


Instructions for Registering For Classes

Log into LoLA at <https://ethos.lctcs.edu/authenticationendpoint/lctcs/login.jsp>

- Select **Student** (Upper left hand corner)
- Locate **Academic Links** Block
- Select **Registration**
- Select **Register for Classes**
- Select **Term** in the Search by Term Field
- Select **Continue**
- If you have an active **ACTION ITEM** a popup will appear:
 - Select **Continue**
 - Click in **Lower Box on Lower Left Hand Side** for message to appear
 - Message will appear on the Right Side of your screen
 - Read the Message
 - If response box exists at the bottom of the Message Select it
 - Select Save
 - If using a computer/laptop to register, Select **Student** (Upper left hand corner)
 - If using a phone to register, Select  (upper right hand corner); then select **Student** from the menu that appear
 - Locate **Academic Links** Block
 - Select **Registration**
 - Select **Register for Classes**
 - Select **Term** in the Search by Term Field
- Select **Continue**
- **Locate or Add Courses you would like to register for:**
 - You have **three options** to locate/add course(s):
 - Find Classes
 - Enter the information for the course(s) you want to register in.
 - Find the section you want to register in.
 - Click the **ADD** button to add to the summary section.
 - Once all courses are entered, click the **Submit** button in the Summary Section in the lower right hand side of the screen
 - If all registration requirements are met, the status of the course will change from “Pending” to “Registered”. If there is an issue with requirements, the status will be “Error Preventing Registration”.
 - Enter CRNs
 - Enter **CRN**
 - Click **Add to Summary**
 - Click **Add Another CRN**, if applicable
 - Once all CRNs are entered, click the **Submit** button in the Summary Section in the lower right hand side of the screen
 - If all registration requirements are met, the status of the course will change from “Pending” to “Registered”. If there is an issue with requirements, the status will be “Error Preventing Registration”.