



## **INCLUSIVE WEBSITE EXPERIENCE**

Lake-Sumter State College is committed to ensuring that all students and visitors, including persons with disabilities, are able to access and use all of our services, programs and activities. We recognize that many individuals are increasingly using our website to access information and obtain services.

We understand that website users who have disabilities may use the website with the assistance of technology, including screen readers, captioning, transcripts, and other auxiliary aids and services. We are committed to providing all website users with information about our services and alternative ways we can offer these services.

Lake-Sumter State College is committed to making our websites accessible to all audiences. We are continually seeking solutions to improve LSSC.edu. Our website offers a wide range of information, and we recognize that for users with disabilities, some material on our site may pose challenges. If there are changes we can make to our website to make it easier to use, or if you encounter material or services that you cannot access, please let us know. Your feedback helps us to identify areas where we can improve.

We strive to ensure that our website will comply with Web Content Accessibility Guidelines (WCAG) put forth by the World Wide Web Consortium (W3C), but recognize that alternatives to using the website should be available in the event that a user with a disability encounters a problem using our website.

If you are unable to access information or documents posted on this website, please send us an email at [websupport@lssc.edu](mailto:websupport@lssc.edu) with as much of the following information as possible:

- Your name
- Your phone number
- Your email address
- The date and time you encountered the problem
- The web page or address where the problem occurred
- What occurred or what you were unable to do
- Any error messages you received.

## Transient Approval Form

### Guest Student to a Private Institution or Out of State School

Submit completed form and supporting documents to the Admissions & Records Office. Approval notification will take place by email with approved form. Allow at least five business days.

**Print and attach documentation of the course(s) from the guest school's current catalog that includes the school's name, current catalog year, and full course description.**

Print Name: \_\_\_\_\_ X-ID: \_\_\_\_\_  
 Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 LSSC Email: \_\_\_\_\_@student.lssc.edu

I request permission to enroll as a transient (guest) student during:  Fall  Spring  Summer Year: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

City, State: \_\_\_\_\_ School website: \_\_\_\_\_

Course Number	Course Title	Credit Hours	Equivalent to LSSC Course:

- I understand that it is my responsibility to get an official transcript sent to the Lake-Sumter State College Admissions and Records Office from the guest school indicating the final grade(s) for approved courses to receive credit for course(s) taken.
- YES  NO I intend to graduate this semester. If yes, I must ensure that a transcript is received before LSSC's conferral date in order to have a degree awarded.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### LSSC Admissions and Records

- Yes All obligations to the College are fulfilled (no holds, missing transcripts, financial obligations, etc.)
- Yes Course Description(s) transfer eligibility verified by LSSC Transcript Evaluator: \_\_\_\_\_
- Lake-Sumter State College agrees to accept the course(s) listed above.

\_\_\_\_\_  
 Registrar or Registrar's designee Date

LSSC Academic Advisor–  **Approved**  **Denied**

Yes LSSC Good academic standing. Overall GPA \_\_\_\_\_ and has met all prerequisite course requirements.

Data Entry:  SOAPCOL  SAAADMS  SPACMNT  STARFISH  Student Record