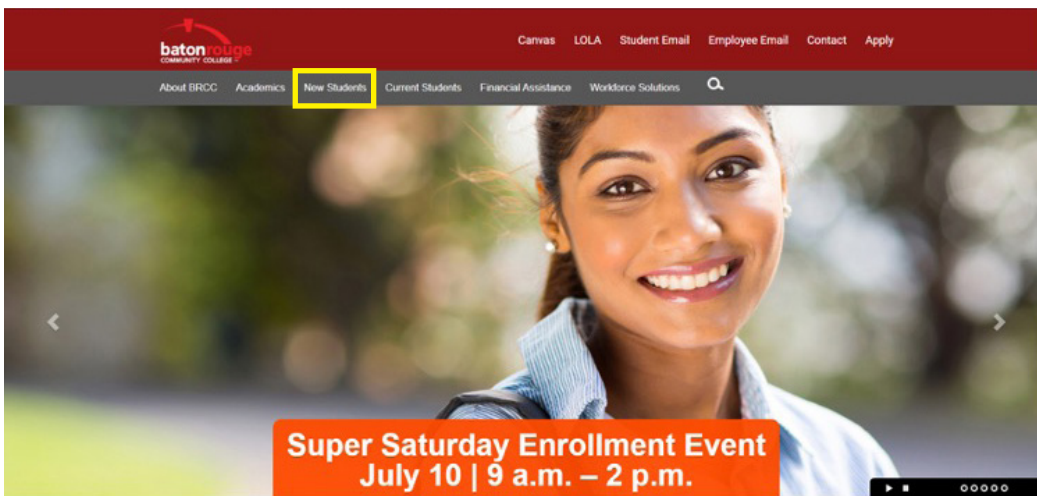


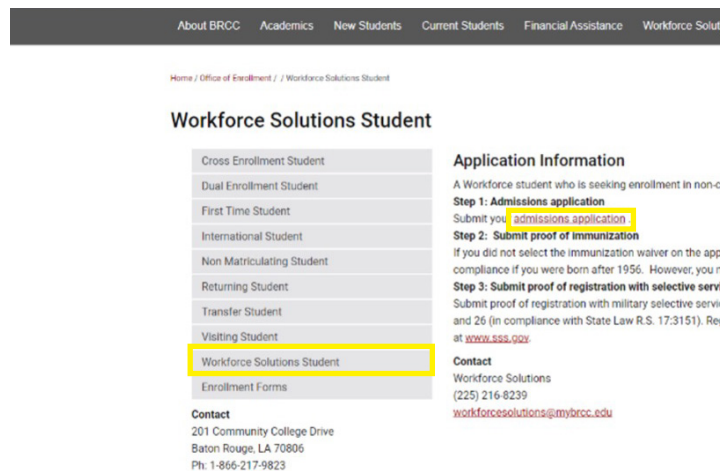
Registration Information

1. Go to www.mybrcc.edu, and click on “New Student.”



2. Click on “**Workforce Solutions Student.**”

3. Click on “**Admissions Application.**”



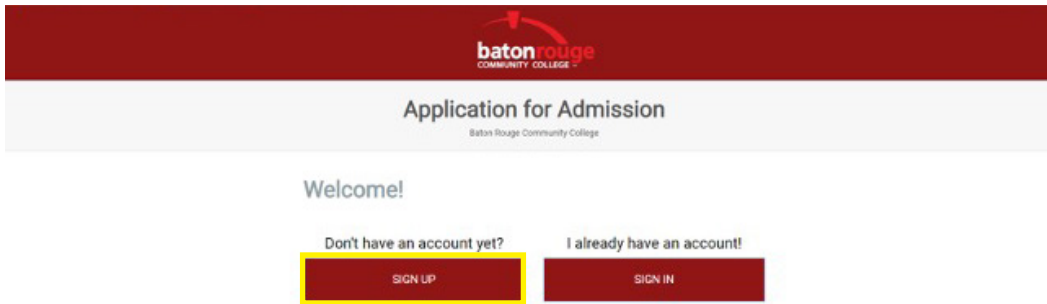
Home / Office of Enrollment / Workforce Solutions Student

Workforce Solutions Student

Cross Enrollment Student	Application Information A Workforce student who is seeking enrollment in non-cr Step 1: Admissions application Submit your admissions application Step 2: Submit proof of immunization If you did not select the immunization waiver on the appl compliance if you were born after 1956. However, you m Step 3: Submit proof of registration with selective servi Submit proof of registration with military selective servic and 26 (in compliance with State Law R.S. 17:3151). Reg at www.sss.gov . Contact Workforce Solutions (225) 216-8239 workforcesolutions@mybrcc.edu
Dual Enrollment Student	
First Time Student	
International Student	
Non Matriculating Student	
Returning Student	
Transfer Student	
Visiting Student	
Workforce Solutions Student	
Enrollment Forms	

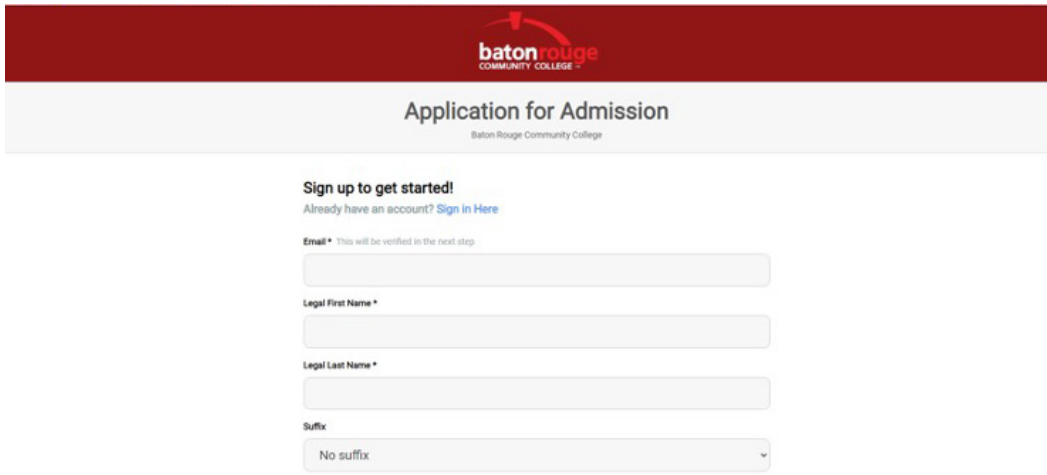
Contact
201 Community College Drive
Baton Rouge, LA 70806
Ph: 1-866-217-9823

4. Click on “Sign Up.”



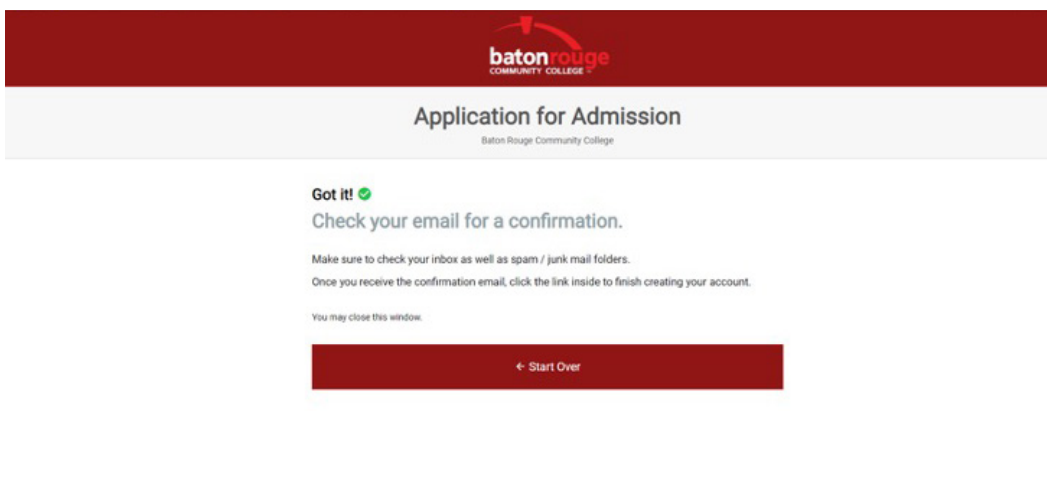
The screenshot shows the top of the 'Application for Admission' page for Baton Rouge Community College. The header is dark red with the college logo. Below the header, the text 'Application for Admission' and 'Baton Rouge Community College' is centered. A 'Welcome!' message is followed by two buttons: 'Don't have an account yet?' with a 'SIGN UP' button, and 'I already have an account!' with a 'SIGN IN' button. The 'SIGN UP' button is highlighted with a yellow border.

Fill out the fields shown below and click next.



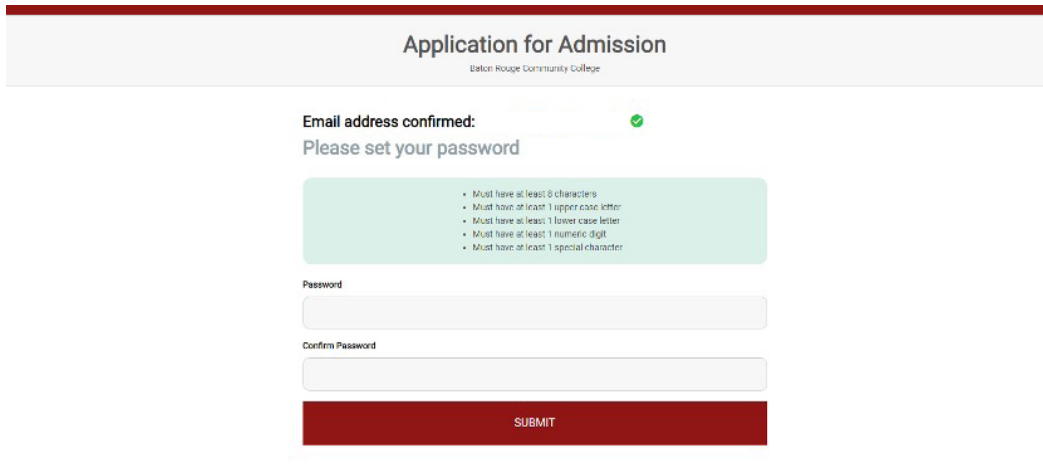
The screenshot shows the registration form on the 'Application for Admission' page. The header is dark red with the college logo. Below the header, the text 'Application for Admission' and 'Baton Rouge Community College' is centered. A 'Sign up to get started!' message is followed by a link 'Already have an account? Sign In Here'. The form fields are: 'Email *' (with a note 'This will be verified in the next step'), 'Legal First Name *', 'Legal Last Name *', and 'Suffix' (with a dropdown menu showing 'No suffix').

Follow the instruction below. **Check your email, confirm and follow the instructions.**

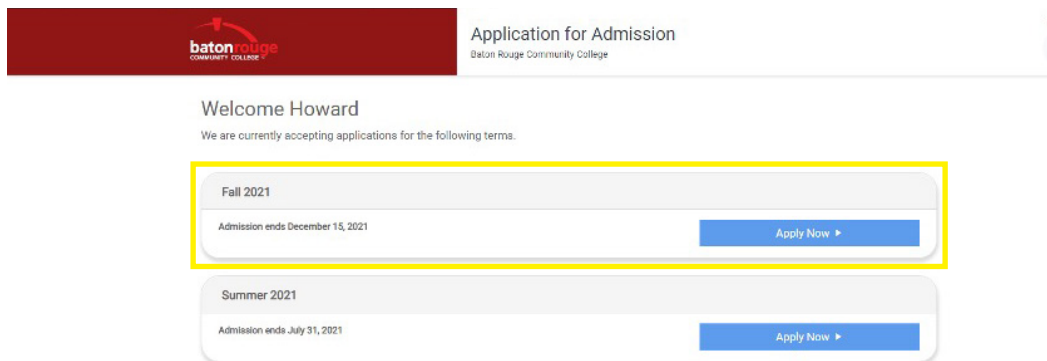


The screenshot shows the confirmation message on the 'Application for Admission' page. The header is dark red with the college logo. Below the header, the text 'Application for Admission' and 'Baton Rouge Community College' is centered. A 'Got it!' message with a green checkmark is followed by the text 'Check your email for a confirmation.' Below this, instructions are provided: 'Make sure to check your inbox as well as spam / junk mail folders.' and 'Once you receive the confirmation email, click the link inside to finish creating your account.' A note says 'You may close this window.' At the bottom, there is a dark red button with the text '← Start Over'.

This is where you will **create a password** to complete the application. Then **Submit**. Write your password down. You will need it for the next screen.



Click on **Fall 2021 – Apply Now**.



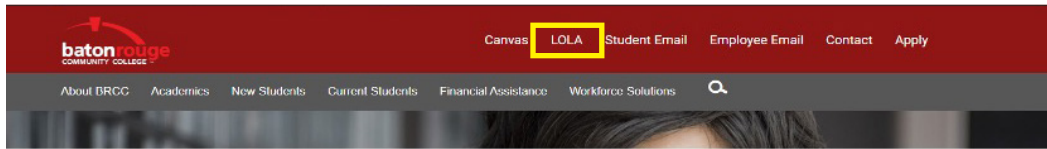
The next screen will require your **Social Security number and Birthdate**. Complete that and it will take you to the Application for Admission. **Complete all tabs in the Application for Admissions.**

Select **“Healthcare”** under the Interest Tab.

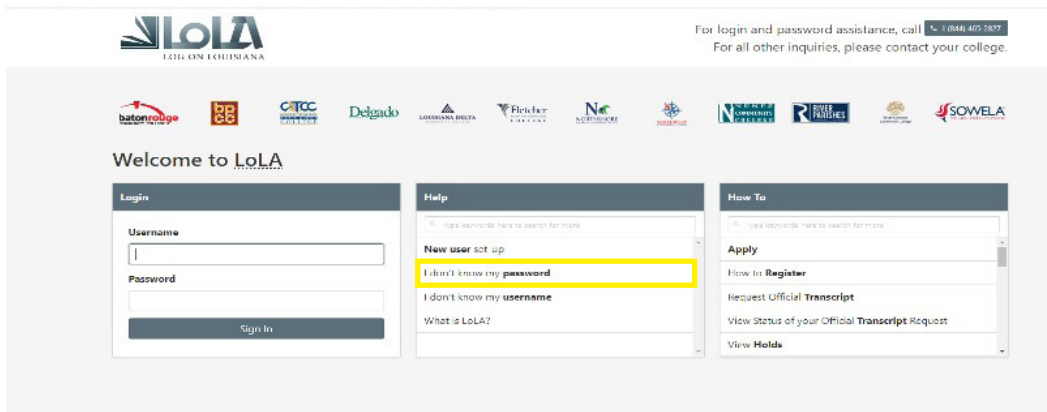
**You may elect to Waive immunization records or elect to submit. If you choose to submit you will receive a request from the college to submit your records.*

When the application is complete and submitted, wait approximately 6 minutes for your application to process.

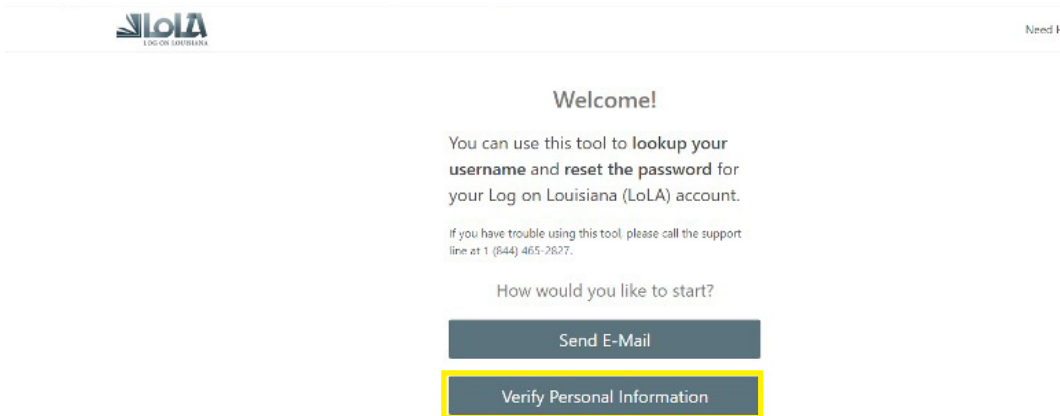
Once you complete the application, you will go **back to www.mybrcc.edu**, click on **LOLA** to find your **User ID and Password**.



Click on “I don’t know my password.”



You will see the screen below. Click on “Verify Personal Information.”



Fill out the required information and click next.

The screenshot shows the LOLA registration form. At the top left is the LOLA logo with the tagline "LIFE ON LEARNING". At the top right is a "Need Help?" link. The main heading reads "Enter your social security number and date of birth." Below this are two sections: "Social Security" with three input boxes containing "XXX", "XX", and "XXXX"; and "Birthday" with three dropdown menus for "Year", "Month", and "Day". At the bottom are two buttons: "Start Over" (red) and "Next" (dark blue).

On the next screen click on "Next" to set up your LOLA password.

Once you are in LOLA, click on the link labeled "Student" at the top of the page.

Click on "Register for Courses." Select Fall 2021, then "Continue."

For Level - Select Non-Credit.

Use the Subject box to find your course category.

This screenshot shows the "Select a Term" dropdown menu. The header asks "How would you like to search?" with radio buttons for "Term" (selected) and "Date Range". Below is a search box with a magnifying glass icon. A dropdown list is open, showing "Fall 2021" (highlighted in blue), "Summer 2021", and "Spring 2021 (View Only)".

This screenshot shows the "Browse Classes" search criteria form. The "Term" is set to "Fall 2021". The "Level" dropdown is empty. The "Subject" dropdown is highlighted in blue and shows "Non-Credit" selected. The "Course Number" dropdown shows "Undergraduate". Other fields for "Campus", "Schedule Type", and "Part Of Term" are empty. There is an "Open Sections Only" checkbox which is unchecked. At the bottom are "Search", "Clear", and "Advanced Search" buttons.

This screenshot shows the "Browse Classes" search criteria form. The "Term" is set to "Fall 2021". The "Level" dropdown is set to "Non-Credit" (highlighted in blue). The "Subject" dropdown is highlighted in blue and is currently empty. Other fields for "Course Number", "Campus", "Schedule Type", and "Part Of Term" are empty. There is an "Open Sections Only" checkbox which is unchecked. At the bottom are "Search", "Clear", and "Advanced Search" buttons.

If you are looking for **Medical classes**, type in **“Healthcare”** in subject, click Search. See list below. You will see a list similar to the one below. The difference will be that you will see an **“Add”** button to add the class to your schedule. Once you make your selection **be sure to click the Submit button in bottom right corner.**

Search Results — 7 Classes
Term: Fall 2021 Level: Non-Credit Subject: Healthcare

Available Seats	Title	Subject	Course No.	Section	Credits	CRN	Term	Instructor	Meeting Dates, Time, Places	Campus	Attribute
23 of 30 seats re...	Medical Billing and Coding Combined Lecture/Lab	Healthcare	4000	R01	270	11082	Fall 2...	Roshon, Barbara (Ph... Knight, Claire	S M T W T F S 09:00 AM - 01:00 PM Type: L		Regular/Oncampus course
15 of 15 seats re...	Certified Medical Assistant Lecture	Healthcare	4013	0	144	11085	Fall 2...	Knight, Claire (Primary)	S M T W T F S 06:00 PM - 09:00 PM Type: L		Regular/Oncampus course
15 of 15 seats re...	Certified Medical Assistant Lecture	Healthcare	4013	R04	144	11086	Fall 2...	Knight, Claire (Primary)	S M T W T F S 06:00 PM - 09:00 PM Type: L	Jacobs	Regular/Oncampus course
24 of 25 seats re...	Certified Pharmacy Tech Combined Lecture/Lab	Healthcare	4015	R01	164	11087	Fall 2...	Sylvan, Candice (Prim... Knight, Claire	S M T W T F S 06:00 PM - 09:00 PM Type: L		Regular/Oncampus course
22 of 25 seats re...	Phlebotomy Technician Lecture	Healthcare	4016	R01	60	11084	Fall 2...	Knight, Claire (Primary)	S M T W T F S 06:00 PM - 09:00 PM Type: L		Regular/Oncampus course
24 of 25 seats re...	Certified Nurse Aide Lecture	Healthcare	4017	R01	128	11161	Fall 2...	Knight, Claire (Primary)	S M T W T F S 05:45 PM - 09:00 PM Type: L		Regular/Oncampus course
29 of 30 seats re...	Cert Elec Med Rec Spec Lecture	Healthcare	4021	R01	177	11083	Fall 2...	Williams, Tashera (Ph... Knight, Claire	S M T W T F S 06:00 PM - 09:00 PM Type: L		No Federal (Title IV) Aid Regular/Oncampus course

Page 1 of 1 Per Page 10 Records: 7

Now that you have successfully registered with BRCC and scheduled your class, it is time to make your payment. Return to your **LOLA** home screen. Under **“My Account”** click on the **Payment/ Payment Plan Processing** link.

LOLA Home Employee Faculty Student Training - Sign Out

Academic Links
Baton Rouge Community College
[Academic Calendar](#)
[Academic Profile](#)
[Change of Student Information Form](#)
[Change of Program Form](#)
[Checklist Items](#)
[Clearinghouse Self Service](#)
[Course Catalog](#)
[Degree Works Dashboard](#)
[Library Resources](#)
[Registration](#)
[Reinstatement Form](#)
[Request Official Transcript](#)
[Select Refund Choice](#)
[Self-Directed Placement Survey for Mathematics](#)
[Self-Directed Placement Survey for English](#)
[Unofficial Transcript](#)

Social Media
Baton Rouge Community College
[Connect with us on Facebook](#)
[Follow us on Twitter](#)

My Account
Baton Rouge Community College
[Account Detail for Term](#)
[Account Information](#)
[Payment/Payment Plan Processing](#)
[Select Housing Choice](#)
[Statement and Payment History](#)
[Tax Notification](#)
[1098T Electronic Consent](#)

Student Activities
Baton Rouge Community College
[Athletics](#)
[Calendar of Events](#)
[Student Organizations](#)

This will take you to the Payment page.

Click **“Make a Payment.”** *There are **no payment plans available** for this class. Follow the instructions on screen and submit payment.

If you have payment questions please call the BRCC Bursar’s office at 225-216-8625.

The screenshot shows the 'Overview' page of the Baton Rouge Community College student portal. The top left features the college's logo. The page title is 'Overview'. A navigation sidebar on the left includes links for 'My Account', 'Overview', 'Payment Plans', 'Make a Payment' (highlighted), 'Transactions', 'Statements', and 'Sign Out'. The main content area shows the user's profile as 'Baton Rouge Community College' with a balance of '\$0'. Below this is a 'Summary' section with the text 'Your account does not currently have any outstanding charges.' and a 'View statements' link. A central pop-up box asks 'Do you want help paying?' and provides instructions on how to invite someone to help pay, with a 'Send a payer invitation' button.