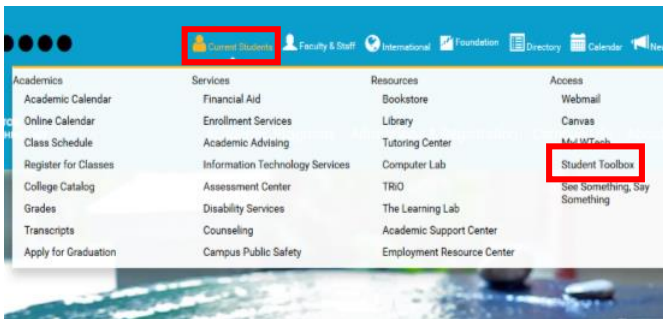


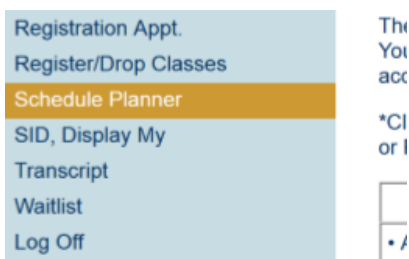
How to search for and register for classes using Student Toolbox

Step #1: Go to LWTech.edu.

Step #2: At the top of the page, hover over the "Current Students" dropdown (first menu item). Then click on "Student Toolbox"



Step #3: On the left side of the page is a list of options. Click on the "Schedule Planner" option.



Step #4: Make sure that "All locations" is highlighted and that the quarter you are trying to register for is selected under "Quarter." Click on the button "Select Courses."

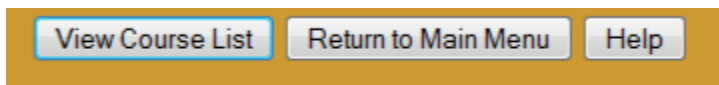
Schedule Planner

Location
All locations
Main Campus
Distance Learning-WAOL

Quarter: SPRING 2018

Select Courses Help

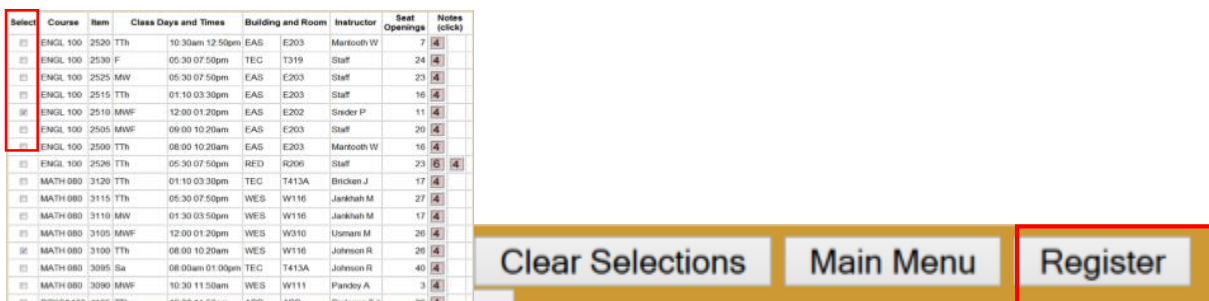
Step #5: To see all classes offered, click “View Course list” at the bottom of the page.



Step #6: Find all of the Classes you are interested in and click their names so they appear in the boxes on the left. Once you are finished with your selection click “Submit Selections.”



Step #7: Look at all of the days and times available to avoid selecting classes that conflict with one another. Click the box under the “selection” column to choose the course you would like to register for. When done, click “Register” at the bottom right side of the screen.



Step #8: Enter your Student ID and you PIN. Your PIN is your six-digit birthdate (MM/DD/YY). Then click “Register.”

Registration Login

Student Identification Number (SID)

Personal Identification Number (PIN)

Step #9: You will be prompted to answer a few questions. Choose the answer that best applies to you and click “Continue” at the bottom of the page.

Step #10: You will now see your schedule. If everything is correct, press “finish” at the bottom right. If you get a screen that asks for entry codes, you will need to talk with an advisor and show them transcripts showing you meet the prerequisite or take the placement tests for math and English.

Item	Course	Credit	Grade	Class Days and Times	Building and Room	Fee	Instructor
2540	ENGL 100	5.0		TTh 10:30am 12:50pm	EAS E202	.00	Roesch L
3135	MATH 080	5.0		MW 01:30 03:50pm	WES W111B	.00	Janikhah M
4175	PSYC&100	5.0		TTh 01:10 03:30pm	RED R206	.00	McKain C

Charges and Payments include tuition and fees only.

Credits	Charges			Payments			Total Due	Refund
	Tuition	Fees	Total	Payment	FinAid	Total		
15.0	1309.95	.00	1309.95	.00	.00	.00	1309.95	.00

The following classes require course entry codes.

Item: 2540 Course: ENGL 100 (0115) 1

Item: 3135 Course: MATH 080 (0115) 1

Item: 4175 Course: PSYC&100 (0115) 1

You are now registered for classes!