APPRENTICESHIP PROGRAM
For Approved Apprentices Only

FALL TERM 2023

- New Admissions Application deadline is **Wednesday, September 20, 2023.**
- Registration begins **May 2023.** See Registration dates and times [https://www.lanecc.edu/calendars/registration-calendar](https://www.lanecc.edu/calendars/registration-calendar)
- Registration deadline is **Friday, September 22, 2023.**
- Fall term classes begin **September 26, 2023.**
  [Note: no classes held 9/25 in observance of Yom Kippur]

GET STARTED – STEPS TO ENROLL FOR CREDIT STUDENTS

**Step 1: Complete Lane’s Admissions Application**

**New Credit Students** – Complete [Lane’s Admissions Application](https://www.lanecc.edu/collfin/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 log into the [admissions portal](https://www.lanecc.edu/collfin/admissions-portal) 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 admissions@lanecc.edu.

**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 [https://www.lanecc.edu/collfin/sponsored-accounts](https://www.lanecc.edu/collfin/sponsored-accounts).

**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](http://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
- Registration, Class Schedule, and Books
- Registration and Schedule Changes
- Register for Classes
- Login to Lane CAS
- Select correct term and continue
- **Click on the tab at the top Enter CRNs**
- 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