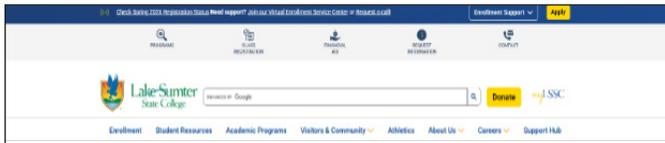




Course Drop - Step 1

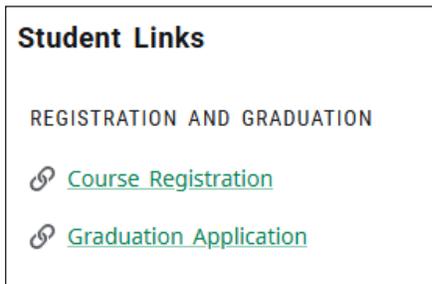
Access the portal and find the course you would like to Drop.



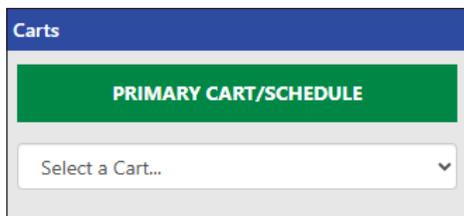
Log in: student's XID (Ex. X00111111)

Password: Date of Birth (MMDDYYYY) *if first time logging in*

Log in to myLSSC, navigate to the "Student Links" card, and select "Course Registration."



Click on the "Primary Cart/Schedule" button. It will display your current schedule.



KEY

- Registered** - You are officially enrolled in the course
- In Shopping Cart** - The course is saved but not yet registered
- Drop Initiated** - You have started the process to drop this course
- Waitlist Available** - The course is full, but you may join the waitlist
- Waitlisted** - You are currently on the waitlist for this course
- Closed** - Both the course and waitlist are full

Course Drop - Step 2

Select Course to Drop

Note: you will see a red line next to the course, which indicates you are in the process of dropping the selected course.



Course Drop - Step 3

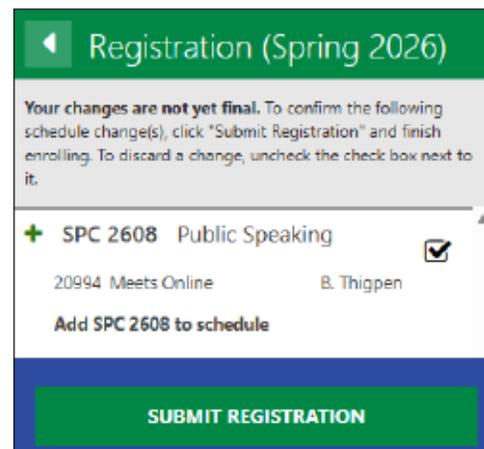
Review Status and Proceed

Click "Go To Registration"

Read the **Financial Responsibility** statement and click "Continue."

Click "Submit Registration."

Note: that your course drop will not be finalized until you click the Submit Registration button.

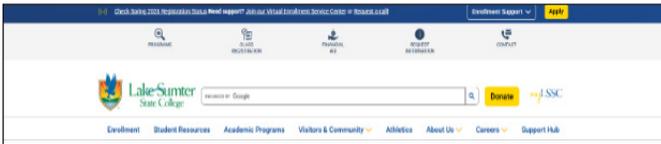


Registration Results screen will appear and display: **This class has been removed from your schedule.**

COURSE WITHDRAW

Course Withdraw - Step 1

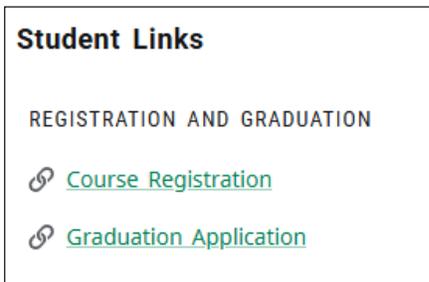
Access the portal and find the course you would like to Drop.



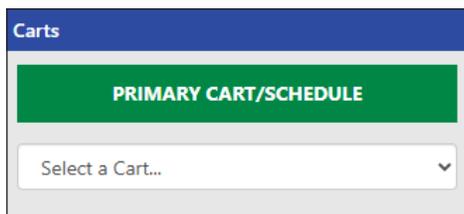
Log in: student's XID (Ex. X00111111)

Password: Date of Birth (MMDDYYYY) *if first time logging in*

Log in to myLSSC, navigate to the "Student Links" card, and select "Course Registration."



Click on the "Primary Cart/Schedule" button. It will display your current schedule.



Course Withdraw - Step 2

Select Course to Withdraw From

Note: you will see a red line next to the course, which indicates you are in the process of withdrawing from the selected course.



Course Withdraw - Step 3

Review Status and Proceed

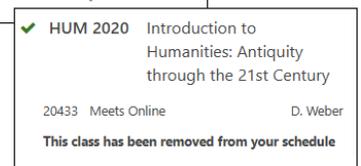
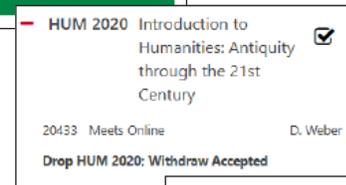
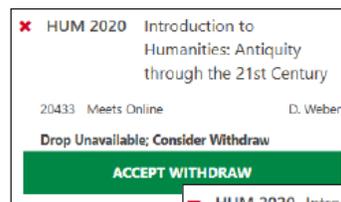
Click "Go To Registration"

Read the **Financial Responsibility** statement and click "Continue."

Click "Submit Registration."

Click "Accept Withdraw."

Note: that your course withdraw will not be finalized until you click the Submit Registration button.



Registration Results screen will appear and display: **Withdraw Accepted.**



Learn More
HERE!