

# VA STUDENT CHECKLIST FOR SUCCESS

## GETTING STARTED

1. Apply for admission to LCC at <https://www.lcc.edu/admissions-financial-aid/get-started/index.html>
2. Register with eBenefits at <https://www.ebenefits.va.gov/ebenefits/homepage>
3. Apply for Veterans Education Benefits at <https://www.va.gov/education/how-to-apply/>
  - a. During this process you will elect the education benefit you are planning on utilizing. Have bank account information available at this time as well as a permanent address for eligibility letter purposes. Application processing time is typically between 6 and 8 weeks. Be sure you use Lansing Community College as the institution of learning when applying for your benefits.

## ONCE YOU ARE ACCEPTED TO LCC

1. Activate your student account at <https://idm.lcc.edu/AAM/page/publicAccountAssert?prt=setup#>
2. Request official transcripts to be sent to Registrar's Office at LCC (High School, GED, Military and/or any accredited colleges). Evaluations take approximately 2-3 weeks during peak periods.
  - a. Joint Service Transcripts: Army, Navy, Marines, Coast Guard
    - i. <https://jst.doded.mil/jst/>
  - b. Community College of the Air Force Transcripts
    - i. <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>
  - c. Upload unofficial transcripts from HS, ACT/SAT/ASVAB or other colleges to set your placement levels
    - i. <https://www.lcc.edu/services/advising/waiver.html>
  - d. OR complete required placement testing for reading, writing and math.
    - i. Visit the StarZone in the Gannon Building
    - ii. <https://www.lcc.edu/services/testing/placement/index.html>
3. Complete New Student Orientation in order to open registration.
  - a. <https://www.lcc.edu/admissions-financial-aid/get-started/orientation.html>
4. Meet with our Veterans Academic Advisor. Contact Bill Lapham by chat (<https://www.lcc.edu/services/veterans/>) email ([laphamw@star.lcc.edu](mailto:laphamw@star.lcc.edu)), or phone (517-483-5324) to discuss career and educational goals and select courses that will open the most expeditious route to success.
  - a. All registered courses must be required by the chosen degree or certificate program as listed in Degree Works.
  - b. Changing programs may be the only remedy for taking courses outside of your chosen course of study.
  - c. The following sheet has instructions for changing programs, using Degree Works, and registering for classes.
5. Register for classes.
  - a. See Student Instruction Guide below
6. Submit Intent form. **(This is only done after you are registered.)**
  - a. The Intent Form can be filled out at the Veteran Resource Center, or electronically
    - i. During "normal" operating times, we ask that students come in to fill it out
    - ii. During the COVID pandemic, students can contact Katie Simpson ([simpsok3@star.lcc.edu](mailto:simpsok3@star.lcc.edu)) to receive the Intent Form
7. FERPA Form and Statement of Understanding
  - a. New students need to complete. Contact Katie Simpson for these forms.
8. Set payment plan (**Completed EVERY Semester**)
  - a. See Student Instruction Guide below
9. Refund Preference (**Completed one time**)
  - a. See Student Instruction Guide below
10. **ATTEND CLASSES ON TIME!**

## **OTHER ITEMS TO THINK ABOUT**

1. Apply for Federal Financial Aid
  - a. Do you qualify for Pell Grant? (\$6000/school year; No repayment necessary)
  - b. <https://studentaid.gov/h/apply-for-aid/fafsa>
2. Do you need disability accommodations?
  - a. <https://www.lcc.edu/services/access/>
3. Do you need assistance with childcare payments?
  - a. <https://internal.lcc.edu/arc/>
4. Placement Levels: Required for initial class placement. Can use HS GPA (within 10 yrs), ACT/SAT scores, ASVAB-AFQT (57+ for Reading 5 & Writing 6 only), take placement test (if none of the above are available, and always for math). Can be done online now.
5. Remember to check your LCC e-mail often for important veteran benefit education in addition to important LCC updates!

## **STUDENT INSTRUCTION GUIDE**

### **How to Register:**

1. **MyLCC**, then **Banner**.
2. **Student**.
3. **Registration**
4. **Registration Tasks**
5. **Add or Drop Classes**.
6. Select courses based on **MAP or Email from Bill**. **Online courses only this summer**. **Online courses with days/times indicate meeting times in D2L WebEx**. Register only for courses that are required to complete your major.

### **How to Set Up Refund Preference (Done one time)**

1. **MyLCC**, then **Banner**.
2. **Student**.
3. **Student Finance/Touchnet**.
4. **Refund**, then **“I Agree”** (New window will pop up).
5. **Select prompt in box to “select refund preference.”**
6. **Choose Direct Deposit**, then **complete form and submit**.

### **How to Setup Payment Plan (Done after submission of semester Intent Form)**

1. **MyLCC**, then **Banner**.
2. **Student**.
3. **Student Finance/Touchnet**.
4. **Payment Plan**, then **“I Agree”** (New window will pop up).
5. **Select “Payment Plan” tab**.
6. **Choose semester**, then **submit/next**.
7. **Choose “Deferred Payment Plan” option**.
8. **Submit**.

### **How to Change Major:**

1. **MyLCC**, then **Profile** tab.
2. Center of Page – **Change of Program Request**.
3. Follow links, complete form and submit.

### How to use Degree Works:

1. **MyLCC**, then **Banner**.
2. **School**
3. **Degree Works**
  - a. **Worksheet**. Check marks indicate requirement is met (either by LCC courses or by transferred credits from other schools or the military [JST].)
  - b. **CORE** = Gen Ed courses needed to graduate with an Associate's Degree.
  - c. **MTA** = Michigan Transfer Agreement. 36-40 credits to **transfer** for Bachelor's Degree.
  - d. **My Academic Pathway (MAP)**. Program of study.
  - e. **What-if**. Decision aid for changing majors, not an actual change.
  - f. Select a *trial* program from the drop down menu.
  - g. **Process What-if**. This function displays your completed work on a trial major.

# Registration Guide

## Registration Key:

### Days of the Week:

M = Monday

T = Tuesday

W = Wednesday

R = Thursday

F = Friday

S = Saturday

U = Sunday

Ex. TR = Class meets Tuesdays & Thursdays

### Campus Location = CMP column:

ON = Online

M = Main

E = East Campus (East Lansing)

LIV = Livingston County Center (Howell)

WC = West Campus (West Lansing)

## Course Offering Formats:

- **ON - Online:** Traditional, asynchronous, online courses.
- **ORT - Partial Schedule Lecture:** An online real time (ORT) class that has some regularly scheduled online meeting day(s) and times.
- **ORT - Full Scheduled Lecture:** An online real time (ORT) class where all instruction is delivered online during designated meeting day(s) and times.
- **OH - Online Hybrid:** A class that has some regularly scheduled classroom instruction along with online coursework and activities. Students will receive face to face instruction in the traditional classroom, lab, and in online instruction/learning.
- **Face to Face:** A traditional, in-person class with on-campus instruction.

When **TBA** is listed for day/time, that typically means there is no set meeting time, like in an ON: Online class.

You may also see **TBA** in combination with a specified lecture time, making it for ORT: Partial Scheduled Lecture course or an OH: Online Hybrid course.

## Registration Steps

*If you have ENGL 098 or ENGL 099 listed on your MAP, please turn to the next pages for directions to register.*

1. Go to the LCC homepage at [www.lcc.edu](http://www.lcc.edu).
2. Click "MyLCC" at the top right
3. Sign in with your username and password.

- a. If you do not know your log-in information, you can click “forgot my username”, “forgot my password”, or call the help desk at 517-483-5221.
4. Click “Banner” at the top right.
5. Click the “Student” button.
6. Click “Registration”.
7. Click “Registration Tasks”.
8. Click “Add or Drop Classes”.
9. *You may have to accept the student financial responsibility on this next page.*
10. *You may have to accept select the term and then click submit.*
11. Click “Class Search”
12. Select the subject of the class and click “Course Search”
13. Find the correct course and click “View Sections”
14. Find the course you want to register for (For explanations of each column, please see the “[Column Explanation](#)” section of this guide)
  - a. For a course description and prerequisite information:
    - i. click the CRN number
    - ii. Click View Catalog Entry
    - iii. Return to previous pages by clicking back
15. Once you find a course that works, select the box under the “Select” column
16. Scroll to the bottom of the page and click “Register”
17. If you are successfully registered, the class will appear on the page and say “Web Registered”
  - a. There are several errors students can receive preventing them from registering for a class. Below are the most common.
    - i. “[Prerequisite and Test Score Error](#)” – This means you do not meet the necessary requirements to get into the class. If you believe this to be an error, contact the Department that holds the class.
    - ii. “[Time conflict with CRN...](#)” – This indicates that the class is at the same time as another class already in your schedule.
    - iii. “[Open - Reserved for Wait List](#)” – Students can be put on a waitlist if a class is full. If you want to be added to the waiting list, you must choose “Wait List” under “Action”. You may want to go back and try to find another class that is open. Students will be notified by their LCC e-mail if an opening becomes available and then they have 24 hours to register for the class.

## View Your Schedule

Once you have added all of your classes you can view your full schedule by returning to the registration tasks (Log into MyLCC, click the Banner link, click the Student button, choose Registration then Registration tasks. From there you can click “View My Class Schedule”).

Make sure to check the campus location, date, time, and date range (when the class starts and ends) for your classes.

## Complete Your Payment Option & Refund Preference

Find payment due dates and more information at [www.lcc.edu/payments](http://www.lcc.edu/payments)

### **Paying for Classes:**

- Students with authorized and sufficient financial aid will not need to enroll in a payment plan.
- Students that have authorized aid but not enough to cover the balance due will need to:
  - Pay any difference in full, or
  - Enroll in a payment plan to conveniently budget your payments.

### **Setting up your Refund Preference:**

Your Refund Preference sets up your refund if you receive a financial aid disbursement or any other refund from LCC.

To set up your payment plan & refund preference in Banner:

1. Click the “Student” button.
2. Click “TouchNet Student Account Center”.
3. Click “I agree”.
4. This will open the TouchNet Student Account Center. At the top, there are headings that say “Payment Plans” & “Refunds”. Please go through the steps to complete both.

## Get Your Textbooks

To view your textbook requirements in Banner:

1. Click the “Student” button.
2. Click “Registration”.
3. Click “Registration Tasks”.
4. Click “Bookstore Information”. This will bring you to the MBS page:
5. Under the heading “To access MBS with your data, select a term” – choose the semester you are attending.

6. The next page will list course materials required for each of your registered courses.
7. If you are using a book advance from financial aid, you will be required to use it through the online bookstore. If you are paying out of pocket, you may be reimbursed later if you have a financial aid refund, and you can buy from anywhere you'd like.

## Payment Plan & Refund Preference Questions:

Call 517-483-1272

## Financial Aid, Book Advance, etc. Questions:

Call 517-483-1200.

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*The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Sarah Velez, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1874; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.*

## Column Explanation

When you look at the list of sections offered for a specific course. You will see many columns:

**Select:** This is where you select the class you want to register for. If there is a C there, the section is closed.

**CRN:** Course Reference Number. This is a unique number that is specific to this exact class. **You can click this number, then click "View Catalog Entry" to view the course requirements and description.**

**Subj:** Course Subject

**Crse:** Course Number

**Sec:** You can ignore this column.

**Cmp:** This is the campus location. You can also see if a class is online here.

ON = Online, M = Main/Downtown, E = East Campus, WC = West Campus, LIV = Livingston County Center

**Cred:** How many credit hours the course is worth

**Title:** Title of the Course

**Days:** These are the days of the week that the class meets. One letter = One day. *See the registration key for details.*

**Time:** This is the time that the class meets.

*\*TBA will be listed if there is no set meeting time*

**Cap:** This is the capacity of the class.

**Act:** This is how many people are currently registered for the class.

**WL Cap:** This is the capacity of the waiting list for the class.

**WL Act:** This is how many people are currently on the waiting list for the class.

**WL Rem:** This is how many spots are remaining on the waiting list for the class.

**XL Cap, XL Act, XL Rem:** You can ignore these columns

**Instructor:** This is the instructor for the class. If "TBA" is listed, the instructor has not been assigned yet but it will be updated on your student schedule closer to when the semester starts.

**Date:** This is the semester length of the class. There are some classes that start later or end earlier than the full semester.

**Location:** This is the room location for the class. If "TBA" is listed, the room has not been assigned yet but it will be updated on your student schedule closer to when the semester starts.

**Attribute:** The Course Offering Format will be listed here. Please see the "Course Offering Formats" section at the beginning of this guide.



# ENGL 098 & paired courses registration

If you have ENGL 098 listed on your MAP, you must also register for the other courses listed on your MAP *at the same time*.

To do so:

1. Log into myLCC → Banner → Student → Registration → Registration Tasks → Add or Drop Classes → Choose semester & click submit → Class search → English (& click course search) → ENGL 098 (view sections)
2. When you find a section that works for you, write down the day & time that it meets. Then click the box in the first column, scroll down, and click “Add to Worksheet”
3. Go through the same steps looking for your next class.
4. Once you’ve added all classes to worksheet, you can click “Submit Changes”.
5. It will say “Web Registered” and show the courses, if successful.
6. You can view your full class schedule from the Registration Tasks menu.
7. You must complete your payment option to secure your spot in classes. You can find that step in the Registration Tasks menu.
8. Your last step is to get your textbooks!

Please turn back to the beginning of the registration guide for step-by-step directions to:

- View your class schedule
- Set up your payment plan & refund preference
- View your required textbooks

# ENGL 099 & ENGL 121 (124, 127) paired course registration

If you have ENGL 099 listed on your MAP, you must also register for ENGL 121 (or possibly 124, 127) **at the same time**.

To do so:

1. Log into myLCC → Banner → Student → Registration → Registration Tasks → Add or Drop Classes → Choose semester & click submit → Class search → English (& click course search) → ENGL 099 (view sections)
2. When you find a section that works for you, click the number in the CRN column. This will tell you which ENGL 121 class this ENGL 099 course is matched up with.
3. If both days and times work for you, you can write down the CRN for ENGL 121 class. If it doesn't work for you, click back and look for a different day/time.
4. After you've clicked back, click the box next to the ENGL 099 class.
5. Scroll down and click "Add to Worksheet"
6. On the next page, you will see the CRN number in a box. Type in the ENGL 121 CRN that you wrote down to the next box.
7. Once you've added all classes to worksheet, you can click "Submit Changes".
8. It will say "Web Registered" and show the courses, if successful.
9. You can view your full class schedule from the Registration Tasks menu.
10. You must complete your payment option to secure your spot in classes. You can find that step in the Registration Tasks menu.

Please turn back to the beginning of the registration guide for step-by-step directions to:

- View your class schedule
- Set up your payment plan & refund preference
- View your required textbooks

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