

Student User Guide

LVAIC

Cross Registration System

June 2020

Table of Contents

Apply for course	3
Application Form	3
After Application	3
Drop Course	3
Drop Form	3
After Application	3

1. Apply for course

a. [Application Form](#)

- i. This will be where a student can apply for a course.
- ii. Workflow
 1. Search for course
 2. Select Course
 3. Apply
- iii. If you refresh/reload the page at any point during the process you will lose progress.
- iv. Advisor email should be linked to the college that you are currently attending.

b. After Application

- i. Student will receive a confirmation email.
- ii. Student will receive emails during the application workflow to provide a progress update.

2. Drop Course

a. [Drop Form](#)

- i. Student will fill out the email address used to register for courses.
- ii. Will receive an email with a list of all of the courses that the student has the ability to drop.
- iii. The student will click on the link for the course that they want to drop and confirm on the next page.

b. After Application

- i. The drop process will begin immediately and will use the information from the application.
- ii. The student will receive email updates as the drop application progresses through the workflow.