

LCAD Course Registration Instructions

PowerCampus Self-Service Tutorial

PowerCampus Self-Service is the system you will use to register for classes, view your academic plan and course schedule, view grades, view and order transcripts, and view financial information and make payments, among other functions. This system is designed for you to take control of your academic success at Laguna College of Art + Design. Here are instructions on how to register for courses. You are responsible for registering yourself into the appropriate classes each semester, as per your academic plan. You may meet with your department chair for additional guidance.

Your login information is provided to you by the Office of the Registrar upon registration in your first-semester courses. Your Self-Service login information is the same username and password you will use to access your LCAD student e-mail account. If you forget your login credentials, please contact support@lcad.edu.

To log in in to PowerCampus Self-Service, go to selfservice.lcad.edu.

PowerCampus by Ellucian™

Cart Help Catalog Search

Home Register Search

Cart Degree Requirements

Login

User Name
sunnysungard

Password

Log In

Students

- Find Courses
- Register

Once you log in, you will see Welcome and your username. Also, additional tabs will appear at the top of the page.

Welcome (sunnysungard)

PowerCampus by Ellucian™

Cart Help Log Out Catalog Search

Home Register Classes Finances Grades Search My Profile

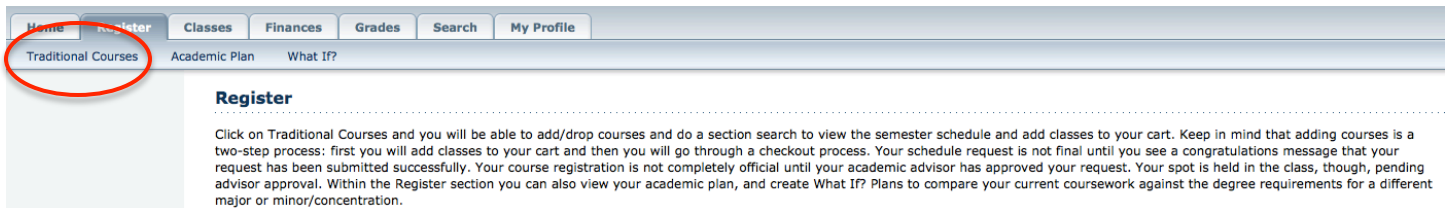
Cart Degree Requirements

Students

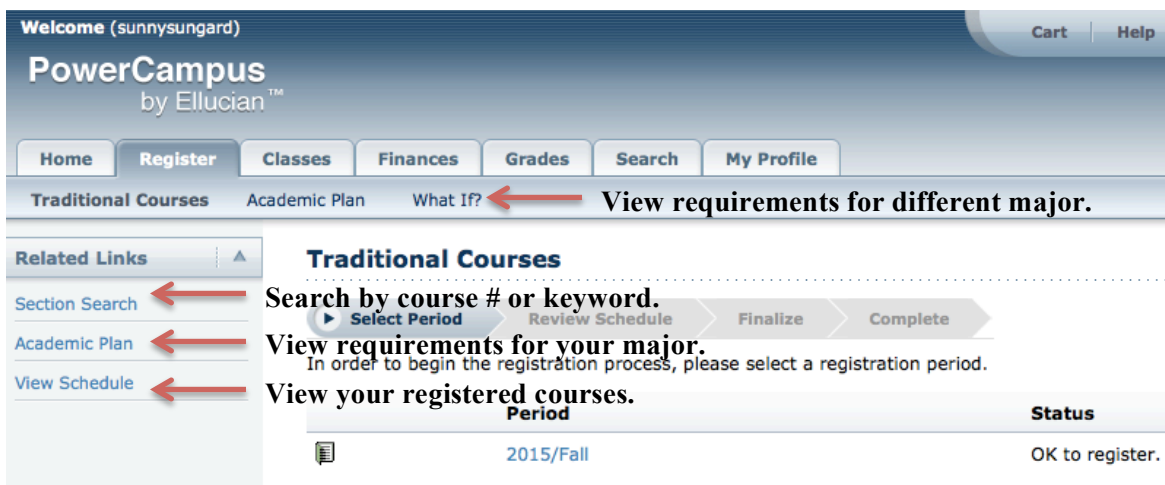
- Find Courses
- Register
- View Schedule

LCAD Course Registration Instructions

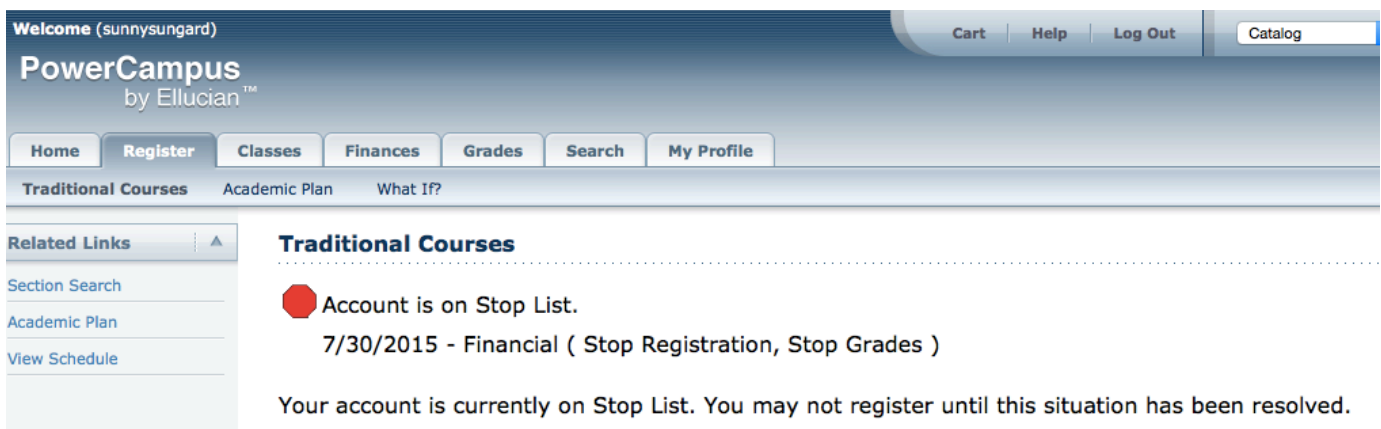
In this tutorial, we will focus on registering for classes. We will click on the Register button. Here you will see instructions on how to add courses. Click on Traditional Courses in order to add and drop courses from your schedule.



Once you get to the Traditional Courses page, there are several options you have to navigate your academic progress.



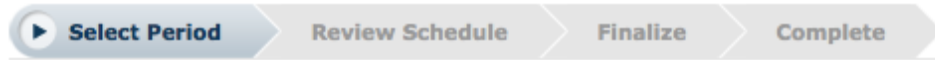
If you have a hold on your account due to unresolved obligations to LCAD, you will see this screen instead. You will have to clear your hold before you can register for classes or see grades.




LCAD Course Registration Instructions

Go ahead and click on the current academic period in order to view your registered courses, courses in your cart, and any pending or waitlisted courses.

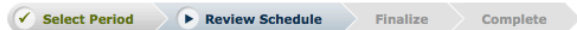
Traditional Courses



In order to begin the registration process, please select a registration period.

	Period	Status
	2015/Fall	OK to register.

Traditional Courses - 2015/Fall



Please update your e-mail address so you can be notified when your advisor approves your schedule requests.

Courses to Add								
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Western Art 1 - AH210 / Lecture / B	8/31/2015 - 12/19/2015	Main	3.00	Credit	FRI, 1:00 PM - 3:50 PM;	Laguna College of Art and Design, Main Campus, Room MC1	In Cart
Instructors: Stockstill, Marcella								
<input type="checkbox"/>	Comp & Color - Digit - FD118 / Studio / C	8/31/2015 - 12/19/2015	Main	2.00	Studio	MON, 6:00 PM - 9:50 PM;	Laguna College of Art and Design, Big Bend, Room BB10	On Waitlist
Instructors: Rossoni, Maggie								

Registered Courses								
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Fund Drawing 1 - FD110 / Studio /	8/31/2015 - 12/19/2015	Main	2.00	Studio	MON, 9:00 AM - 12:50 PM;	Laguna College of Art and Design, Main Campus, Room MC10	Registered
Instructors: Burke, Jonathan								
<input type="checkbox"/>	Figure Drawing 1 - FD111 / Studio /	8/31/2015 - 12/19/2015	Main	2.00	Studio	THUR, 6:00 PM - 9:50 PM;	Laguna College of Art and Design, Main Campus, Room MC9	Registered
Instructors: Railey, Hope								
<input type="checkbox"/>	English Comp - LA108 / Lecture /	8/31/2015 - 12/19/2015	Main	2.00	Studio	WED, 12:00 PM - 1:50 PM;	Laguna College of Art and Design, Main Campus, Room MC12	Registered
Instructors: Oxenham, Gwendolyn								
<input type="checkbox"/>	Intro to Linguistics - LA236 / Lecture /	8/31/2015 - 12/19/2015	Main	3.00	Credit	MON, 7:00 PM - 9:50 PM;	Laguna College of Art and Design, Main Campus, Room MC1	Registered
Instructors: Stice, Mike								
<input type="checkbox"/>	FDI - Photoshop - FD127 / Studio / A	8/31/2015 - 12/19/2015	Main	2.00	Studio	MON, 2:00 PM - 5:50 PM;	Laguna College of Art and Design, Main Campus, Room MC5	Awaiting advisor approval

If you wish to drop a course for which you are already registered, check the box in the Drop column and then press the Next button at the bottom until your transaction has been successfully processed. Please be careful when checking the boxes in this column as course drops are processed immediately upon submission.

LCAD Course Registration Instructions

In order to add classes, let's do a Section Search.

Once you get to the search screen, you can look up courses by keyword or course code.

Section Search

For keyword, type a portion of or all of the course title. For course code, type a portion of or all of the course number. Example: To look up AN220 Animal Drawing 1, you can type 'Animal' or 'Animal Drawing 1' for the keyword or AN220 for the course code. You can also search for all Animation classes by simply typing AN in the course code box.

Section Search

	Course	Date	Session	Credits	Fees	Schedule	Available Seats	
	Animal Drawing 1 AN220/Studio/A	8/31/2015 - 12/19/2015	2015 Fall Main	3.00		FRI 4:00 PM - 9:50 PM; Laguna College of Art and Design, Big Bend, Room BB1	4 of 16	Add
Instructors: Vandruff, Marshall								
	Animal Drawing 1 AN220/Studio/B	8/31/2015 - 12/19/2015	2015 Fall Main	3.00		SUN 12:00 AM - 5:50 PM; Laguna College of Art and Design, Big Bend, Room BB1	5 of 16	Add
Instructors: Weatherly, Joe								

LCAD Course Registration Instructions

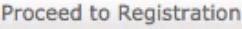
Let's say you would like to add the Friday afternoon section of Animal Drawing 1. Click the Add button on the right.

	Course	Date	Session	Credits	Fees	Schedule	Available Seats	
	Animal Drawing 1 AN220/Studio/A	8/31/2015 - 12/19/2015	2015 Fall Main	3.00		FRI 4:00 PM - 9:50 PM; Laguna College of Art and Design, Big Bend, Room BB1	4 of 16	

Once you click Add, this dialog box will appear. Since we are just adding one class at this time, let's click Proceed to Registration.

Course Added [Hide](#)

Course **AN220/Studio/A** was added to your shopping cart for period **2015/FALL/Main**.

[View Cart](#) 



This will take us back to our list of courses.


Under the Courses to Add section, you will notice that the Animal Drawing 1 class has the checkbox on the left pre-selected.

Traditional Courses - 2015/Fall

[Select Period](#) [Review Schedule](#) [Finalize](#) [Complete](#)

Please update your e-mail address so you can be notified when your advisor approves your schedule requests.

Courses to Add								
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
	Animal Drawing 1 - AN220 / Studio / A	8/31/2015 - 12/19/2015	Main	3.00	Studio	FRI, 4:00 PM - 9:50 PM;	Laguna College of Art and Design, Big Bend, Room BB1	In Cart 
Instructors: Vandruff, Marshall								

Since the box is checked, go to the bottom of the page and click the  button.

LCAD Course Registration Instructions

Traditional Courses - 2015/Fall

✓ Select Period

✓ Review Schedule


▶ Finalize

Complete

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Fund Drawing 1 -FD110 /Studio /	8/31/2015 - 12/19/2015	Main	2.00	Studio	MON, 9:00 AM - 12:50 PM	Laguna College of Art and Design, Main Campus, Room MC10	Registered
Instructor:	Burke, Jonathan						
Figure Drawing 1 -FD111 /Studio /	8/31/2015 - 12/19/2015	Main	2.00	Studio	THUR, 6:00 PM - 9:50 PM	Laguna College of Art and Design, Main Campus, Room MC9	Registered
Instructor:	Railey, Hope						
FDI - Photoshop -FD127 /Studio /	8/31/2015 - 12/19/2015	Main	2.00	Studio	MON, 2:00 PM - 5:50 PM	Laguna College of Art and Design, Main Campus, Room MC5	Registered
Instructor:	Luo, Vanessa						
English Comp -LA108 /Lecture /	8/31/2015 - 12/19/2015	Main	2.00	Studio	WED, 12:00 PM - 1:50 PM	Laguna College of Art and Design, Main Campus, Room MC12	Registered
Instructor:	Oxenham, Gwendolyn						
Intro to Linguistics -LA236 /Lecture /	8/31/2015 - 12/19/2015	Main	3.00	Credit	MON, 7:00 PM - 9:50 PM	Laguna College of Art and Design, Main Campus, Room MC1	Registered
Instructor:	Stice, Mike						
Animal Drawing 1 -AN220 /Studio /A	8/31/2015 - 12/19/2015	Main	3.00	Studio	FRI, 4:00 PM - 9:50 PM	Laguna College of Art and Design, Big Bend, Room BB1	Awaiting advisor approval
Instructor:	Vandruff, Marshall						

Previous

Next

The Animal Drawing 1 class is now added to your list of Registered courses. Note that the status says “Awaiting advisor approval.” Your academic advisor must approve your course add request before the course is officially added to your schedule. Go ahead and click  again.

You will receive a message that your schedule request has been successfully submitted. Your advisor will then respond to your request. Most requests are approved; however, if there is concern with the course(s) you are selected, a staff member from the Office of the Registrar will contact you. Your spot in the class is held while your request is pending, so there is no need to worry that your seat will be forfeited to another student.

Traditional Courses - 2015/Fall

✓ Select Period

✓ Review Schedule

✓ Finalize

✓ Complete

You have successfully submitted your 2015/Fall schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified.

- [Modify your schedule for 2015/Fall](#)
- [Select another Registration Period](#)

Congratulations! You have now learned how to add and drop classes. If you need any further assistance, you may contact the Office of the Registrar at (949) 376-6000 ext. 224.