

REGISTRATION

Registration is the process of developing a course schedule and enrolling in courses. There are three full semesters in an academic year; fall, spring, and summer.

Courses are offered for varying lengths of time during a semester including:

- The fall and spring semesters are generally 15 or 16 weeks in length.
- The summer semester is 14 weeks in length, with some exceptions.
- Each semester may include shorter terms or mini-mesters.
- Students may register for a combination of full semester or mini-mester classes.

Courses are offered in traditional seated, real-time online, traditional online, and hybrid formats. Students may take courses on any one campus or on more than one campus.

During the registration process, students will view the academic offerings via their myLSSC account. Each course offered is assigned a unique five-digit number known as a Course Reference Number (CRN).

Additional registration information is available in myLSSC.

When registering for the upcoming semester:

- Current continuing degree and non-degree-seeking students are eligible for registration based on the number of credits they have earned in addition to the credits from their current semester's enrollment.
- All first-time-in-college students will be eligible for registration during "Open Registration" after completing the required new student orientation (New Student Advising and Registration session).
- Transfer students and readmission students will be eligible for registration during "Open Registration".
- Students may refer to the Academic and Registration Calendar to obtain registration dates.

Registration Process

To register for classes students should:

1. Log into myLSSC
2. Select the "Registration" link within the Student Links card
3. Select "Register for Classes"
4. Select the term and click continue
5. Use the search fields to narrow down the course options
6. Select "Search"
7. Select "Add" next to the course(s) you would like to register for
8. Select "Submit" in the summary section to finalize your selection
9. The status for the course(s) will change from pending to registered once registration is successful

Additional registration information:

- Meet with an Academic Advisor to identify the courses that meet their academic goals
- Check status on myLSSC for financial aid or scholarships awarded
- Pay tuition and fees by posted deadlines

- Log into myLSSC prior to the first day of class to reconfirm class schedule and verify room assignments

Click here to view the myLSSC user guides.

Adding and Dropping Classes

Students register for courses and make schedule changes using their myLSSC account. If you need assistance on how to add/drop courses, please refer to the myLSSC Student User Guides. Students may add or drop a course until the end of the add/drop period indicated in the Academic and Registration Calendar.

Students who register for mini-mester classes can view the add/drop deadlines by visiting the Academic and Registration Calendar.

Waitlist

A process, called "waitlist" is available for LSSC students seeking to enroll in a section of a course that is full. The waitlist starts once all seats in a course section are full and the course is shown as "Full" on the LSSC Class Schedule. The waitlist does not guarantee a seat in the class; but rather provides a fair and equitable way to possibly secure a seat in that section of the course.

Students must register for the waitlist using their myLSSC account.

If/when a spot becomes available:

- The first student on the waitlist will receive an automatically generated notification to their Lakehawk Mail with instructions to log in to myLSSC and register for the open seat. There will be a time limit of 24 hours to claim the open seat.
- If registration is not completed within the allotted time, the student will be dropped from the waitlist and an email is sent to the next student on the waitlist.
- Students may place themselves on the waitlist again and will be placed at the end of the list.

Students on waitlists are responsible for checking their Lakehawk Mail frequently to avoid missing the opportunity to register for the course.

Prerequisites and Co-requisites

Some courses require prerequisites or co-requisites.

- A prerequisite is a course which must be satisfactorily completed before a higher-level related course can be taken.
- A co-requisite is a course required to be taken in the same semester as another course. Co-requisite courses must be registered for at the same time in myLSSC.

Students can view the **course description** for each course in current Catalog and Student Handbook to learn whether a prerequisite or co-requisite is required.

Auditing Courses

Students may audit courses if they do not wish to receive college credit.

Students who plan to audit a course must register in myLSSC during the posted registration period. After registering, students must submit an LSSC Audit Change Form via Workflow located in myLSSC by the posted drop deadline.

Information regarding auditing a course:

1. A student who plans to audit a course must meet all **admission requirements** as well as course pre/co-requisites.
2. Fees and tuition are the same as for credit-seeking students.
3. A student's attendance and involvement in course activities will be determined by the course instructor.
4. Grades and credit are not awarded for audited courses.
5. Students registered in a course to earn credits may not change their registration status from credit to audit, or vice versa, after the drop deadline.
6. Dual enrollment students are not permitted to audit courses.

Drop for Non-Payment

Students are responsible for paying all fees by the Fee Payment Deadline posted in the Academic and Registration Calendar. Students with unpaid fees or who have not been approved by the Financial Aid Office by the posted deadline, may have their classes dropped. If a student is dropped due to unpaid fees, it is their responsibility to re-register for classes in myLSSC.

Withdrawal from Classes

In compliance with State Board of Education Rule 6A-14.0301, the following procedures will be followed relating to a student withdrawal:

- Students may withdraw without academic penalty through the published date in the Academic and Registration Calendar for each semester. Students wishing to withdraw from a mini-semester course must do so prior to the date specified on the course syllabus.
- No refund is issued for a withdrawal. The grade of "W" is issued and will remain on the student's transcript.
- Students may officially withdraw from all of their courses via their myLSSC account before the published withdrawal deadline.
- Dual Enrollment students and Student Athletes will not be eligible to withdraw from any of their courses via myLSSC. To withdraw from any course, these students need to complete the Student Course Withdrawal Form via Workflow in myLSSC and submit it prior to the published withdrawal deadline.
- Students should consult with their Academic Advisor and, if applicable, the Financial Aid Office prior to withdrawing from a class to discuss the potential ramifications of a withdrawal.

LSSC permits several types of written administrative appeal requests including requests for late withdrawal, administrative drop/refund, a waiver to avoid the full cost of instruction of a third attempt, and request for a fourth course attempt. More information on the Student FAQs page.

Third Attempt/Repeat Policy and Grade Forgiveness

Students may only repeat courses in which they have received a grade of W, WN, D, U or F (a non-passing grade). In compliance with Florida Statute 1009.285 and 1009.28, the following procedures will be followed relating to the repeating of courses.

- Students are permitted only three attempts per course, including withdrawals. On the third attempt, the student will not be permitted to withdraw and will receive the grade earned for that course.
- A student may have a total of three attempts per course at LSSC, including the original grade, repeat grades, and withdrawals. A fourth

attempt may be allowed only through a formal review process, which the student must initiate with an Academic Advisor.

- Students attempting the same course for the third time must pay 100% of the full cost of instruction for the courses (effective fall 1997). The full cost of instruction is equivalent to the cost of out-of-state tuition. Students may request to appeal the full cost of instruction for third attempts by working with an Academic Advisor.
- Forgiveness for grades earned will be granted to the student only where "D" and "F" grades were earned and will be limited to two repeat attempts per course. Only the most recent grade will be used in calculating the GPA.
- Exemption exams, CLEP, Advanced Placement exams, and Prior Learning Credit cannot be used to forgive previous coursework. Transfer work that is evaluated as equivalent to LSSC courses will be used for forgiveness purposes.
- Students wishing to retake a course for grade forgiveness must do so prior to earning a degree and/or certificate.
- Students wishing to retake a course in which they have already received a passing grade, must audit the class. The Audit Change Form must be submitted via Workflow within myLSSC prior to the end of the posted drop period.

Registration Holds

Students may receive an error message when attempting to add, swap, drop, or withdraw from classes that reads "You may not add or drop classes due to holds on your record".

Students with a registration hold must resolve the hold in order to register. Contact the Enrollment Service Center to resolve your registration hold.

Interpreting Common Registration Errors

The following is a list of potential error messages a student might receive while registering for classes:

- **Pre-req and Test score message** - "Our computer records show that you have not yet completed one or more of the prerequisites required to enter this course." This could include placement test scores or courses. Refer to the Course Description page (p.) to verify that you have met the prerequisites for a course. Transfer students whose transcripts have not yet been officially evaluated should speak with an Academic Advisor regarding this error message.
- **Closed or Full Section Message** - No seats are available in this class; choose another section or course.
- **Co-req and Name of a Course** - You must take this named course at the same time as the course for which you are attempting to register. You will need to register for both courses at the same time in myLSSC.
- **Time Conflict** - One of your courses overlaps with another course for which you have registered. Courses cannot overlap; choose a different class or time for one of the classes.
- **Course not Available for Registration at this Time** - This course or section has been cancelled or it is past the add deadline; choose an alternate course.
- **Repeat count exceeds 0** - You have taken this course previously and have earned a grade of C or higher or you are currently in the course. You will need to speak with an academic advisor regarding this error message.