

LOLA REGISTRATION INSTRUCTIONS

STUDENTS – SEE INSTRUCTIONS TO HELP YOU NAVIGATE IN LOLA (FORMERLY CAVS)

YOU'LL FIND:

- GENERAL INFORMATION
- HOW TO REGISTER INFORMATION
- FINANCIAL AID AND OTHER INFORMATION
- HOW TO MAKE PAYMENTS

GENERAL INFORMATION:

After logging in, click **Bossier Parish Community College**.
If you have applied for multiple colleges in LCTCS, it will show here, too.

LOLA REGISTRATION INSTRUCTIONS

The screenshot shows the LOLA registration interface for Bossier Parish Community College. At the top, there is a dark red header with the college logo and name. Below the header, there are navigation tabs for "Personal Information", "Student", and "Financial Aid". A search bar is located below the tabs. On the right side, there are "Logout" and "Help" links. A callout box with a red border and a pointer to the "Main Menu" text contains the following instructions: "Update your personal information; add or drop classes; and check your Financial Aid Status. You can either click on the tab or the links under 'Main Menu' to go to the next step." Below the "Main Menu" text, there are three sections: "Personal Information" (with a sub-description), "Student" (with a sub-description), and "Financial Aid" (with a sub-description). At the bottom left, there is a "RELEASE: 8,4" label.

bossier parish community college

Back to LOLA Home Tab

Personal Information Student Financial Aid

Search Go

Logout Help

ACCESSIBILITY SITE MAP HELP

is Bossier Parish Comm College

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student
Apply for Admission, Register, View your academic records.

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility; accept award offers, and view loan applications.

RELEASE: 8,4

LOLA REGISTRATION INSTRUCTIONS

HOW TO REGISTER FOR CLASSES:

The screenshot shows the top navigation bar with the college logo and name. Below it, there are links for "Back to LOLA Home Tab", "Logout", and "Help". The main navigation tabs include "Personal Information" and "Student". A search bar is present. The "Student" tab is active, displaying a list of options: "Admissions", "Registration", "Student Records", and "Student Account". A callout box points to the "Registration" link.

Under **“Student”** tab, click on **“Registration”** to look up classes; add or drop classes; see your tuition and fees, your registration status, and your class schedule.

The screenshot shows the "Registration" page with a list of options: "Select Term", "Add or Drop Classes", "Look Up Classes", "Change Class Options", "Week at a Glance", "Student Detail Schedule", "Registration Fee Assessment", "Registration Status", "Update Student Term Data", "Active Registration", "Registration History", "Concise Student Schedule", and "Concise Student Schedule by Centric Period". Two callout boxes provide instructions: one points to "Add or Drop Classes" and another points to "Concise Student Schedule".

You'll be asked to **“Select Term”** before you can add or drop classes. You can look up classes by Subject, Course Number, etc. **“Registration Fee Assessment”** will show your tuition and fees. **“Registration Status”** will show if you have any holds and what type of holds you have. **You are highly recommended to check your Registration Status prior to registration to make sure that your holds are cleared and you are eligible to register for the new semester.**

Click here to view and print your **Concise Schedule**.

LOLA REGISTRATION INSTRUCTIONS

When you select "Add and Drop Classes" under "Registration" it will take you to this page. Add CRN numbers in these boxes and click "Submit Changes" to register for classes.

By clicking "Class Search" you will be able to perform a class search. See the page below.

You can look up classes by Subject, Campus, Part of Term, Time and Days. Remember: You must select a subject to be able to do a class search.

For LCTCS Online Courses

Select Instructional Method (LCTCSOnline). Remember: You must select a subject to be able to do a class search.

LOLA REGISTRATION INSTRUCTIONS

FINANCIAL AID AND OTHER INFORMATION:

By clicking this tab, you can go back to **LoLA Home** at any time.

When you go back to **LoLA Home**, click "**Bossier Parish Community College**" to get to this page again. (See Page 1 & 2). You can check your Financial Aid information under "**Financial Aid**" tab. If you have applied for Financial Aid but there is not a Financial Aid tab here, please contact the Financial Aid Office.

Under "**Personal Information**" tab, **please make sure your address, email and phone number is up-to-date.**

LOLA REGISTRATION INSTRUCTIONS

bp cc bossier parish community college

My Account Content Layout | Welcome You are currently logged in. | Logout Help

LoLA Home **Student Home** Student Resources Financial Aid | July 24, 2012

Academic Profile
Please select an institution for this channel.
Bossier Parish Community College
Delgado Community College

Academic Links
Course Catalog
Academic Calendar
Library Resources
Course Catalog
Academic Calendar
Library Resources

Registration Tools
Institution: Bossier Parish Community College
Registration Status
Look Up Classes
Add or Drop Classes
Change Class Options

Emergency Alert Signup
Students, faculty, and staff are encouraged to register with the emergency mass notification system that provides instant notification capabilities during an emergency on campus, such as a college closure for any reason.
Sign up for FirstCall
Students, faculty, and staff are encouraged to register with the emergency mass notification system that provides instant notification capabilities during an emergency on campus, such as a college closure for any reason.

When you go back to **LoLA Home**, you can also view different information on your account and about the school, by clicking “**Student Home**” tab and “**Student Resources**” tab. *Again, it will show all the institutions you’ve applied for in LCTCS.*

bp cc bossier parish community college

My Account Content Layout | Welcome You are currently logged in. | Logout Help

LoLA Home Student Home **Student Resources** Financial Aid | July 24, 2012

Student Work Study Balance
Your student work study balance is not yet available, but check back soon.
Your student work study balance is not yet available, but check back soon.

Student Grades
Please select an institution for this channel.
Bossier Parish Community College
Delgado Community College

Personal Information
Please select an institution for this channel.
Bossier Parish Community College
Delgado Community College

Useful Links
Campus Directory
Student Handbook
Career Services
Learning Resources
Campus Directory
Student Handbook
Career Services
Learning Resources

Student Activities
Calendar of Events
Athletics
Student Organizations
Calendar of Events
Athletics
Student Organizations

LOLA REGISTRATION INSTRUCTIONS

HOW TO MAKE PAYMENTS:

The screenshot shows the top navigation bar with the college logo and name. Below it, there are tabs for 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' tab is currently selected. A search bar is visible on the left, and navigation links for 'RETURN TO MENU', 'SITE MAP', and 'HELP' are on the right. The main content area displays the 'Student' section with a list of links: 'Admissions', 'Registration', 'Student Records', and 'Student Account'. A red callout box points to the 'Student Account' link.

Student Account

Under “**Student**” tab, click on “**Student Account**” to view and pay for your tuition and fees.

This screenshot shows the 'Student Account' page. The navigation tabs are the same as in the previous screenshot. The main content area lists several options: 'Account Summary', 'Account Summary by Term', 'Account Detail for Term', 'Statement and Payment History', 'Select Tax Year', 'Tax Notification', and 'View Holds'. A red callout box points to the 'Statement and Payment History' link.

Statement and Payment History

Then click on “**Statement and Payment History**”.

LOLA REGISTRATION INSTRUCTIONS

The screenshot shows the LOLA system interface for Bossier Parish Community College. At the top, there is a navigation bar with 'Personal Information', 'Student', and 'Financial Aid' tabs. Below this is a search bar and a 'Go' button. The main heading is 'Statement and Payment History', with a sub-note: 'Your current institution is Bossier Parish Comm College'. There are three sub-tabs: 'Statement', 'Payment History', and 'Unbilled', with 'Unbilled' being the active tab. Two messages are displayed: 'There are no Statements available for review.' and 'No payment history exists since'. Below these is a section for 'Unbilled Account Activity' with an 'Account Balance: \$'. A table follows with columns: 'Effective Date', 'Term', 'Description', 'Charge', and 'Payment Post Date'. The table contains one row: Jul 20, 2012 | Fall 2012 | Savior Faire Fall | \$0.50 | Jul 20, 2012. At the bottom of the page, there are links: [Account Summary | Account Summary by Term | Account Detail for Term | Credit Card Payment].

Effective Date	Term	Description	Charge	Payment Post Date
Jul 20, 2012	Fall 2012	Savior Faire Fall	\$0.50	Jul 20, 2012

[[Account Summary](#) | [Account Summary by Term](#) | [Account Detail for Term](#) | [Credit Card Payment](#)]

RELEASE: 8.2

At the bottom of the “**Statement and Payment History**” page, you can click on “**Credit Card Payment**” to sign up for Deferred Payment Plan and make payments with credit cards. You will be taken to a new webpage – “CashNet”.

Important notice:

- The Business Office can **ONLY** take Cash, Check or Money Order at the Business Office windows.