



APPRENTICESHIP PROGRAM

FOR OREGON STATE REGISTERED APPRENTICES ONLY

SPRING TERM 2022

- New Admissions Application deadline is **Tuesday, March 29, 2022**.
 - Registration begins **February 2022**. See Registration dates and times <https://www.lanecce.edu/calendars/registration-calendar>
 - **Registration deadline is Thursday, March 24, 2022**
 - Spring term classes begin week of **March 28, 2022**
-

GET STARTED – STEPS TO ENROLL FOR CREDIT STUDENTS

Step 1: Complete Lane's Admissions Application

New Credit Students - Complete admissions application on Lane's website at www.lanecce.edu by **March 29th**.

Note: Select the program of study "**Taking Credit Classes No Degree or Transfer-no Fin Aid**". Apprenticeship programs are not financial-aid eligible. If you decide to apply your apprenticeship credits towards the AAS degree or Certificate, you can change your program of study at a later date.

Once you have completed your admissions online, you will receive three emails:

- A confirmation email stating that we have received your admission form.
- An email 1-3 business days later with your L number (student ID number).
- An email with your temporary password to log into myLane, our online student portal.

Returning Credit Students - Continue with the registration process below (Step 5).

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.lanecce.edu/collfin/sponsored-accounts>.

Step 3: Placement Testing

Placement testing is required for the following trades:

- Limited Maintenance/Manufacturing Plant Electricians (math)
- Millwrights (reading & math)
- All degree-seeking students

You must have your student L# before scheduling a testing appointment on the Testing Office website at www.lanecce.edu/testing/placement-testing-information. Deadline for spring term is **March 29th**.

Step 4: Claim your student email account and Satisfy the requirements of LCC's vaccination policy.

After you've claimed your student email account in [ExpressLane](#), we'll email you a link to complete the vaccination status reporting form. This link will be unique to you, so be sure not to share it with anyone else. Find the latest information on our [COVID-19 vaccination page](#).

Step 5: Register for Classes

Deadline-Thursday, March 24th

Login to myLane (ExpressLane)

Click on myEnrollment

Registration, Class Schedule, and Books

Registration and Schedule Changes

Register for Classes

Select correct term and continue

Click on that tab at the top Enter CRNs

Enter the class CRN# and submit changes

QUESTIONS: Contact Joy Crump, Administrative Specialist, Email: CrumpJ@lanecce.edu / Phone: (541) 463-5496