



This guide will show you how to drop or switch classes you have already registered for.

## Step 1: Locate Registration Link

- On your myLSSC Dashboard, you will be able to see all cards that are saved to your Dashboard.
  - Your cards may be in a different order than the ones in the image, that is okay. It is customizable and can be changed.
- Locate the **Student Links** card.
  - If you do not see the **Student Links** card, 1) click the green **Discover More** button at the bottom the of page. 2) Find the **Student links** card by scrolling or using the search bar. 3) Click the bookmark icon in the upper right-hand corner to add it to your Dashboard. 4) Click the myLSSC logo in the upper left-hand corner to return to your Dashboard.
- On the **Student Links** card, find the **Registration** link.
- Click the **Registration** link to access all of the various features associated with registration.

The screenshot shows the myLSSC dashboard interface. At the top left, there is a menu icon and the myLSSC logo. A welcome message reads "Welcome to myLSSC TEST!". Below this, there are several dashboard cards: "Student Links" (with a red box around the "Registration" link), "Classes" (showing a class for Fall 2020), "Class Schedule" (showing a schedule for May 2021), "News" (with two articles about COVID-19 vaccination events), "LSSC Twitter" (with a tweet from @LSSCedu), "Calendar" (with two events for Collective Bargaining Negotiations), "Campus Maps" (with a "Maps & Hours of Operation" button), and "Office 365" (with the Office 365 logo). A green "DISCOVER MORE" button is located at the bottom right of the dashboard.

## Step 2: Access Register for Classes

- A new page will open titled **Registration**
- Of the options, on the right-side, click the link titled **Register for Classes**

The screenshot shows the 'Registration' page on the Lake Sumter State College website. The page title is 'Registration'. Below the title, there is a section titled 'What would you like to do?' with several options:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**: View your past schedules and your ungraded classes.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (This link is highlighted with a red box in the original image.)
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

## Step 3: Select the Term

- You will need to select the term you want to drop or switch a class in before moving forward.
  1. Start by clicking the dropdown menu to show the term options to choose from.

The screenshot shows the 'Select a Term' page on the Lake Sumter State College website. The page title is 'Select a Term'. Below the title, there is a dropdown menu titled 'Terms Open for Registration'. The dropdown menu is open, showing the following options:

- Summer 2021 (Selected)
- Fall 2021
- Summer 2021

2. Select the term you wish to drop or switch classes in.
3. Then click continue.

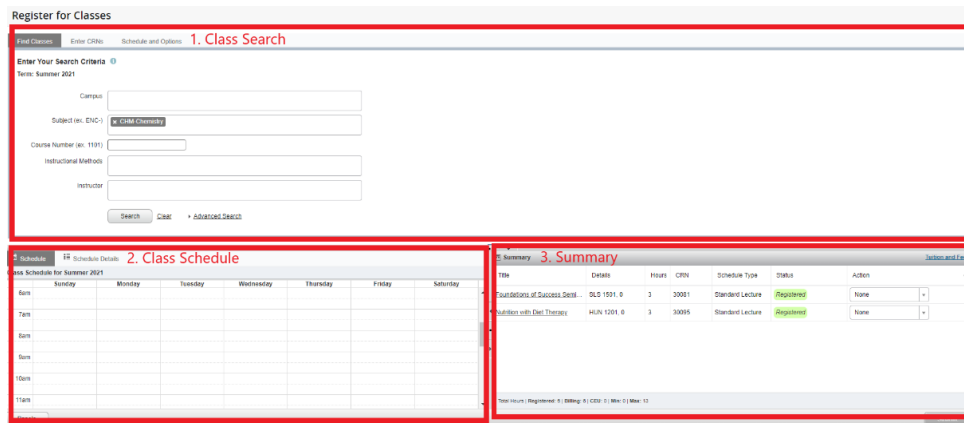
This is a close-up view of the 'Terms Open for Registration' dropdown menu. The dropdown menu is open, showing the following options:

- Summer 2021 (Selected)
- Fall 2021
- Summer 2021

Below the dropdown menu, there is a button labeled 'Continue'. This button is highlighted with a red box in the original image.

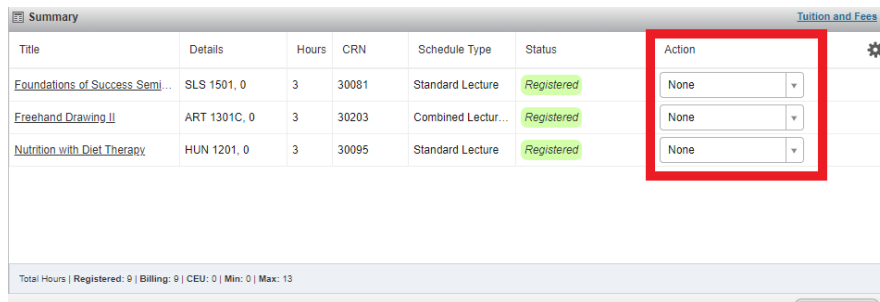
### Step 4: Locate Summary Panel

- The summary panel will be in the lower right-hand corner of the page.

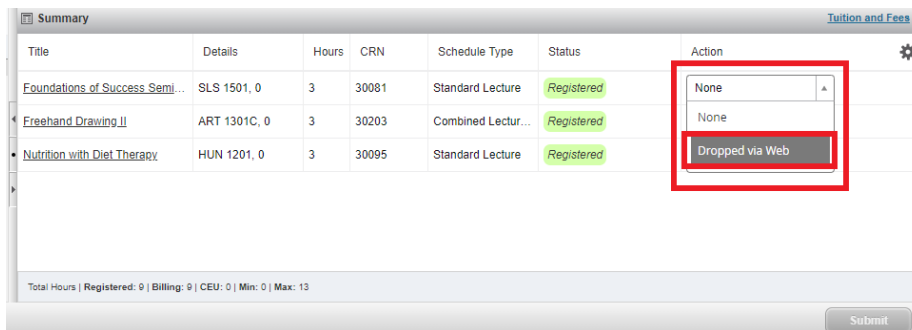


### Step 5: Drop Class

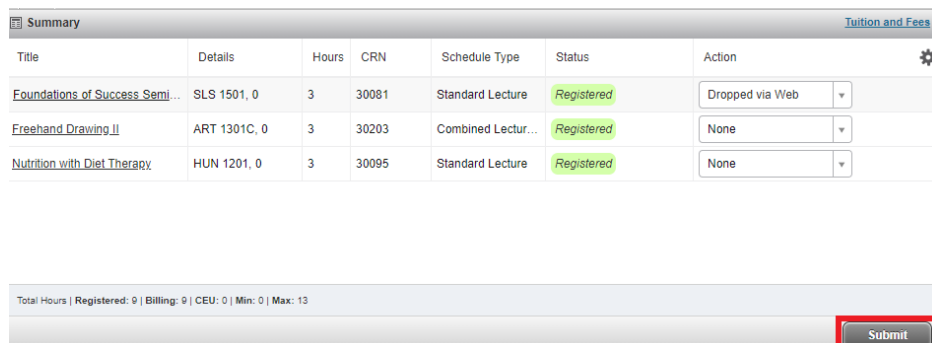
- In the summary panel, you will see all courses you are currently registered for or that are pending registration.
- To drop a course you are registered for:
  - Click on the **Action** dropdown menu on the right-side of the summary panel.



- Click the **Dropped via Web** option.



- Click the **Submit** button in the lower right-hand corner of the page.



- This will change the status of that course from *registered* to *deleted*.

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Foundations of Success Semi...	SLS 1501, 0	0	30081	Standard Lecture	Deleted	None	
Freehand Drawing II	ART 1301C, 0	3	30203	Combined Lectur...	Registered	None	
Nutrition with Diet Therapy	HUN 1201, 0	3	30095	Standard Lecture	Registered	None	

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 13

## Step 6: Switch Class

- If you want to replace the class you just dropped with a different class, navigate back to the **class search panel** at the top of the page.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options | **1. Class Search**

Enter Your Search Criteria

Term: Summer 2021

Campus:

Subject (ex. ENC-):

Course Number (ex. 1101):

Instructional Methods:

Instructor:

[Advanced Search](#)

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**2. Class Schedule**

Class Schedule for Summer 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

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**3. Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
Foundations of Success Semi...	SLS 1501, 0	3	30081	Standard Lecture	Registered	None
Nutrition with Diet Therapy	HUN 1201, 0	3	30095	Standard Lecture	Registered	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 13

- Search for your desired course by either entering in search criteria or using the CRN.
- There are 2 ways to search for courses.
  - Find Classes:** Use the search criteria options to view specific classes.
    - It's okay to leave some fields blank so that way you can see all options for the criteria you do want to specify. 3
    - After you have entered your search criteria, click **Search** to view all classes matching your criteria.



## Step 7: Register for Classes

- After you have searched for your desired courses and you are ready to register, you will need to add the course to your summary.
  - Note: If you searched using the CRN, the course is already in your summary.
- To add the course to your summary, on the very right-most column, click the **Add** button next to the class you wish to register for.

CRN	Subject Description	Course Numbr	Title	Campus	Hours	Day, Time, Bldg, Room, Dates	Instructor	Seats Available	
30171	CHM-Chemistry	1025C	Introductory_Chemistry_w/Lab	South La...	4	S M T W T F S - Type: Class Building: Online Room: None Start Date S M T W T F S - Type: Laboratory Building: Online Room: None Start	Dr.Katie A.Boles (Primary)	<b>FULL: 0 of 24 seats r...</b> 4 of 5 waitlist seats re...	Add
30204	CHM-Chemistry	1025C	Introductory_Chemistry_w/Lab	South La...	4	S M T W T F S 09:40 AM - 11:10 AM Type: Class Building: Online Room S M T W T F S 11:30 AM - 01:30 PM Type: Laboratory Building: Online	Winter,Choussau,Walker (Primary)	13 of 24 seats remain 5 of 5 waitlist seats remain.	Add
30250	CHM-Chemistry	1025C	Introductory_Chemistry_w/Lab	Leesburg	4	S M T W T F S 11:20 AM - 12:50 PM Type: Class Building: Science-Mat S M T W T F S 01:00 PM - 03:00 PM Type: Laboratory Building: Scienc	Dr.Claude A. Richards (Primary)	15 of 24 seats remain 5 of 5 waitlist seats remain.	Add
30122	CHM-Chemistry	1025C	Introductory_Chemistry_w/Lab	South La...	4	S M T W T F S 09:40 AM - 11:10 AM Type: Class Building: Online Room S M T W T F S 11:30 AM - 01:30 PM Type: Laboratory Building: Online	Dr.Katie A.Boles (Primary)	17 of 24 seats remain 5 of 5 waitlist seats remain.	Add

- You should now see your course in the summary section.
  - The status column will indicate if you already registered or if it is still pending. The new course(s) you just added should have a *pending* status.
- In order to finalize the registration, you must click **Submit** in the bottom right-hand corner of the summary section.

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>Introductory Chemistry w/Lab</u>	CHM 1025C, 0	4	30204	Combined Lectur...	<i>Pending</i>	Web registered
<u>Foundations of Success Semi...</u>	SLS 1501, 0	3	30081	Standard Lecture	<i>Registered</i>	None
<u>Nutrition with Diet Therapy</u>	HUN 1201, 0	3	30095	Standard Lecture	<i>Registered</i>	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 13

**Submit**

- If the registration was successful, the status will change from *pending* to *registered*.

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>Introductory Chemistry w/Lab</u>	CHM 1025C, 0	4	30204	Combined Lectur...	<i>Registered</i>	None
<u>Foundations of Success Semi...</u>	SLS 1501, 0	3	30081	Standard Lecture	<i>Registered</i>	None
<u>Nutrition with Diet Therapy</u>	HUN 1201, 0	3	30095	Standard Lecture	<i>Registered</i>	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 13

**Submit**