

# LOLA REGISTRATION INSTRUCTIONS

## STUDENTS – SEE INSTRUCTIONS TO HELP YOU NAVIGATE IN LOLA

### YOU'LL FIND:

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

### GENERAL INFORMATION:

**bpcc** bossier parish community college

Welcome  
You are currently logged in.

Logout Help

January 7, 2014

MyLCTCS Faculty Employee

#### Welcome to LoLA

Welcome **LoLA (Log-On Louisiana)** a powerful new online tool that will allow you to completely manage your college career. **LoLA** will be your 24/7, one stop resource for the upcoming semester. You can use **LoLA** to:

- Monitor your financial aid application
- Register for classes
- Review your class schedule
- View your work study or student worker schedule
- Check on important upcoming dates
- Catch up on campus news and announcements

If you need assistance with LoLA, please send an email to [support@lctcs.edu](mailto:support@lctcs.edu) or call the Support Line at (866) 217-8819.

#### Announcements

IMPORTANT NOTICE TO STUDENTS WHO HAVE ENROLLED FOR SPRING 2014  
BPCC TUITION PAYMENT OPTIONS  
RETURNING STUDENTS: SPRING 2014 ADVANCE REGISTRATION BEGINS NOV 11  
More...

#### Password Expiration

Your password will expire in 55 days.

CHANGE MY PASSWORD

#### Internet Native Banner

Internet Native Banner  
Direct Single Sign-On Link

#### Self Service

Self Service provides access to information based on your college and role. Links below will be displayed for each college you are affiliated with. Select the appropriate college to view your information choices for that college.

[Bossier Parish Community College](#)

#### Cognos Links

[Cognos Production](#)

#### Banner Security Forms

**Bossier Parish Community College**

- Banner/Cognos (Finance)
- Banner/Cognos (Financial Aid)
- Banner/Cognos (HR)
- Banner/Cognos (Student AR)
- Banner/Cognos (Student Admissions)
- Evisions/Intellecheck Access Form

#### Other Security Forms

- Banner Chart of Accounts Element Request
- Change Management
- VPN, Database, Security Admin & Service Account Access

#### Pending, Draft, Rejected Forms & History

- Status/History

#### ePrint

# LOLA REGISTRATION INSTRUCTIONS

The screenshot shows the top navigation bar of the Bossier Parish Community College website. The header includes the college logo and name, a "Back to LoLA Home Tab" link, and "Logout" and "Help" icons. Below the header is a "Main Menu" with three tabs: "Personal Information", "Student", and "Financial Aid". A search bar is located below the tabs. A red callout box points to the "Main Menu" text, containing 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, there are three sections with links and descriptions:

- 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.

At the bottom of the page, there is a footer that reads "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 with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The page title is 'Student' and it states 'Your current Institution is Bossier Parish Comm College'. The 'Student' menu is expanded, showing options: 'Admissions', 'Registration', 'Student Records', and 'Student Account'. The 'Registration' link is highlighted with a red box and a callout bubble.

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.

RELEASE: 8.5

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', 'Student', and 'Financial Aid'. A search bar is present with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The page title is 'Registration' and it states 'Your current Institution is Bossier Parish Comm College'. The 'Registration' menu is expanded, showing 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'. The 'Add or Drop Classes' link is highlighted with a red box and a callout bubble. Another callout bubble points to the 'Concise Student Schedule' link.

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**.

RELEASE: 8.5

# LOLA REGISTRATION INSTRUCTIONS

## Add or Drop Classes

To add a class, enter the Course down list.

## Add Classes Worksheet

CRNs

--	--	--	--	--	--	--	--	--	--

Submit Changes Class Search Reset

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.

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: Accounting Allied Health Anthropology

Course Number: [ ]

Title: [ ]

Schedule Type: All Clinical Externship

Credit Range: [ ] hours to [ ] hours

Campus: All BPCC Main Campus BPCC Online

Part of Term: All First Eight Weeks First Four Weeks

Instructor: All Adams, Cieltia J. Adams, Jamie J.

Start Time: Hour [00] Minute [00] am/pm [am]

End Time: Hour [00] Minute [00] am/pm [am]

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Class Search Reset

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.**

# LOLA REGISTRATION INSTRUCTIONS

## FINANCIAL AID AND OTHER INFORMATION:

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

bossier parish commu...  
Back to LoLA Home Tab Logout Help

Personal Information Student **Financial Aid**

Search  Go RETURN TO MENU SITE MAP HELP

### Financial Aid

- [Financial Aid Status](#)  
View overall status, holds, academic progress, cost of attendance, fina
- [Eligibility](#)  
Review Financial Aid Holds (which may prevent payment of awards) and
- [Award](#)  
View account summary; Review awards; Accept award offers; Display a
- [General Financial Aid](#)  
Financial Aid Application and Information Links

RELEASE: 8.12

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.

bossier parish community college  
Back to LoLA Home Tab Logout Help

Personal Information Student

Search  Go RETURN TO MENU SITE MAP HELP

Your current Institution is Bossier Parish Comm College

### Personal Information

- [Update Addresses and Phones](#)
- [Update E-mail Addresses](#)
- [Directory Profile](#)
- [Update Emergency Contacts](#)
- [Update Ethnicity and Race](#)
- [Update Marital Status](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)
- [Veterans Classifications](#)

RELEASE: 8.4

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

# LOLA REGISTRATION INSTRUCTIONS

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Welcome  
You are currently logged in.

My Account  
Content Layout

Logout Help

July 24, 2012

LoLA Home **Student Home** Student Resources Financial Aid

**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

Welcome  
You are currently logged in.

My Account  
Content Layout

Logout Help

July 24, 2012

LoLA Home Student Home **Student Resources** Financial Aid

**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 links for 'Back to LoLA Home Tab', 'Logout', and 'Help'. The main navigation tabs are 'Personal Information', 'Student', and 'Financial Aid'. A search bar is present with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The page title is 'Student' and the subtitle is 'Your current Institution is Bossier Parish Comm College'. The main content area lists several options: 'Admissions', 'Registration', 'Student Records', and 'Student Account'. A red callout box points to the 'Student Account' link with the text: 'Under "Student" tab, click on "Student Account" to view and pay for your tuition and fees.' The 'Student Account' link is highlighted with a red box. Below the list is the text 'RELEASE: 8.5'.

The screenshot shows the top navigation bar with the college logo and name. Below it, there are links for 'Back to MyLCTCS Tab', 'Logout', and 'Help'. The main navigation tabs are 'Personal Information', 'Student', and 'Financial Aid'. A search bar is present with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The page title is 'Student Account' and the subtitle is 'Your current Institution is Bossier Parish Comm College'. The main content area lists several options: 'Account Summary', 'Account Summary by Term', 'Account Detail for Term', 'Account Summary by Period', 'Select Tax Year', 'Tax Notification', 'View Holds', 'Payment Processing', and 'Account Information'. A red callout box points to the 'Payment Processing' link with the text: 'Then click on "Payment Processing"'. The 'Payment Processing' link is highlighted with a red box. Below the list is the text 'RELEASE: 8.8'.

# LOLA REGISTRATION INSTRUCTIONS

bossier parish community college

Back to MyLCTCS Tab

Student Life Fee  
Student Life Fee  
Student Life Fee  
Student Services Fee Fall

**Charges:**

**Credits and Payments:**

**Account Balance:** \$0.00

At the bottom of the “**Payment Processing**” page, you can click on “**Payment Options**” to sign up for Deferred Payment Plan and/or make payments with credit cards. You will be taken to a new webpage – see below.

[ [Payment Options](#) | [Statement and Payment History](#) ]

RELEASE: 8.7.1 MC:12.0

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bossier parish community college

Back to MyLCTCS Tab

Logout Help

[your account](#) [view bills](#) [make payment](#) [Shopping Cart](#) [help](#) [sign out](#)



Student Account Online

**Your Account**

Current Balance \$0.00

**Your Bills**

[View All](#)

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 its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices. \*Coordinator for Section 504 and ADA: Sarah Culpepper, Manager, Career Services/Disability Services Advisor-Disability Services, 6220 E. Texas St., Bossier City, LA 71111 – (318)678-6539 - [sculpepper@bpcc.edu](mailto:sculpepper@bpcc.edu). -8:00-4:30 M-F, excluding holidays and weekends. \*Equity/Compliance Coordinator: Teri Bashara, Director of Human Resources – Human Resources Office, 6220 E. Texas St., Bossier City, LA 71111 – (318)678-6056 -8:00-4:30, M-F, excluding holidays and weekends.