worksheet’ button. When you are finished adding all of the classes to
the worksheet, you will need to click on the ‘Submit Changes’ button to register for the selected courses.

**Checking Your Registration Status**
Prior to logging out of LoLA, you should verify your registration status and your class schedule.

Clicking on the option for *Registration Status* will display the status screen that following screen.

![Registration Status](image)

It is important to make sure that you have no holds, which could prevent you from registering for your courses. Please contact your student advisor for details.

**Viewing Your Class Schedule**
LoLA allows you to view your class schedule to confirm your course registrations. While logged into LoLA go to the *LoLA Home* tab, and then click on the South Louisiana *Community College* link in the *Self Service Window*.

Click on the student option in the Main Menu
From the Student menu, click on the *Registration* option.

The Registration option is where you will be able to add additional classes or drop classes as long as it is within the acceptable deadlines for dropping classes.

From the *Registration* screen, you may view your class schedule at a summary level where classes are displayed as a weekly schedule. Detailed class schedules may also be displayed.

- **Displaying Class Schedules Using a ‘Week At a Glance’**
  
  Click on the ‘Week at a Glance’ to see a summary view of your class schedule.
Displaying Detailed Class Schedule Information ‘Student Detail Schedule’ Option

The Student Detail Schedule option will display this level of details for all of the classes that you are registered for.

Using Help
Please click on the ‘Help’ button located in the upper right corner of the screen if you need any additional help using LoLA.

Logging Out Of LOLA
When you have completed working with LoLA, click on the Logout button prior to closing out of your browser window. You may experience errors using LoLA if you attempt to use LoLA from two different computers.