

RECORDS

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 - Address Changes ([https://lssc-public.courseleaf.com/admissions-records-registration/records/#Address Changes](https://lssc-public.courseleaf.com/admissions-records-registration/records/#Address%20Changes))
 - Associate in Arts Pathway and Program of Study Changes ([https://lssc-public.courseleaf.com/admissions-records-registration/records/#Associate in Arts Pathway and Program of Study Changes](https://lssc-public.courseleaf.com/admissions-records-registration/records/#Associate%20in%20Arts%20Pathway%20and%20Program%20of%20Study%20Changes))
 - Degree and Enrollment Verifications ([https://lssc-public.courseleaf.com/admissions-records-registration/records/#Degree and Enrollment Verifications](https://lssc-public.courseleaf.com/admissions-records-registration/records/#Degree%20and%20Enrollment%20Verifications))
 - Rights Related to Student Records ([https://lssc-public.courseleaf.com/admissions-records-registration/records/#Rights Related to Student Records](https://lssc-public.courseleaf.com/admissions-records-registration/records/#Rights%20Related%20to%20Student%20Records))
 - Family Educational Rights and Privacy Act (FERPA) ([https://lssc-public.courseleaf.com/admissions-records-registration/records/#Family Educational Rights and Privacy Act \(FERPA\)](https://lssc-public.courseleaf.com/admissions-records-registration/records/#Family%20Educational%20Rights%20and%20Privacy%20Act%20(FERPA)))
 - Classification of Students ([https://lssc-public.courseleaf.com/admissions-records-registration/records/#Classification of Students](https://lssc-public.courseleaf.com/admissions-records-registration/records/#Classification%20of%20Students))
 - Enrollment Statuses ([https://lssc-public.courseleaf.com/admissions-records-registration/records/#Enrollment Statuses](https://lssc-public.courseleaf.com/admissions-records-registration/records/#Enrollment%20Statuses))
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Students are responsible for notifying LSSC of any changes in their personal information (i.e. address, phone number, etc.). Students can update their personal information in myLSSC (<https://my.lssc.edu/>).

Name Changes

In order for a student to have their name changed on the official academic record, they must submit the Change of Name form. This form is available online via Student Forms in myLSSC (<https://my.lssc.edu/>) under Student Resources.

Official name changes require submission of a state ID, driver's license, legal name-change documentation, divorce documentation, or adoption documentation.

Address Changes

Students can verify the mailing address on their educational record by logging in to myLSSC (<https://my.lssc.edu/>). Students may change their address in myLSSC (<https://my.lssc.edu/>) by selecting Personal Information under the Student Links Card.

Associate in Arts Pathway and Program of Study Changes

At the time of application, students who select the Associate in Arts degree program will also be required to choose a desired pathway. The pathway indicates the intended major for a bachelor's degree. A program of study is the type of degree and academic field the student will pursue.

The Change of Program form is required to change an Associate in Arts pathway or academic program on the student's official academic record. This form is available by selecting Student Forms (<https://lssc-workflow2.elluciancloud.com/sso/saml>) on the Student Resources card in myLSSC (<https://my.lssc.edu/>). It is recommended that students select a pathway and program early in their enrollment.

Students may change their program until the first drop deadline of the first part of term they are registered for in the current semester. Program changes after the drop deadline of the part of term will be applied to the subsequent semester and effective the first day of class. Below are examples of change of program processing requests.

- If a student is enrolled in a full term and B7 part of term course in a semester, the change of program will be processed before the full term course drop deadline. After the drop deadline, the change of program will be processed for the following semester.
- If a student is enrolled in all B7 courses, the change of program will be processed before the B7 drop deadline. After the drop deadline, the change of program will be processed for the following semester.

Note: International students and students receiving financial aid must be classified as degree-seeking for reporting purposes. It is recommended that students consult with their Academic Advisor before requesting a program change. Current students can schedule an Advising Appointment (<https://lssc.my.site.com/appointments/login>) through myLSSC (<https://my.lssc.edu/>) within the Student Resources Card or contact our Enrollment Service Center (<https://www.lssc.edu/dept/enrollment-service-center/>).

Degree and Enrollment Verifications

To provide a more efficient and cost-effective verification process, LSSC has entered into a formal agency agreement with the National Student Clearinghouse (NSC) of Herndon, VA, to perform written verifications of degrees and past attendance inquiries. Acting as LSSC's agent, NSC provides services in full compliance with all applicable privacy laws and, in particular, the Family Educational Rights and Privacy Act of 1974 (FERPA). The NSC is intended to provide third parties with a single, easy-to-access source for verifying degrees and past attendance at colleges and institutions across the country.

To verify a degree or confirm a student's past attendance, please contact NSC at www.studentclearinghouse.org (<http://www.studentclearinghouse.org/>).

Students can submit an Enrollment Verification Request (<https://lssc-workflow2.elluciancloud.com/sso/saml>) by selecting Student Forms (<https://lssc-workflow2.elluciancloud.com/sso/saml>) in myLSSC (<https://my.lssc.edu/>).

Rights Related to Student Records

The College respects each student's right to privacy and will release, provide access to, and retain a student's records under the conditions defined below.

Classification of Student Records

- **Accounts receivable records** contain any information relating to monies owed to the College by the student.
- **Financial Aid records** contain all matters relating to application for, granting, and receipt of any form of financial aid.
- **General student records** contain the academic history file, the admission file, transcripts from educational institutions, and general correspondence.
- **Student Conduct records** contain information related to formal student disciplinary matters.
- **Title IX records** contain information related to Title IX matters.

Custodians of Student Records

- **Accounts receivable records** are in the custody of the Vice President of Finance and the CFO.
- **Financial Aid records** are in the custody of the Director of Financial Aid.
- **General student records** are in the custody of the Registrar.
- **Student conduct records** are in the custody of the Dean of Students.
- **Title IX records** are in the custody of the Title IX Coordinator (<https://www.lssc.edu/title-ix/title-ix-team/>).

5. a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent);
6. a person serving on the Board of Trustees;
7. or a person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibilities. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll and to the Florida Department of Education to comply with state-reporting requirements.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the offices that administer FERPA are:

- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605
- Office of the Registrar
Lake-Sumter State College
9501 U.S. Highway 441
Leesburg, FL 34788

Family Educational Rights and Privacy Act (FERPA)

LSSC maintains certain practices and procedures to ensure compliance with the Family Educational Rights and Privacy Act (FERPA). This law affords the following rights with respect to student educational records:

These rights include:

1. The right to inspect and review the student's educational records within 5 days of the date the College receives a request for access. Students should submit a written request to the Registrar's Office identifying the record(s) to be inspected. The Registrar or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the Registrar shall work with the office that maintains the record and coordinate the student's request.
2. The right to request an amendment of the student's educational records that the student believes are inaccurate or misleading. The student must write to the College official responsible for the record, clearly identifying the part of the record he or she wants changed, and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to appeal administrative decisions (LSSC Administrative Procedure 4-14 (https://www.lssc.edu/wp-content/uploads/PRO_4-14.pdf)).
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as:
 4. a person employed by the College in an administrative, supervisory, academic, or support staff position (including a law enforcement unit);

Directory Information

Directory information is defined as information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, LSSC has established the following as directory information:

- Name
- Major field of study or academic program
- X-ID
- Permanent Address
- LSSC Email Address
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams
- Dates of attendance and degrees, and awards received

Although the above directory information may be available for release, LSSC does not routinely release such information to third parties. FERPA states that each student has the right to inform the College that any or all of the information is not to be released. The College will honor the student's request to restrict the release of directory information. To withhold directory information, a student should complete the Non-Disclosure of Directory Information form in Workflow prior to the completion of the add/ drop period of each semester. The disclosure status at the last registration period is binding, and all records will be marked "confidential" until the status is changed by the student. No information will be released without the student's prior written consent or in response to a subpoena or request from a school official with legitimate educational interests.

Non-Directory Information

Non-directory information is personally identifiable information, such as grades, transcripts, social security numbers, GPA, and academic

standing. LSSC does not release this information without written authorization from the student or in response to a subpoena.

Authorization for Released Student Information

If a student wishes to have any personally identifiable information regarding their educational record released, the student must complete an Authorization for Release of Student Information Form (<https://lsc-workflow2.elluciancloud.com/sso/saml>). This form is available online via myLSSC (<https://my.lssc.edu/>).

Solomon Amendment

Under a 1997 rule adopted by the United States Department of Defense, LSSC, if requested, must provide to the U.S. military the student's name, address, telephone number, date of birth, level of education, current major, and degrees received.

Copies of Student Records

Upon receipt of a written request that is signed and dated by the student that includes the specific information to be released, the reason for the release, and the names of the persons or agencies to which the information is to be released, the appropriate custodian of the record will provide a copy of that record to the specified person or agency if permitted under LSSC Administrative Procedure. Transcripts received by LSSC are for institutional use only. They cannot be duplicated, given to the student, or sent to another institution.

Classification of Students

Students are classified as matriculated students when they have provided LSSC with all the required admission documents and are officially enrolled in classes pursuant to LSSC Administrative Procedure 4-11 (https://www.lssc.edu/wp-content/uploads/PRO_4-11.pdf).

Degree-Seeking

Students indicate on their application for admission, or as an update to their official records, that they are seeking a degree at LSSC (e.g. Associate in Arts, Associate in Science, or Baccalaureate Degree).

The College applies the following policies and procedures to degree-seeking students:

- Placement testing prior to enrollment (non-exempt students)
- Official high school and college transcripts
- Required New Student Orientation (for all first-time in college students)
- Required successful completion of all mandated courses in reading, mathematics, and English, starting in the first semester, until all requirements are satisfied

Non-Degree Seeking

Students who are considered non-degree seeking and indicate on their applications that they are taking courses for personal enrichment, as a transient student, employment-related, completing nursing pre-requisites (for students who have already earned an A.A. or higher), or Dual Enrollment. Non-degree seeking students are exempt from entry testing unless required for a specific course requirement, degree, or certificate. However, Dual Enrollment students must complete entry testing before applying to the program. Generally, non-degree seeking students are not eligible for financial aid. However, students enrolled in selected certificate programs may qualify for financial aid. See the Financial Aid

website (<https://www.lssc.edu/dept/financial-aid/overview/>) for program eligibility and scholarship information.

Note: Non-degree seeking students with previous coursework from another institution must submit official transcripts to LSSC prior to completing 12 credit hours. Future registration will be prohibited until the Registrar's Office has received all official transcripts.

Enrollment Statuses

- **Active Student (Current)** - Students are considered active if they have been enrolled in credit courses at LSSC within the last three academic semesters prior to the beginning of the upcoming semester.
- **Inactive Student (Returning)** - Students are considered inactive if they have not been enrolled in credit courses at LSSC within the last three academic semesters prior to the beginning of the upcoming semester. Inactive students wishing to enroll in credit courses must resubmit a Re-Entry Application. Students will be permitted to register during the "Open Registration" period as outlined in the Academic and Registration Calendar (<https://www.lssc.edu/academics/academic-calendar/>).
- **Full-Time:** A full-time student is registered for 12 or more semester hours of college credit, developmental education credit, or any combination of college and developmental education credit during the fall, spring, or summer semesters.
- **Part-Time:** A part-time student is registered for fewer than 12 semester hours of college credit, developmental education credit, or any combination of college and developmental education credit during the fall, spring, or summer semesters.
- **Half-Time:** A half-time student is registered for 6 semester hours of college credit, developmental education credit, or any combination of college and developmental education credit during the fall, spring, or summer semesters.
- **Less than Half-Time:** A less than half-time student is registered for fewer than 6 semester hours of college credit, developmental education credit, or any combination of college and developmental education credit during the fall, spring, or summer semesters.

Transcript Requests

Students may order an official copy of their LSSC transcript by following one of the options below. A credit card is required in order to submit a request. There is a nominal fee for each transcript ordered. Through Parchment (<https://www.parchment.com/u/registration/33243/account>), LSSC can send official transcripts to State of Florida public institutions via an electronic system, as PDFs, and by First Class Mail.

Students can obtain an unofficial transcript at any time by logging into myLSSC (<https://my.lssc.edu/>) and selecting "View Unofficial Transcripts" under the Student Links card.

Current Students

Current students may request an official transcript through our official transcript servicer, Parchment (<https://www.parchment.com/u/registration/33243/account>).

Previous Students and Alumni

Previous students and alumni may request LSSC transcripts using the current student method or by following the directions on the LSSC website (<https://www.lssc.edu/student-resources/registrar/ordering-transcripts/>).

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