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:

After logging in, click Bossier Parish Community College.

If you have applied for multiple colleges in LCTCS, it will show here, too.
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.
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HOW TO REGISTER FOR CLASSES:

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.**
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.
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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.
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.
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HOW TO MAKE PAYMENTS:

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

Then click on “Payment Processing”.
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.