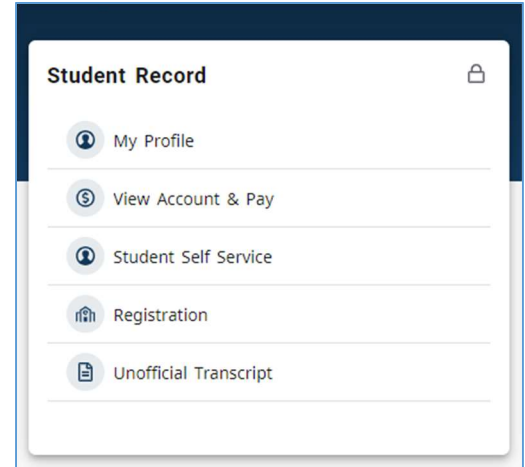


## How to Search and Register for Classes in LTC Experience

1. Work with your advisor to determine which courses you need.
2. Go to [www.laniertech.edu/myltc/](http://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. At the top, there are three tabs: 'Find Classes' (selected), 'Enter CRNs', and 'Schedule and Options'. Below the tabs is a section titled 'Enter Your Search Criteria' with a help icon. The form includes the following fields:
 

- Term:** Summer Semester 2025
- Subject:** A dropdown menu showing 'History' with a blue 'x' icon.
- Course Number:** An empty text input field.
- Campus:** A dropdown menu showing 'Hall Campus' with a blue 'x' icon.
- Keyword:** An empty text input field.
- Open Sections Only:** A checkbox that is currently unchecked.

 At the bottom of the form are three buttons: 'Search', 'Clear', and 'Advanced Search' (with a right-pointing arrow).

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.

Search Again			
Status	Schedule Type	Linked Sections	Add 
of 24 seats remain.	On Campus (<=...		<div>Add</div>
of 24 seats remain.	On Campus (<=...		<div>Add</div>
Records: 2			

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		
<a href="#">U.S. History II since 1865</a>	HIST 2112, 0	3	60838	On Campus (<=...	Pending	WEB REGISTERED		
Total Hours   Registered: 0   Billing: 0   CEU: 0   Min: 0   Max: 18								
							<input type="checkbox"/> Conditional Add and Drop ⓘ <input type="button" value="Submit"/>	

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.

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### Still have questions?

Qs about what to register for? Contact your advisor.

Qs about how to register? Email [registrar@laniertech.edu](mailto:registrar@laniertech.edu) from your LTC email account. Include your name and ID #.

Qs about Blackboard? Contact the Blackboard Helpdesk at [bb@laniertech.edu](mailto:bb@laniertech.edu).

