

# APPRENTICESHIP PROGRAM

For Approved Apprentices Only

# **WINTER TERM 2026**

- New Admissions Application deadline is Wednesday, December 31, 2025.
- Registration deadline is Friday, January 2, 2026.
- Winter term classes begin week of January 5, 2026.

#### **GET STARTED – STEPS TO ENROLL FOR CREDIT STUDENTS**

#### **Step 1: Complete Lane's Admissions Application**

New Credit Students – Complete Lane's Admissions Application

Note: Select the program of study "Taking Credit Classes No Degree or Transfer-no Fin Aid". Apprenticeship programs are not financial-aid eligible.

Once you complete your application, you'll receive a confirmation email. You can then <u>log into the</u> <u>admissions portal</u> to check the status of your application and see your next steps. Once your application has been processed, you'll receive your L-Number (Student ID Number) and student email. You'll need your L Number to complete the rest of the admissions steps. If you run into any trouble, or have any questions, reach out to <u>admissions@lanecc.edu</u>.

**Returning Credit Students** - Continue with the registration process below (Step 4). *All outstanding balances at Lane must be paid in full in order to register for the current term.* 

## **Step 2: Sponsored Accounts**

If your employer is sponsoring your apprenticeship classes, refer to the Sponsored Accounts website at <a href="https://www.lanecc.edu/collfin/sponsored-accounts">https://www.lanecc.edu/collfin/sponsored-accounts</a>.

#### **Step 3: Placement Testing**

If you will be pursuing a degree, you'll need to take a writing placement test and may need to take a math placement test depending on your planned degree.

You must have your student L# before scheduling a testing appointment on the Testing Office website at www.lanecc.edu/testing/placement-testing-information.

# **Step 4: Register for Classes**

You're ready to register! Sign into myLane to register for classes.

- Click on "myEnrollment" tab
- "Registration"
- "Register for Classes"
- Select correct term and continue
- Click on the tab at the top "Enter CRNs" (NOTE-if you are using a cell phone, click on panels, then click on the 3 black lines on top right of screen to see the "Enter CRNs" link)
- Enter the class CRN# in the blank box, click on Add to Summary, then Submit at bottom of screen.

### **Step 5: Complete and return the Student Information Release Form**

QUESTIONS: Contact Joy Crump, Project Coordinator, Email: CrumpJ@lanecc.edu / Phone: (541) 463-5496