

Your User ID and Password

- Click on the “MyLakeshore” tab on the LTC homepage.



- Your MyLakeshore user ID is your LTC email address. If you do not know your password click “Forgot Password”.
- After you are logged into your MyLakeshore account, click on the “MyLTC” app.
- Your MyLTC user ID is your LTC ID number. Your password is the same as MyLakeshore.

How to View Your Grades

- Log into your MyLTC account within MyLakeshore.
- Click on the Student Center tile.
- Select “Course History” from the “other academic” dropdown box.

- Click
- Or
- Select “Grades” from the “other academic” dropdown box.

- Click
- Or
- View your unofficial transcript.

How to View Enrollment Appointments

- Log into your MyLTC account within MyLakeshore.
- Click on the Student Center tile.
- The enrollment appointment appears on the right-hand side under Enrollment Dates.
- Click the details link to view the earliest date and time you can register online for undergraduate classes for the next term. For continuing education registration dates, contact Student Services at 920.693.1366.

How to Enroll in a Class

- Log into your MyLTC account within MyLakeshore.
- Click on the Student Center tile.
- Select “Enrollment Add” from the “other academic” dropdown box.

- Click .
- Select the appropriate term and academic career (example: Spring 2023 - Undergraduate), if available.
- Click Continue button, if available.
- If you know the class number, enter it in the box and hit Enter.
- If you do not know the class number, click the Search button. You can search by catalog number or name of the course. After you enter in one of the criteria, click on Search.
- Click Select on the course section you want to enroll in and click Next.
- After adding preferred classes to shopping cart, click the Proceed to Step 2 of 3 button.
- Confirm your classes and click Finish Enrolling button.
- Click on Accept Terms and Conditions.
- A green checkmark means you are successfully enrolled.
- A red X means there were errors and you were not able to enroll. If that happens, contact your program counselor.

Search Plan Enroll My Academics
My Class Schedule | Add | Drop | Term Information
Add Classes

3. View results

View the following status report for enrollment confirmations and errors

Spring 2020 | Undergraduate | Lakeshore Technical College

| Success: enrolled | Error: unable to add class | |
|-------------------|--|--------|
| Class | Message | Status |
| INDMNFRC 10623110 | Success: This class has been added to your schedule. | |

[Make a Payment](#) [Cont. Ed. Class Search](#) [My Class Schedule](#) [Add Another Class](#)

[Go to top](#)

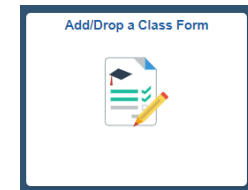
Drop a Class

- Log into your MyLTC account within MyLakeshore.
- Click on Student Center tile.
- Select “Enrollment Drop” from the “other academic” dropdown box.

- Click .
- Select the appropriate term and academic career (example: Spring 2023 - Undergraduate).
- Click Continue button, if available.
- Place a checkmark in the Select box next to the classes to be dropped
- Click the Drop Selected Classes button.
- Click on the magnifying glass to select a Drop Reason and click the Finish Dropping button.


Add/Drop a Class Form

- You can request to be enrolled and/or dropped from your class(es) by submitting an Add/Drop a Class Form. The form is located in your MyLTC account under the Add/Drop a Class Form tile.



Enrollment Verification Request

- Log into your MyLTC account within MyLakeshore.
- Click on the Student Center tile.
- Select Enrollment Verification from the dropdown box.

- Click .
- Complete the necessary information.
- Click Submit.

Class Search


- Log into your MyLTC account within MyLakeshore.
- Click on the Student Center tile.
- Click on the Search button under the Academics section.



- Select Lakeshore Technical College for the institution.
- You can search for a class by entering in the catalog number, course number, or class name.
- Click Search.
- The result will show all available sections.

How to View My Class Schedule

- Log into your MyLTC account within MyLakeshore.
- Click on Student Center tile.
- Select “Class Schedule” from the “other academic” dropdown box.

- Click .
- Select the appropriate term and academic career (example: Spring 2023 Undergraduate).
- You can select a List View or Weekly Calendar View of your class schedule.


How to Request Official LTC Transcript

LTC has retained Parchment to accept and process official transcript orders over the internet via a secured site.

- Go to the LTC website at gotoltc.edu.
- <https://gotoltc.edu/current-students/academic-resources/transcript-request>
- In the top right-hand side, click on the magnifying glass and type in “request transcripts” on the search bar. Select the result “Requesting LTC Transcripts”.
- Select the “Click Here to request an LTC official transcript” and fill out the information to submit your request.
- FEES: There is a \$10.00 fee per copy for official transcript requests.

Unofficial Transcript

- Log into your MyLTC account within MyLakeshore.
- Click on the Student Center tile.
- Select “Transcript: View Unofficial” from the “other academic” dropdown box.

- Click .
- Select Lakeshore Technical College for the Academic Institution.
- Select Unofficial Transcript for Report Type.
- Click the View Report button.

Cumulative GPA

- The Cum GPA appears on the last line of the Undergraduate Record on a transcript.

For GED/HSED transcripts contact the Wisconsin Department of Public Instruction at www.ged-hsed.dpi.wi.gov or 1.800.768.8886.



LAKESHORE
TECHNICAL COLLEGE

Academic Records

MyLTC is your online resource for academic information.

Lakeshore Technical College
1290 North Avenue
Cleveland, WI 53015
1-888-GO-TO-LTC
920-693-1000

For technology assistance, contact the LTC Help Desk at 920-693-1767.
Monday to Thursday 7 am to 7:30 pm
Friday 7 am to 4 pm

Student Records Department
Phone Number: 920-693-1888
Email: lrc.records@gotoltc.edu