

REGISTRATION PROCEDURES

Registration Procedures

Students are responsible for officially enrolling in classes. Students may not attend any class unless they are properly registered in that class. Registration is completed online in the Viking Student Portal. See the Schedule of Classes for the appropriate semester for dates, times, and instructions for registration. Students must be officially enrolled prior to the census date. **Students are responsible for officially dropping classes** by the posted deadlines even if the student never attended the class. Please refer to the online student center for drop deadlines.

Knowing Your Responsibilities

LBCC provides students with a wide variety of academic assistance and personal support, but it is up to each student to know when they need help and to seek it out. It is the student's responsibility for staying informed and obeying campus rules, regulations, and policies that affect his or her academic standing as an LBCC student. Meeting deadlines, completing prerequisites, and satisfying the degree and certificate requirements, as found in the curriculum guides and in this catalog, are all part of the student's responsibility. Students should consult this catalog, the college and school announcements, email, and the schedule of classes for the information they need and should watch for official announcements in the Viking Newspaper and on-campus bulletin boards.