



One Stop Enrollment Services Offers:

- Admissions
- Financial Aid
- Registrar/Transfer Course Credit Concerns
- Transcript Requests
- Graduation Information

How to log in to LOLA for the first time:

- Go to www.sowela.edu
- Click the **Quick Links** (*middle right of page*)
- Click the drop down arrow and **LOLA login**
- Click **"Forgot your username?"** Follow the prompts to look up your username. Click Continue.
- Click **"Forgot your password?"** Follow the prompts to set up your password.

Note: ***Be mindful of the password requirements.***

- Your temporary initial password is: ***first and last initial + date of birth + P@ss***
- Example: Leeza Davis born on August 16, 1995

l d + 081695 + P@ss

l d 08 169 5P @ s s

How to view Admissions Requirements after submitting your application:

- Log in to your LOLA account
- Click on **SOWELA Technical Community College** under the **Self Service** section
- Click on the **Student** tab or link.
- Click on Admissions
- Click on your **current** Admissions Application (*Fall 2015-August-December*)
- Scroll to the bottom of your Admissions Application to view unsatisfied requirements.


****Requirements without a received date have not been submitted to the Enrollment Services Office.****

SOWELA Technical Community College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title: Compliance Officer
Address: 3820 Sen. J. Bennett Johnston Ave.
Telephone: 337-421-6565 or 1-800-256-0483
Email: complianceofficer@sowela.edu

How to register for classes:

- 1) Log in to your LOLA account
- 2) Click on **SOWELA Technical Community College** under the **Self Service** section.
- 3) Click on the **Student tab** or link
- 4) Click on **Registration**
 - a. Click on **Select Term (change the term to the desired term (i.e. Summer or Fall))**, then click Submit.
- 5) Click on **Add, Drop, or Withdraw from Classes**
 - a. On the add/drop/withdraw classes' page, click the **Class Search** button.
 - For example, if you want to register for an English class, use the up/down arrows to find English in the subject list and click on it.
 - Be mindful of the campus you choose for your classes on. **RA= Main Campus, RC= Morgan Smith**
- 6) To the left of each section, you will see a box. Click the box of the section of the course you wish to register for. (If you see a **"C"** instead of a box, it means the section is close because it is at capacity.)
- 7) Click Add to Worksheet. (Add to worksheet lets you review the classes before you register for them. If you click Register, you will be registered for the class without reviewing the classes first.)
 - a. To be placed on a **Waitlist for a class** that has reached capacity, copy/paste or write down the CRN and **Add to Worksheet**, click **Submit Changes**. Under **Action**, click arrow on the drop box, and select **Waitlisted**, then Submit Changes.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	Non 	10021	ACCT	1110	01	Undergraduate	3.000	Standard Letter	Fundamentals of Accounting

- 8) Repeat **Steps 5b through 7** using the Class Search button to add each class you wish to register for.
- 9) Once all classes have been added, click the Submit Changes button. A copy of your schedule will appear on screen.
 - a. To **view/print a copy of your schedule**, click on **Student tab**, then **Registration**, and lastly **Concise Student Schedule, Student Detail Schedule, or Week at a Glance** from the list, select the desired term, click Submit. Print your schedule if desired.
 - b. To view/print your tuition and fees for the semester, click the **Student tab**, click **Student Account**, click **Account Summary by Term**. Print your account summary if desired.