REGISTRATION QUICK REFERENCE GUIDE

LOGIN INFORMATION

1. Login to: https://my.lctcs.edu
2. LoLA login information:
   a. Click on Look up your user name below “Never Used LoLA Before”
   b. Enter social security number and date of birth, click “Find My Username”
   c. When match is found, click “Continue”
   d. Enter Password, default temporary password parameters:
      First initial of first name (lowercase) + First initial of last name (lowercase) + Birthdate (mmddyy) + P@ss
      Example: John Smith was born May 10, 1975 = Temporary Password: js051075P@ss
3. In the SELF SERVICE BANNER box click BOSSIER PARISH COMMUNITY COLLEGE
4. Click STUDENT
5. Click REGISTRATION
6. Click LOOK UP CLASSES
   a. Choose SELECT TERM from the drop down box or enter your DATE RANGE then click SUBMIT
   b. Choose your courses by
      i. Subject
      ii. Course Number
      iii. Title
      iv. Instructor
      v. Days Offered
7. Click CLASS SEARCH
8. Click the CHECK BOX next to the classes you want to take
9. Click REGISTER to enroll in the selected classes
10. Repeat steps 4 through 9 to enroll in additional classes.

STUDENTS WITH DISABILITIES

Students with disabilities should contact the Disability Services (F-250). Phone: (318) 679-6315, as soon as possible after submitting their application. Arrangements must be made prior to registration.

Coordinator for Section 504 and ADA; Morris Robinson, Career Services Center, 6220 East Texas Street Bossier City, LA 71111 - Phone (318) 678-6315

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran’s status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Please add admissions@bpcc.edu and registration@bpcc.edu to the safe sender list in your email client.

Register for BPCC emergency alerts at www.bpcc.edu/emergency