

STEPS TO ENROLL AT LSSC AND BEGIN USING VA BENEFITS

<https://enroll.lssc.edu/>

- Complete the Application to become a LSSC student. www.lssc.edu/apply (<http://www.lssc.edu/apply/>)
- Apply for a Certificate of Eligibility (COE) at www.va.gov (<http://www.va.gov/>)
- Save and email the last page of the online COE application to VeteransOffice@LSSC.edu to be used as a "placeholder" while waiting for the official COE to be mailed out. The official COE can take up to 30 days to be mailed.
- Submit Transcripts (required)- All official transcripts, including military, must be submitted from all previously attended schools directly to the Records Office prior to the first semester of enrollment.
- Send all transcripts to -
Attn: Records Office
Lake-Sumter State College
9501 US Highway 441
Leesburg, FL 34788
- High School Transcript - Submit an official transcript indicating completion of a standard high school diploma or GED
- College/University/Technical School Transcripts - Submit official transcripts from all prior postsecondary institutions.
- AP and CLEP scores must be sent directly from College Board – [www.CollegeBoard.org](http://www.collegeboard.org) (<http://www.collegeboard.org/>).
- Military Service Transcripts - Requests usually take only 24 hours for processing. Information about military Joint Services Transcripts and how transcripts may be requested by current and former members of the Army, Coast Guard, Marine Corps, and Navy can be found at: <https://jst.doded.mil/jst/>
- Air Force: go to <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/> (<https://www.airuniversity.af.edu/Barnes/CCAF/Display/>)
- Apply for Financial Aid (optional)- Complete a Free Application for Federal Student Aid- [www.FAFSA.gov](http://www.fafsa.gov) (<http://www.fafsa.gov/>) using LSSC's school code: 001502 (for all LSSC campuses), which can be used in addition to VA educational benefits.
- Submit Official Test Scores (if applicable)
- Florida residency for in-state tuition – All students, whether Florida residents or Non-Florida residents, are considered out-of-state students until they submit a completed residency affidavit and copies of qualifying FL proofs. Please complete the online FL residency affidavit and proofs here: www.lssc.edu/residency (<http://www.lssc.edu/residency/>). If you have not lived in FL for at least a year, please complete the Out of State Veterans Fee Waiver for Florida Residency, which is located in Workflow via myLSSC.
- All first time in college students must complete the New Student Advising and Registration session prior to registration- [www.LSSC.edu/nso](http://www.lssc.edu/nso) (<http://www.lssc.edu/nso/>)
- Transfer Students- meet with a VA academic advisor once official transcripts have been submitted and evaluated.

- Register for classes. Review your final schedule using the Detail Schedule link via myLSSC.
- Meet with the LSSC VA Academic Advisor (required)- Schedule a meeting with a VA Academic Advisor (<https://lssc.my.site.com/appointments/login/>) to complete a VA Schedule Approval Form. Print a "Detail Schedule" from myLSSC to bring to the appointment. Log in to Starfish to make an appointment.