LTC Experience Registration Worksheet   Name _____ ID# _____

CRN	COURSE SUBJECT	COURSE NUMBER	DAYS	TIME	CAMPUS	CREDIT HOURS

Steps to Register:

1. Work with your advisor to determine which courses you need. Writing them in the chart above can help you keep track.
2. Go to www.laniertech.edu/myltc/.
3. Choose LTC Experience.
   a. Enter your LTC email address.
   b. Enter your password.
   c. Verify with your multi-factor authentication method.
4. Select Registration from the Student Record Tile.
5. Select Register for Classes.
6. Select Term (Ex: Summer Semester 2025) and choose Continue.
7. Select the Enter CRNs tab, enter ALL of the CRNs from your chart above, then choose Add to Summary.

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8. In the Summary section, choose the Submit button to submit your classes for registration.
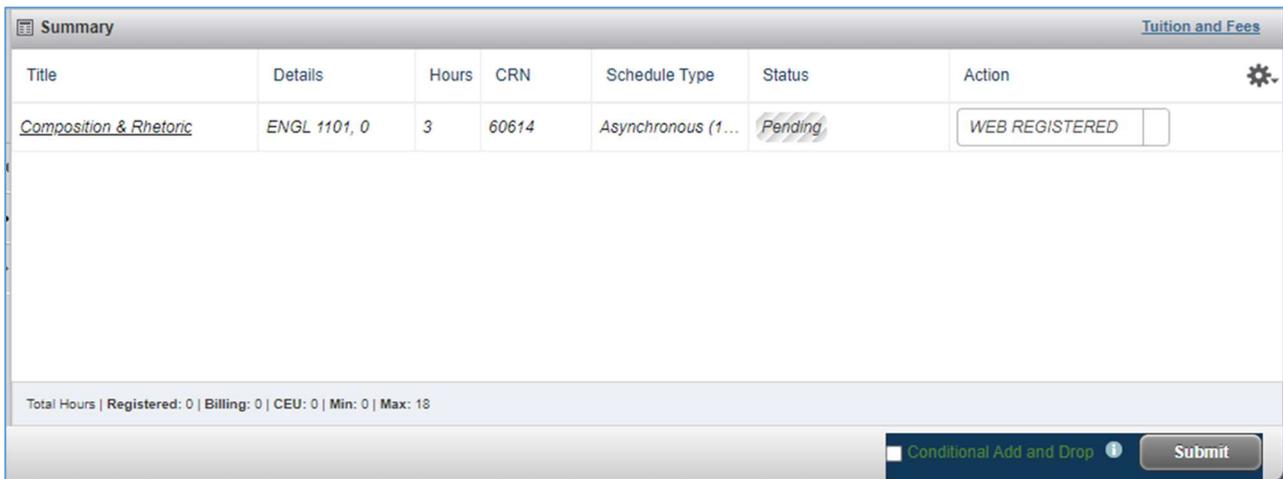
9. The Status for the class will change to *Registered* if you have successfully added the class to your registration.
10. Did you receive registration errors?   Here are some possible causes/solutions:
    a. Pre-requisite/Test Score Error
        i. A required course must be taken prior – see advisor.
        ii. Co-requisite courses – BOTH CRNs must be in the Summary section before you click Submit. Ex: BIOL 2113/2113L, MATH 0911B/1111B, ENGL 0911B/1101B.
    b. Field of Study Restriction Error - course is not required for your program. See advisor.
    c. Closed Section Error - all seats are full. Choose another section.
11. To review your schedule and to print it, choose the Schedule and Options tab, then click the Printer icon.

Still have questions?

Qs about what to register for? Contact your advisor.
Qs about how to register? Email registrar@laniertech.edu from your LTC email account. Include your name and ID #.
Qs about Blackboard? Contact the Blackboard Helpdesk at bb@laniertech.edu.

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