



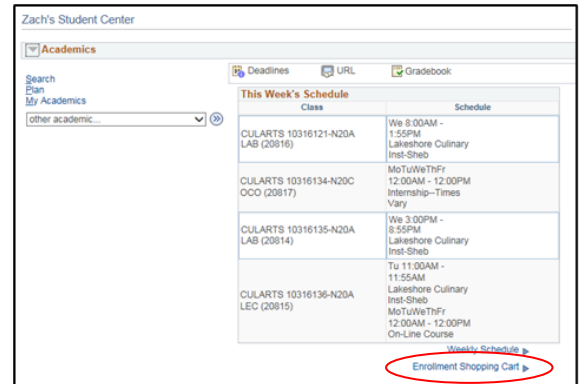
Shopping Cart & Registration Instructions

Use the Shopping Cart to temporarily plan your class schedule until it is time to enroll for a term.

Go to gotoltc.edu (LTC's website). Click the **CURRENT STUDENTS** tab (upper right-hand corner) then on the **MyLAKESHORE** icon. If you have already created a password enter your LTC email and your password. If this is your first time logging in click the **First Time User** and create a password.

Accessing your Enrollment Shopping Cart

- Click on **MyLTC** and log in with your Student ID# and same password.
- Click on **Student Center**.
- Click on **Enrollment Shopping Cart**.



Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Fall 2022	Extended Education	Lakeshore Technical College
<input type="radio"/> Fall 2022	Undergraduate	Lakeshore Technical College
<input type="radio"/> Spring 2023	Extended Education	Lakeshore Technical College
<input type="radio"/> Spring 2023	Undergraduate	Lakeshore Technical College

Select appropriate Undergraduate term and click

Shopping Cart
Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

Spring 2009 | Undergraduate | Lakeshore Technical College

Add to Cart:

Enter Class Nbr:

Your enrollment shopping cart is empty.

Find Classes:
 Class Search
 My Requirements

Class Search

Catalog Nbr: contains

Course Career: Undergraduate

Show Open Classes Only

Additional Search Criteria

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

Days of Week: include only these days

Mon Tues Wed Thu

Instructor Last Name: begins with

Class Nbr (8 digits):

Course Keyword:

Enter 5 digit class number and click

If you do not have the 5 digit class number use the Class Search (click the green "Search" button).

- Choose "Undergraduate" in the Course Career drop down
- Type in the course name "Course Keyword" box, click "Search"
- Select the preferred class and follow the prompts

If class is full will appear.

Select **Wait list if class is full** checkbox if you want to be placed on wait list for this class. Click to add the class to your shopping cart or to search for another class.

Spring 2018 | Undergraduate | Lakeshore Technical College
COMMSKLL 108011950L - Written Communication-Online

Class Preferences

COMMSKLL 108011950L-W60A Lecture

Session Regular Academic Session
Career Undergraduate

Enrollment Information

PREREQUISITE: 10331103 Intro to College Writing or CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 96 or Equivalent) and COREQUISITE: 10838105 Intro Rtg & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent

Wait List Wait list if class is full
Grading Graded
Units 3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
W60A	Lecture	MoTuWeThFr 12:00AM - 12:00PM	On-Line Course	Barry Grossman	01/22/2018 - 05/11/2018

Checking for possible conflicts

Select class(es) and click **validate** to check for possible conflicts.

Select class(es) and click **delete** to remove a class from your shopping cart.

Review potential problems **✗** and click on **SHOPPING CART** to make any adjustments to your shopping cart, if necessary.

You are NOT enrolled at this time. Classes are only in your shopping cart. Continue to next steps to finish your enrollment.

Enrolling using your shopping cart

Log into **MyLAKESHORE** and click on the **MyLTC** link.

Click on **Student Center**.

Click on **enrollment shopping cart**.

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

✔ OK to Add		✗ Potential Problem	
Description	Message	Status	
SOCSCIEN 10809198	There is a time conflict for class number 21021 and class number 22086. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.	✗	
COMMSKLL 10801195	Enrollment Requisites are not met.	✗	
CRIMJSTC 10504120	OK to Add.	✔	
CRIMJSTC 10504120	OK to Add.	✔	

SHOPPING CART

Academics

Search, Plan, Enroll, My Academics

other academic...

Deadlines, URL, Gradebook

This Week's Schedule

Class	Schedule
ENG2NDLN 75861712C1-714G LEC (24341)	MoTuWeThFr 12:00AM - 12:00PM S113 LTC-Sheb ESL/Classrm/Comp
ENG2NDLN 75861716C1-713G LEC (24369)	MoTuWeThFr 12:00AM - 12:00PM S113 LTC-Sheb ESL/Classrm/Comp

weekly schedule, enrollment shopping cart

Select the class(es) you wish to enroll in by checking the box in front of the class(es).

Click on **enroll**

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

Spring 2009 | Undergraduate | Lakeshore Technical College

Open, Closed, Wait List

Add to Cart:

Enter Class Nbr: enter

Find Classes:

Class Search, My Requirements, search

Spring 2009 Shopping Cart	Select	Class	Days/Times	Room	Instructor	Units	Status
COMMSKLL 10801195-W16R (23316)	<input checked="" type="checkbox"/>	Written Comm (Lecture)	Tu 1:00PM - 3:55PM	S118 - LTC Sheboygan Room 118	C. Ellenbecker	3.00	✔
COMPSOFT 10103172-W72D (21021)	<input checked="" type="checkbox"/>	Word 2007 - Level 1 (Laboratory)	MoTuWeTh 5:00PM - 7:55PM	L108 Cleveland-Lakeshore Bldg	D. Kliment, K. Merlau	1.00	✔
SOCSCIEN 10809198-W643 (22086)	<input type="checkbox"/>	...	Th 5:30PM - 8:45PM	Kiel High School	M. Sauer	3.00	✔

for selected: delete, validate, **enroll**

Click on **FINISH ENROLLING** to complete your enrollment and follow the steps as prompted.

Shopping Cart

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2009 | Undergraduate | Lakeshore Technical College

Open, Closed, Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
COMMSKLL 10801195-W16R (23316)	Written Comm (Lecture)	Tu 1:00PM - 3:55PM	S118 - LTC Sheboygan Room 118	C. Ellenbecker	3.00	✔
COMPSOFT 10103172-W72D (21021)	Word 2007 - Level 1 (Laboratory)	MoTuWeTh 5:00PM - 7:55PM	L108 Cleveland-Lakeshore Bldg	D. Kliment, K. Merlau	1.00	✔

CANCEL, PREVIOUS, **FINISH ENROLLING**

Classes with a **✔** have been successfully enrolled.

Questions? Contact Student Services at 920.693.1366 or 1.888.GO TO LTC, Extensions:

Program Counselors...1366 Financial Aid...1718
 Records...1888 Registration...1366

Shopping Cart

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2009 | Undergraduate | Lakeshore Technical College

Success: enrolled, Error: unable to add class

Class	Message	Status
COMMSKLL 10801195	Error: Unable to add this class - requisites have not been met.	✗
COMPSOFT 10103172	Success: This class has been added to your schedule.	✔

MAKE A PAYMENT, MY CLASS SCHEDULE, ADD ANOTHER CLASS