












How to submit an application for Admission in Banner self service

- Step 1) From LCC's home page, www.lcc.edu Click 
- Step 2) After reading the information click [Apply Now Online](#) link.
- Step 3) Click on the [First time user account creation](#) link to create a Login ID for entering your admission application. Carefully read the instructions for creating your Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be needed later, so be sure to keep them for future reference.
- Step 4) Read the information provided before completing each page. As you move through the application, use the drop down arrow to see your choices for each data item.
- Step 5) Select your application type and click "Continue."
- Step 6) Select your admissions term and enter your name. Click on "Fill out application."

The table below will display this symbol,  to indicate what sections you have remaining to complete. When you have completed a section, it will update and display this symbol 

 Name	 High School
 First Address and Phone	 Previous College
 Post Box	 Planned Course of Study
 Personal Information	 Additional Information

- Step 7) When you are finished, click on "Application is complete" to submit the application.
- Step 8) You will receive a one-time only acknowledgment page which indicates that your application has been submitted. We strongly recommend that you read this page carefully as it will tell you how to proceed to the next steps toward registration activities. It will also provide information about when you will receive your acceptance letter. We recommend that you save this acknowledgement for future reference.

Helpful hints:

High school: Click "Lookup high school code" and follow the prompts. When your HS is entered, add your graduation date and click "Continue."

Previous College: You do not need to add LCC. If your college is other than LCC, click "Lookup college code" and follow the prompts. When finished entering your previous college information, click "Continue."