



## **STEP-BY-STEP ONLINE CREDIT ADMISSION APPLICATION INSTRUCTIONS FOR STUDENTS**

1. You will need to submit an e-mail address to complete your online application. If you do not have one you can obtain a free one through any of the free providers such as yahoo.com, gmail.com, or hotmail.com
2. Access the Lane Community College website at [www.lanecc.edu](http://www.lanecc.edu)
3. On home page, click **Apply Now** in top left corner
4. On the Admissions Link within the Enrollment Services' website, click on **"Apply online"**
5. At bottom of page, click on **First time User Account**
6. Leave the first box (Create a Login ID) blank
7. Put in your date of birth using mmddyy in Create a pin box, verify, and click to continue
8. On the next page, **be sure to jot down the "G" number** and click to continue
9. Under Application Type Menu select College Credit Application
10. On Apply for Admissions page under Admission Term select the appropriate term in which a grade will be given (i.e. Fall 2010)
11. Fill out First and Last name boxes and click Fill Out Application
12. Begin with clicking on Name
13. Complete name boxes and click continue
14. Fill in address and phone number. Use proper abbreviations, capitals letters, and correct spelling – click continue
15. On the personal information page, you must include your email address, date of birth, and main reason for attending Lane.
16. On the Planned Course of Study page, select **"No Major Declared – No Degree Sought"** if you are not planning to pursue a degree. If you are planning to pursue an AAS Degree, contact Apprenticeship Office.  
Note: Placement tests are required for students who select a degree option.
17. On the Additional Information page, the only field that needs completed is the Residency Code. Click on the link in the page to look up your residency code.
18. Complete the High School page and Use the graduation date of June 15 in the correct year (doesn't have to be accurate date) and click continue
19. Complete the Previous College page and continue
20. At this point the Application Checklist should be complete and show all fields checked. Click on **Application is Complete**
21. Your admission/readmission will be processed and you will receive two e-mails from Enrollment Services.
  1. E-mail will be sent immediately to let you know that the admission/readmission process was completed successfully.
  2. Another e-mail should arrive within 48 hours business hours providing you with your 'L' Student Identification Number which you'll use to access myLane, Lane's online service, which you will use to register for classes, order official transcripts, check your financial aid and a number of additional processes associated with attending Lane. **Please be sure you have an email account that is set up to receive messages from lanecc.edu that you read frequently.**
22. Once you receive your L number, you are ready to complete the registration process!