



This guide will show you how to withdrawal from a class after the add/drop period ends.

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. The "Student Links" card is highlighted with a red border and contains a list of links: My Profile, Personal Information, Account Information, Registration (highlighted with a red box), Grade History, Financial Aid, and Foundation Scholarships. Other cards include "Classes" (listing a Fall 2020 class), "Class Schedule" (for May 2021), "News" (with COVID-19 vaccination event announcements), "LSSC Twitter" (with a tweet from @LSSCedu), "Calendar" (with bargaining negotiations), "Campus Maps" (with a location pin icon), and "Office 365" (with the Microsoft 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?'. This section contains six cards with icons and text:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (This card is highlighted with a red box.)
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- 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 withdrawal from a class in before moving forward.
 - 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
- Fall 2021
- Summer 2021

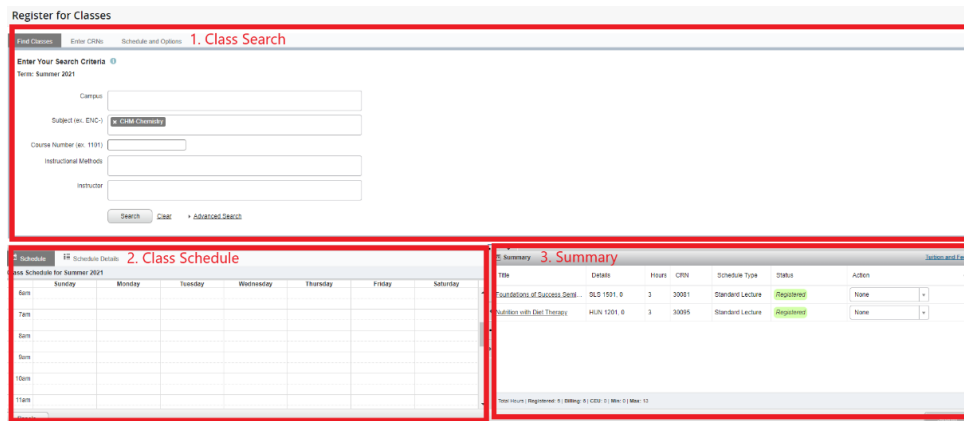
The dropdown menu is highlighted with a red box.

2. Select the term you wish withdrawal from classes in.
3. Then click continue.

This is a close-up screenshot of the 'Continue' button and the 'Terms Open for Registration' dropdown menu. The dropdown menu is set to 'Summer 2021'. The 'Continue' button is highlighted with a red box.

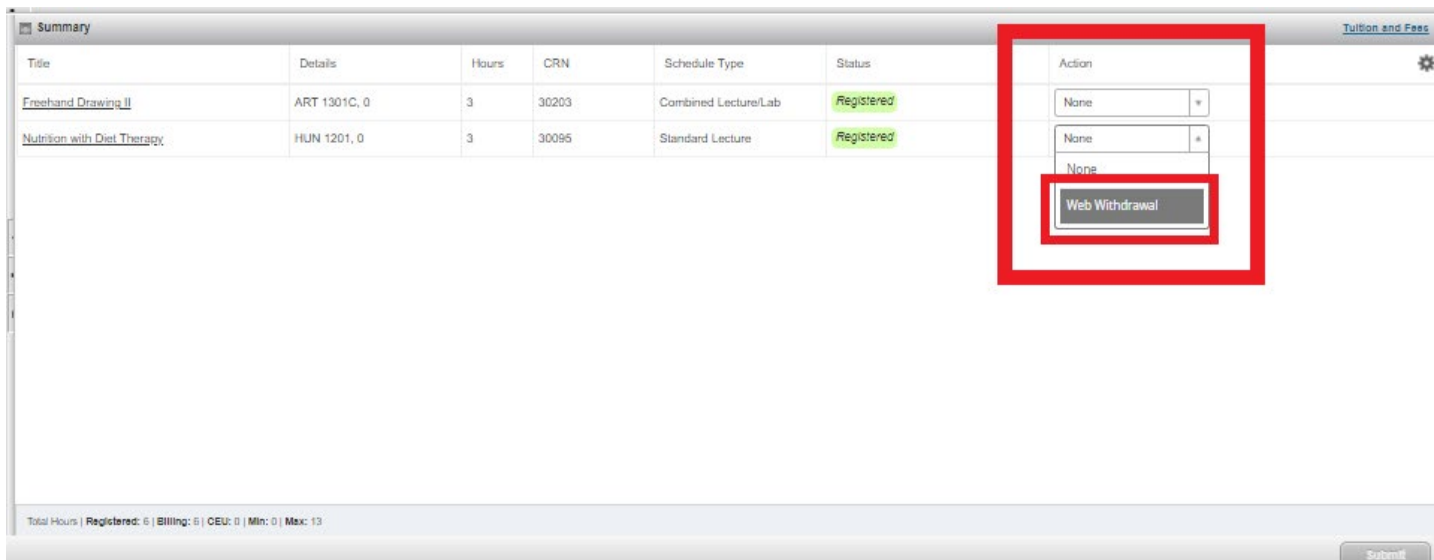
Step 4: Locate Summary Panel

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



Step 4: Withdrawal from the Class

- In the summary panel, locate the class you wish to withdrawal from.
- Click the dropdown menu in the right-hand **Action** column.
 - This will show what options you have. If it is passed the add/drop period for that class, you will see the **Web Withdrawal** option.



- Click **Web Withdrawal**
- Then click **Submit** in the lower right-hand part of the screen.
- The class will no longer be visible and that means you have successfully withdrawn from the class.