Searching for an Instructor’s Contact Information

Find the Instructor’s Name Listed for the Course:

If via the Course Schedule Book, find the course you wish to take. The instructor’s last name and first initial will be listed on the right next to the specific course.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BICL120</td>
<td>Environmental Science</td>
<td>$33</td>
</tr>
</tbody>
</table>

Prerequisite: Reading Level 5 or AASD 105 concurrently and Writing Level 6

Course Note: An online course may require students to travel to an exam site for proctored exams. You may also request to test at an approved proctored location (additional fees may apply). For additional information, please visit http://www.lcc.edu/assesment/off_campus/online_support.aspx.

If via Banner, click the Student tab, click Registration, Registration Tasks, and then either Add or Drop Classes or Look Up Classes.

Welcome, , to Banner Self-Service!

Registration Tasks

Home > Registration Tasks

- Add or Drop Classes **Required**
- Select Your Payment Method **Required**
- View My Class Schedule
- View My Tuition and Fees
- Bookstore Information
- Look Up Classes
- Your Week at a Glance

Complete a course search.
In the list of courses offered, the instructor’s full name will be listed towards the right, in the Instructor column.

If via your semester schedule, open Banner, click Registration, Registration Tasks, and then view My Class Schedule.

Choose the proper semester.
The instructor’s full name will be listed for the course under the Scheduled Meeting Times.

Complete a Locate Search for the Instructor’s Contact Information:

Once you have the instructor’s name, you can search for their contact information. To do this, go back to LCC’s homepage, [https://internal.lcc.edu/](https://internal.lcc.edu/).
In the middle of the page, under For Employees, click the Office and Employees link.

Enter the instructor’s first or last name and click Go.

Click on the link for the correct instructor to be shown their contact information.