

REGISTRATION

Registration is the process of developing a course schedule and enrolling in courses for a given semester. 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, which is 13 or 14 weeks in length, with some exceptions.
- Each semester also includes shorter terms that may vary in length from 5 to 12 weeks.
- Students may register for a combination of courses within a given semester.

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

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

Additional registration information is available in myLSSC (<https://my.lssc.edu/>).

When registering for an 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 (<https://www.lssc.edu/future-students/orientation/>) (New Student Advising and Registration session).
- Transfer and readmission students will be eligible to register during "Open Registration."
- Students may refer to the Academic and Registration Calendar (<https://www.lssc.edu/academics/academic-calendar/>) to obtain registration dates.

Registration Process

Students can register for courses by selecting the Class Registration (<https://lssc-fs.courseleaf.com/>) link at the top of the LSSC.edu website.

Tutorials and User guides (<https://www.lssc.edu/student-resources/course-registration/>) are available to help students register for courses.

Additional registration information:

- Meet with an Academic Advisor (<https://lssc.my.site.com/appointments/login>) to identify the courses that meet their academic goals
- Check the 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 the class schedule and verify room assignments

Click here (<https://www.lssc.edu/student-resources/technology-help-desk/mylssc-student-user-guides/>) to view the myLSSC user guides and access additional support tutorials.

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 Student User Guides (<https://www.lssc.edu/student-resources/course-registration/>). Students may add or drop a course until the end of the add/drop period indicated in the Academic and Registration Calendar (<https://www.lssc.edu/academics/academic-calendar/>).

Students who register for shorter-term classes can view the add/drop deadlines by visiting the Academic Calendar website (<https://www.lssc.edu/academics/academic-calendar/>).

Waitlist

A process called "waitlist" is available for LSSC students seeking to enroll in a section of a full course. 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 provides a fair and equitable way to secure a seat in that section of the course if/when a seat becomes available.

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 in their Lakehawk Mail with instructions to log in to myLSSC and register for the open seat. There will be a 24-hour time limit 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 will be sent to the next student on the waitlist.
- Students may re-register for the waitlist 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.

Note: For the month before the start of the semester, LSSC may place a student in their waitlist class when a seat opens to expedite the process. When this occurs, and a student is placed in their waitlist class by LSSC, they are notified via their Lakehawk email and text message (if their number is on file). This communication informs the student that they are now enrolled in the course, the associated charges have been added to their student account, and they are responsible for these charges unless they drop the course.

Prerequisites and Co-requisites

Some courses require prerequisites or co-requisites.

- A prerequisite is a course that 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 descriptions in the current Catalog and Student Handbook to determine 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 (<https://lsc-workflow2.elluciancloud.com/sso/saml>) via Workflow located in myLSSC (<https://my.lssc.edu/>) by the posted drop deadline.

Information regarding auditing a course:

1. A student planning to audit a course must meet all admission requirements and course pre-/co-requisites.
2. Fees and tuition are the same as for credit-seeking students.
3. The course instructor will determine a student's attendance and involvement in course activities.
4. Grades and credits 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.
7. Audit courses are not eligible for financial aid.

Fee Payment Deadline

Students are responsible for paying all fees by the Fee Payment Deadline posted in the Academic and Registration Calendar (<https://www.lssc.edu/academics/academic-calendar/>). Students with unpaid fees by the posted deadline will have their classes dropped unless they have signed a financial deferment with LSSC. If a student is dropped due to unpaid fees, it is their responsibility to re-register for classes in myLSSC.

Students are responsible for dropping courses they do not plan to attend by the end of the add/drop period posted in the Academic and Registration Calendar (<https://www.lssc.edu/academics/academic-calendar/>). More information regarding Financial Obligations (<https://lssc-public.courseleaf.com/tuition-fees/financial-obligations/>) can be found under Tuition and Fees (<https://lssc-public.courseleaf.com/tuition-fees/>).

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 (<https://www.lssc.edu/academics/academic-calendar/>) for each semester. Students wishing to withdraw from a short-term 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 (<https://my.lssc.edu/>) 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 a request for a fourth-course attempt. More information is available on the Student FAQs page (<https://www.lssc.edu/future-students/future-students-faqs/>).

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 initiated by the student with an Academic Advisor.
- Students attempting the same course for the third time must pay 100% of the full cost of instruction (effective fall 1997). The full cost of instruction equals out-of-state tuition. Students may request to appeal the full cost of instruction for third attempts by working with an Academic Advisor.
- Forgiveness of grades earned will be granted to the student only for "D" and "F" grades 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 (<https://lsc-workflow2.elluciancloud.com/sso/saml>) 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 it to register. Contact the Enrollment Service Center (esc@lssc.edu) 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 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.