

Fall 2009
College Now
Lane Community College

Beginning of the Term:

Students that know their L numbers need to activate their account by setting a new PIN and Security Question. On the website www.lanecc.edu , click on ExpressLane, enter L number and Temporary Pin is date of birth.

Students who forgot L#. On the website www.lanecc.edu , click on ExpressLane, click on ?Forgot ID/L Number? Provide information, L# will be sent to your email address.

Students who forgot Pin# On the website www.lanecc.edu , click on ExpressLane, enter L number, Click on Forgot Pin, enter answer to security question, Pin will be set back to date of birth.

New Student with NO L number:

- a. Student will need to get a PERSONAL E-MAIL account BEFORE applying to get an L number with Lane Community College. There are a number of free accounts, Yahoo, Hotmail, etc...
- b. Admissions. Students who do not have an L number (new students to the system) need to apply for admission at LCC. On the website www.lanecc.edu, click on Students, Admission, Apply Online. On application type choose COLLEGE NOW. Carefully enter all requested information and submit application. You will receive an email stating your application was received and then an email with your L#.
- c. Re-Admission. For students who have not registered for a College Now class in over a year. Students who have not registered in over a year, will get the message, "not active" .They need to re-apply on the College Now application and their student record will be updated. Their original L# will be provided to them.

Mid Term/End of the Term:

1. Registration. On the website www.lanecc.edu , click on ExpressLane. Log on, click on the Faculty and Advisor Menu to locate CRN assigned to faculty member. Register students who will receive the minimum grade (if it is close the person can register in case they meet the minimum).
 - a. A general rule would be for students passing at the MIDTERM of your class should Register at that time... students in question should wait until later in the term. But no matter, the CUTOFF date for registration is 12/12/09 for all CN FallTerm classes.
 - b. You can grade students any time beginning 10-01-09 but the CUTOFF date for all grades to be submitted is 12/18/09. Enter grades before you leave for Christmas Break.
2. Sequenced classes (eg. Eng 104, 105, 106). Starting Fall 2009 these classes will have 3 terms. CRN's for Fall, Winter, and Spring. ** There could be a variation depending our your school calendar, ie semesters. Again, at mid term, for each sequence, is a good time for your students to register. It is suggested that you grade as soon as you can,

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