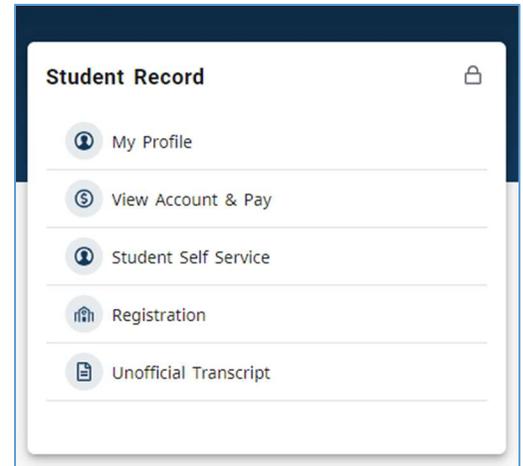


How to Search and Register for Classes in LTC Experience

1. Work with your advisor to determine which courses you need.
2. Go to www.laniertech.edu/myltc/.
3. Choose LTC Experience.
 - a. Enter your LTC email address.
 - b. Enter your password.
 - c. Verify with 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. You should be on the Find Classes tab. Enter your search criteria. You do not have to fill in each area to search.

A screenshot of the 'Find Classes' search form. The form has three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Find Classes' tab is active. The form is titled 'Enter Your Search Criteria' and shows 'Term: Summer Semester 2025'. There are four input fields: 'Subject' (with a dropdown menu showing 'History'), 'Course Number', 'Campus' (with a dropdown menu showing 'Hall Campus'), and 'Keyword'. There is also a checkbox for 'Open Sections Only'. At the bottom, there are buttons for 'Search', 'Clear', and 'Advanced Search'.

8. Once you have filled in the areas you want to search, select the Search button.
9. You will see the classes offered that fit your search. The results will show you the course, meeting days and times, campus, schedule type, and whether or not seats are available. Click the Add button next to a class to move it the Summary section.

A screenshot of the search results table. The table has four columns: 'Status', 'Schedule Type', 'Linked Sections', and 'Add'. There are two rows of results. The first row shows 'of 24 seats remain.', 'On Campus (<=...)', and an 'Add' button. The second row shows 'of 24 seats remain.', 'On Campus (<=...)', and an 'Add' button. A green box highlights the 'Add' button in the first row. At the bottom right of the table, it says 'Records: 2'. There is a 'Search Again' button in the top right corner of the table area.

10. In the Summary section, choose the Submit button to submit your classes for registration.

| Summary | | | | | | | Tuition and Fees |
|--|--------------|-------|-------|------------------|---------|----------------|------------------|
| Title | Details | Hours | CRN | Schedule Type | Status | Action | |
| U.S. History II since 1865 | HIST 2112, 0 | 3 | 60838 | On Campus (<=... | Pending | WEB REGISTERED | |

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

11. The Status for the class will change to **Registered** if you have successfully added the class to your registration.

12. 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 classes 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.

13. 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.

