Online Registration –
Your eServices Student Center

You’ll find that most of what you need for any college business will now be directly on your home page – aka - the eServices Student Center. On the right side of the page, there are links that students use on a regular basis. You’re able to:

- check holds (if applicable)
- submit your supplemental enrollment form
- check your priority registration appointment date/time
- check important deadlines for dropping and adding classes
- set up your Los Rios Gmail account
- request an official transcript

Other functions directly on the Student Center include:

- changing password and password security questions
- make payments and purchase parking decals
- search for classes / add and drop classes / view and print your class schedule
- update any personal information such as address, phone number, email address
How to Change Password and Password Security Questions -

1) Click on Change password or Change Password Security Questions link (at top of home page)
2) Follow screen instructions
3) Click the Save button

How to Get Proof of Payment -

This is where you can print out your proof of payment, which you will need along with your class schedule to get your student ID card (access card) or UTP sticker.

1) Click the Get Proof of Payment link
2) Print this page for proof of payment

How to Search for Classes –

1) Click the Search for Classes link (in the Academic section of your Student Center) or click the Search for Classes button on upper right corner of page
2) Click the Term list and select a term
3) Click the Course Subject list and select a course
4) Type in the Class Number (if you know it – otherwise, leave blank)
5) Click the College list and select a college
6) If you want to narrow search to specific days, times, instructor, etc., select appropriate information
7) Click the Search button (this will only show exact matches to your selections; if there is nothing found, refine some of your selections)
8) The page will list all open courses (if you checked that box); scroll down to view as many courses as you want

How to Add Classes to your Shopping Cart

Your Shopping Cart is just like you were shopping in a store. You’re placing classes in your Cart but you have not “bought” or enrolled in these classes yet. As long as a class is in your Cart, you are NOT officially enrolled.

1) From the Class Search feature, find the class you want to place in your Cart
2) Click the Select Class button next to the class that fits your schedule
3) Click the Next button
4) Click the Next button
5) Click the Show All button – for the Shopping Cart - to expand this option
6) Click the Shopping Cart link to view the content of your shopping cart. At this point, you are NOT enrolled in the class.

You can also add classes to your Shopping Cart via your Student Planner or directly through Enroll – Add or Drop classes link from your Student Center.
How to Add a Class –

From the Enrollment Shopping Cart (on the Academics section of your Student Center) –

1) Select appropriate term and college
2) Click on the Select box next to the classes you want to add
3) Click the Enroll button
4) Confirm the classes you want to add then click the Finish Enrolling button to process your request for the class. If you see a green check mark, you are officially enrolled in the class. A red X indicates errors in the enrollment.

From the Student Center –

1) Click the Enroll – Add or Drop Classes link
2) Click on the appropriate term and college
3) If you are not activated at the particular college, click the Add Another College button
4) Click the Continue button
5) Enter the desired class number (5 digit number from class schedule) into the Enter Class Nbr field
6) Click the Enter button
   a. If the class has both a lecture component and a lab component, you will come to one additional screen – click on the Next button
7) Check the Wait List check box just in case the class is full, and you wish to be placed on the wait list
8) Enter a permission number in the Permission Nbr field if the desired class is full
9) Click the Next button if the right class is shown. Permission number is only needed if the class is full.
10) The class will now be in your Shopping Cart. You are NOT enrolled in classes that are in the Shopping Cart. The shopping cart contains classes that you wish to be enrolled in.
11) Click the Proceed to Step 2 of 3 button to continue
12) Click the Finish Enrolling button after all desired classes are in the shopping cart. This will actually enroll you into the classes.
13) The enrollment is a success if the Message says success and the status column has a green check mark. A red X indicates errors in the enrollment.

How to Drop a Class –

1) Click the Enroll – Add or Drop Classes link
2) Click the drop link
3) Click the appropriate term
4) Click the Continue button
5) Click the Select option next to the class that you want to drop
6) Click the Drop Selected Classes button
7) Before clicking Finish Dropping button, you may want to check drop date deadlines
8) Click the Finish Dropping button if you are sure that you want to drop the class
**How to Print an Unofficial Transcript –**

1) Click the *My Academics* link on Student Center page  
2) Click the *View my unofficial transcript* link  
3) Click the *Report Type* list  
4) Click the *LRCCD All College Unofficial* list item (this includes all campuses in the Los Rios Community College District)  
5) Click the *View Transcript* button – you can print this transcript directly from your browser menu  

**IMPORTANT** – please be aware that official transcripts must be requested individually from each specific college that you have attended. The official transcript is NOT a Los Rios transcript.

**Dynamic/Open Class Search –**

This is a way to perform a dynamic class search (you can make your search specific or general). Prior to the start of a semester, you can see which classes are open or closed, and which classes have wait list availability or require instructor consent.

1) Click the *Dynamic/Open Class Search* link on the Student Center home page  
2) Click the *Semester:* list and select the appropriate semester  
3) Click the *College:* list and select the appropriate college  
4) Click the *Subject:* list and select the appropriate subject  
5) From here, you can go directly to clicking the *View Courses* button. You also have the option of entering in Day and Time information, as well as Special Classes information.  
6) The list will show classes available and their status. Use the class number of the desired class to enroll  
7) Click the *Return and Search Again* link