

## Online Registration

Students who are currently enrolled at Lawson State may use the [Online Registration System](#).

If you encounter any problems registering online, email Lawson's free Help Desk at [helpdesk@lawsonstate.edu](mailto:helpdesk@lawsonstate.edu).

Be sure to provide your full name and the user name and password you attempted to use in the system.

To register online, students who are not currently enrolled at Lawson State must have completed all requirements for admission at least five days prior to the beginning of the registration process period. The admission requirements include a completed "Application for Admission" and high school (and college, where applicable) transcripts. This category of students includes transfers, transients (students who attend another college or university), and those who have not been officially admitted into college.

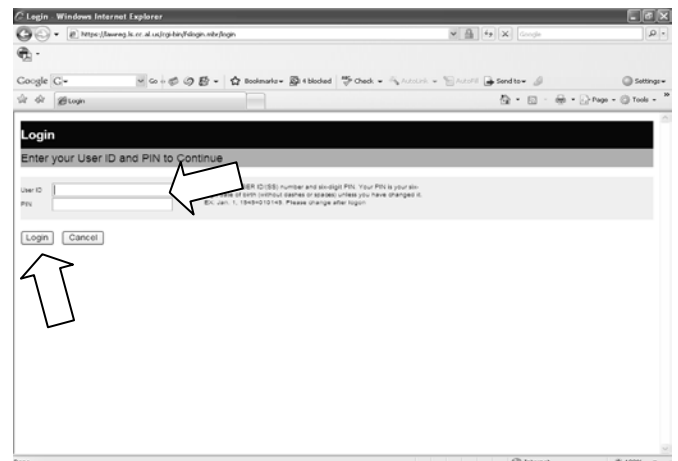
## Online Registration (Step-by-Step)

**Step 1:** If you are a student wishing to eventually transfer your credits to a 4-year institution, complete the steps necessary to complete a **STARS Guide** which outlines all the courses you will need (under your major or area of concentration) to transfer. See pages 8-10 of this booklet for step-by-step **STARS** directions. If you are a not intending to transfer your credits, you do **not** need a **STARS Guide**. You will only need a copy of your **Degree Plan**.

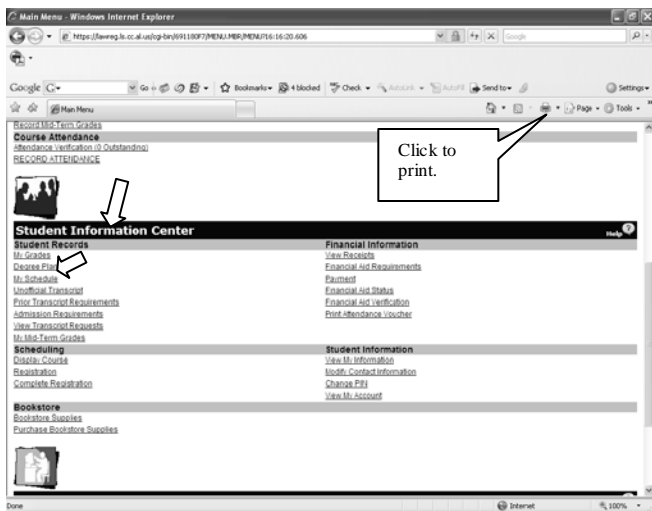
**Step 2:** With your **STARS Guide** in hand (if applicable), make sure that you have a copy of your **Degree Plan** and the current course schedule booklet listing upcoming available classes. The goal in registering for classes is to cross-compare your **STARS Guide** and your **LSCC Degree Plan**. To secure your **Degree Plan**, go to our main website [www.lawsonstate.edu](http://www.lawsonstate.edu) and log onto the **Student Suite** (located on the far right hand side of the main webpage as pictured above). Log-on instructions for the **Student Suite** can be accessed by clicking the icon.



Once you click on **Student Suite**, follow the instructions for logging in. Input your **User Name** (Social Security Number **or** Student Identification Number without dashes or spaces) and **Password** (Date of Birth—two digits (MMDDYY) and click the Login icon. Example: SSN: 555-00-5555; Born: Jan. 31, 1990, enter 555005555 for the User Name and 013190 for the password.



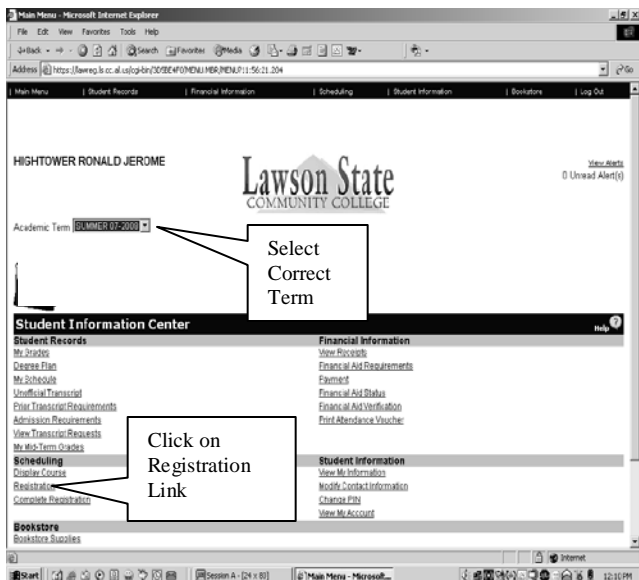
**Step 3:** Once in the **Student Suite**, scroll down until you see the **Student Information Center** (as pictured on the next page). Click on **Degree Plan** and print off a copy. To print, simply click the print icon towards the right side of the page (see illustration on next page). Again, if you are planning to transfer your credits eventually, cross-compare your **Degree Plan** with your **STARS Guide** to determine appropriate course selections and/or requirements. When in doubt, see your advisor. Never guess about course selection. Such decisions can delay your graduation and amount to costly errors. **NOTE:** The college accepts no responsibility if you fail to follow your Degree Plan, STARS agreement or seek advisement.



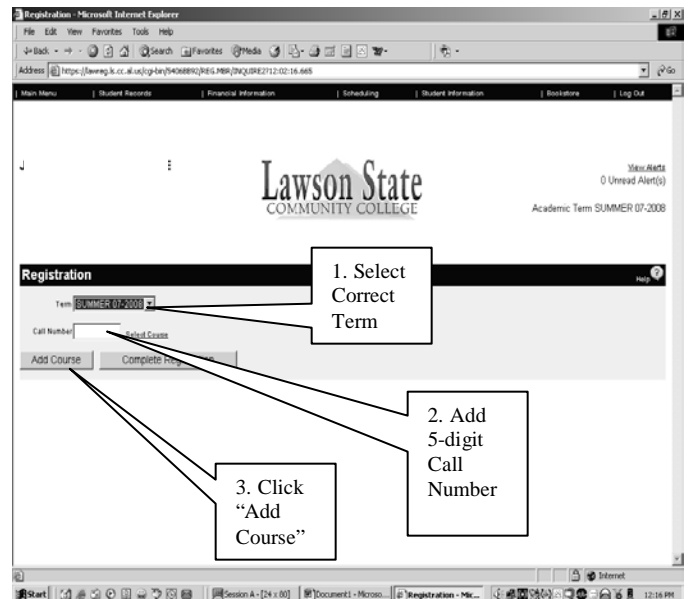
**Step 4: Now you are ready to begin the online registration process.** Before you begin, use the *Trial Schedule* located on page 22 of this booklet, and select your courses first. Be sure to write down the call numbers for each course you have selected and make sure none of your courses overlap in meeting times and/or days.

**Step 5:** Once you have pre-listed all of the course call numbers you wish to take, you are ready to register online. To begin, make sure you have selected the correct term (you wish to register under). To select the correct term, look for the **ACADEMIC TERM** window. To change terms, click on the drop-down window next to **ACADEMIC TERM** and select a different term.

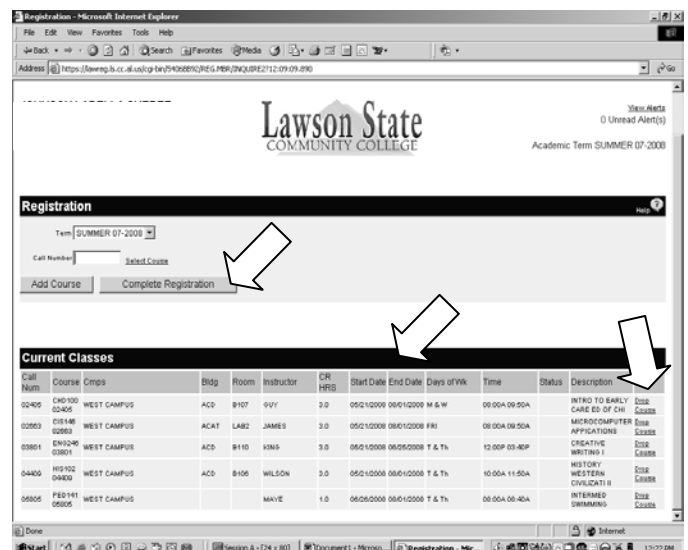
Then, under the **Student Information Center**, click on the **REGISTRATION** link (as pictured below) to begin the registration process. *NOTE: the Registration link is housed under the Scheduling section.*



**Step 6:** After you click on the **Registration** link, you will see the screen below. Once up, **double-check** that you are registering for the correct term. If the term is incorrect, change it. Then, input your first **5-digit call number** for the first course selected. Be sure to include all numbers of the call number, including any zeros (Ex: 05356). After you input your first call number, click **"Add Course"** to load your class. Repeat this process until all call numbers (classes) have been added. **DO NOT CLICK "Complete Registration" until you have entered your last call number.**

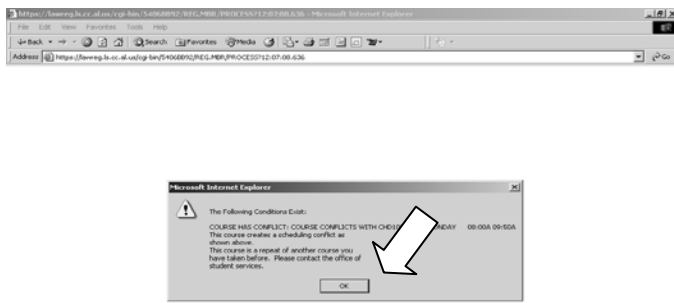


**Step 7:** You will notice that as you add each new 5-digit call number, each new course you add will "pop-up" at the bottom of your screen (as pictured below). Before finalizing your selections, **double-check** each course. To drop a class, simply click **Drop Course** (on the far right). Once satisfied with your selections, click on the **Complete Registration** tab.

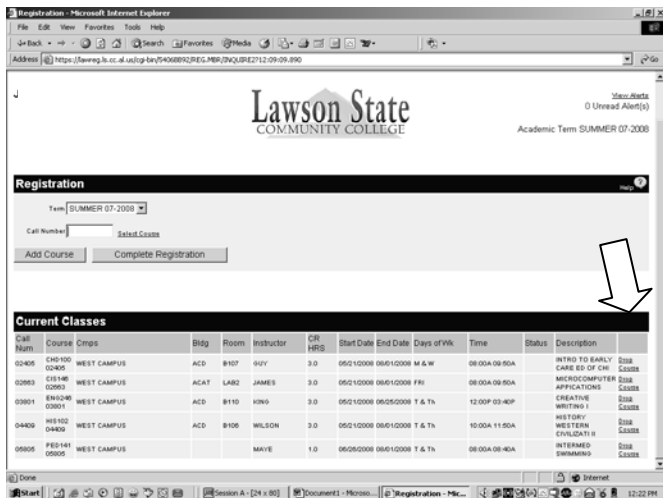


**NOTE:** If the course will **not** add to your schedule, one of the following problems may have occurred. In such cases, a “pop up” window will come up alerting you of the problem. Be sure to read the message(s) and click “OK”. Here are some common problems.

1. The course has a pre-requisite attached to it that you have not taken (i.e., BIO102 has a BIO101 pre-requisite; ENG102 has an ENG101 pre-requisite. In such cases, register for the pre-requisite instead.
2. The course is out of your degree plan (not listed). Such courses require advisor approval and are typically not covered by Financial Aid.
3. The course may be conflicting with another course in its beginning, during or ending times.
4. You may owe the college money or you have an overdue book in the library. In such cases, you will have to clear the problem up first before gaining online registration clearance.

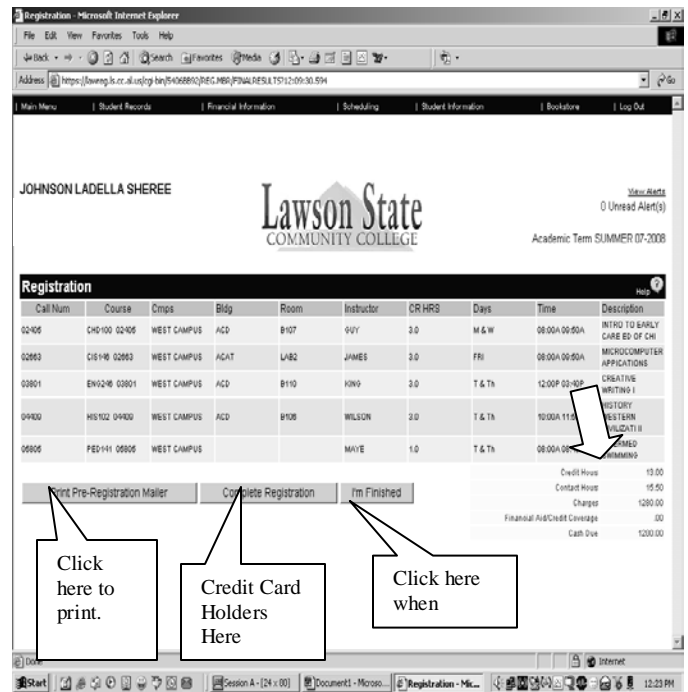


Often times the system, after clicking “OK”, will still load the course. If it does and you have determined that you do not wish to take the course (due to the message alert), you will need to drop the class. Again, to drop a class, click on **Drop Class** on the right-hand side (see arrow below).



**Step 8:** After you have clicked on the **Complete Registration** button, another screen will “pop-up” (see below). This screen will have all of your classes listed and will also list your Credit Hours, Contact Hours, Charges, Financial Aid/Credit Coverage, and Cash Due (see arrow).

Print your schedule for your records. To print, click on the **Print Pre-registration mailer** icon. Then, go to Step 9.



**Step 9:** If you are a Financial Aid or cash paying student, skip this step and go to Step 10 instead.

If you are paying by credit card, click on the **Complete Registration** tab and fill-in the information requested for credit card payment.



**Step 10:** You are now finished pre-registering. To complete the registration process and confirm your classes, go by the Financial Aid Office or seek Tuition Assistance information from LSCC’s website: [www.lawsonstate.edu](http://www.lawsonstate.edu), and, more importantly, go by the Business Office for final processing.