



Lamar State College
— Orange —



REGISTRATION GUIDE
SPRING 2024
INCLUDING WINTER-MINI



Lamar State College

— Orange —

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Spring 2024 Important Dates			
	16-week	8-week one	8-week two
First day to "OPT OUT" of GATOR BOOK PACK	December 17, 2023	December 17, 2023	*February 19, 2024
Payment Due Date 5 PM	January 10, 2024	January 10, 2024	March 13, 2024
Martin Luther King, Jr. Holiday (Campus Closed)	January 15, 2024	January 15, 2024	N/A
Classes Begin	January 16, 2024	January 16, 2024	March 18, 2024
Last day to "OPT OUT" of GATOR BOOK PACK	January 18, 2024	January 18, 2024	*March 20, 2024
Applications for May 2024 Graduation Open	January 19, 2024	January 19, 2024	January 19, 2024
Last Day to Petition for "No Grade"	January 30, 2024	January 22, 2024	March 22, 2024
Last Day to Drop without Penalty (Census Date)	January 31, 2024	January 23, 2024	March 25, 2024
First Installment Plan Due 5 PM	February 14, 2024	February 14, 2024	February 14, 2024
Spring Break (Campus Open)	March 11-14, 2024	March 11-14, 2024	March 11-14, 2024
Spring Break Day (Campus Closed)	March 15, 2024	March 15, 2024	March 15, 2024
Second Installment/Short Term Loans Due 5 PM	March 20, 2024	March 20, 2024	March 20, 2024
Last Day to Drop or Withdraw	April 15, 2024	February 20, 2024	April 15, 2024
Applications for May 2024 Graduation Close 5 PM	April 19, 2024	April 19, 2024	April 19, 2024
Final Exam Period	May 1-7, 2024	March 6-8, 2024	May 6-7, 2024
Deadline to return all GATOR PACK textbooks to B&N	May 8, 2024	May 8, 2024	May 8, 2024
Grades Due 3:00 PM	May 8, 2024	March 11, 2024	May 8, 2024
Commencement	May 10, 2024	May 10, 2024	May 10, 2024
*Gator Book Pack Opt in begins February 19th and ends March 20, 2024 for students enrolled in 8-week two courses.			

Spring 2024 Registration Dates			
	16-week	8-week one	8-week two
In Person and Online Begins	November 1, 2023	November 1, 2023	November 1, 2023
Saturday In Person Registration	January 6, 2024	January 6, 2024	January 6, 2024
Online Registration Closes, In Person Registration Continues	January 9, 2024	January 9, 2024	**March 12, 2024
First Day of Class	January 16, 2024	January 16, 2024	March 18, 2024
*In Person Registration Closes	January 17, 2024	January 17, 2024	March 19, 2024
Schedule Changes Close (Require Instructor Approval)	January 19, 2024	January 19, 2024	March 22, 2024
<i>* Courses can be added and dropped with late registration fee until the 2nd day of classes. Drops can be made through Gator Self-Service until online registration closes. After that, schedule changes must be initiated with the Advising Center.</i>			
** From January 10, 2024 through February 12, 2024 online registration may be unavailable. Visit with an LSCO Advisor to register during this period of time.			

Spring 2024 Final Exams Schedule

16 Week

LAMAR STATE COLLEGE ORANGE					
16-Week Final Examination Schedule - Spring 2024 (May 1 - May 7)					
Students should check with their individual instructors (or course syllabi) for details concerning their finals.					
FINAL EXAM TIMES	Wednesday, May 1	Thursday, May 2	Friday, May 3	Monday, May 6	Tuesday, May 7
	Regular class starting time:	Regular class starting time:	Regular class starting time:	Regular class starting time:	Regular class starting time:
7:30 -- 10:00	MW 8:00, 8:30 MWF 8:00 W only 8:00, 9:00, 9:30	R only 8:00, 9:00	F only 8:00, 9:00	MW 9:00, 9:30, 10:00 M only 8:00, 9:00	TR 7:50, 8:00, 8:30 T only 8:00, 8:30, 9:00
10:15 -- 12:45	MW 12:00, 12:30 W only 11:00	TR 9:00, 9:30, 9:45, 10:00, 10:30 R only 12:00	F only 9:30, 11:00	M only 9:30, 10:00, 12:30	TR 11:00, 11:20, 12:15 T only 12:00, 12:45, 1:00
1:00 -- 3:30	MW 1:00, 2:00 W only 12:00, 12:45, 1:00	TR 2:00, 2:30, 3:30 R only 1:00, 2:00, 3:00	F only 1:00, 1:30, 2:00	MW 10:15, 11:00 M only 12:00, 12:45, 1:00	TR 12:30, 1:00, 1:30 T only 2:00, 3:00, 3:30
3:45 -- 6:15	W only 2:00, 3:30	TR 4:10, 4:30, 4:45 R only 3:30, 4:00, 4:10, 4:15, 5:00	F only 2:00	MW 4:00, 4:30 M only 5:00, 5:30	TR 5:00, 5:30, 6:00 T only 3:30, 4:10
6:30 -- 9:00	MW 5:00 W only 5:00, 5:30, 6:00, 6:30	TR 6:00, 6:30, 6:45 R only 5:00, 6:00	F only 3:30	MW 6:00, 6:30, 6:45, 7:00 M only 6:00, 6:30, 6:45	TR 7:00, 7:35, 7:50 T only 5:30, 6:00
Note: Internet finals will be scheduled by each course instructor during final exam week					
Internet Instructors should not schedule finals during the times designated in the Spring 2024 Chart					
Graduate grades are due: WEDNESDAY, May 8th at 3:00 P.M.					
All other grades are due: WEDNESDAY, May 8th at 3:00 P.M.					
Commencement: Friday, May 10th					

8 Week One

LAMAR STATE COLLEGE ORANGE			
8-Week One Final Examination Schedule - Spring 2024 (March 6 - March 8)			
FINAL EXAM TIMES	Wednesday, March 6	Thursday, March 7	Friday, March 8
	Regular class starting time:	Regular class starting time:	Regular class starting time:
7:30 -- 10:00	MW 7:50, 8:00, 8:30, 9:00, 9:30 M only 8:00, 9:00, 9:30 W only 8:00, 9:00, 9:30 MWF 8:00	TR 7:50, 8:00, 8:30, 9:00, 9:30 T only 8:00, 9:00, 9:30 R only 8:00, 9:00, 9:30	F only 8:00, 9:00, 9:30
10:15 -- 12:45	MW 10:00, 10:15, 11:00, 12:00, 12:30 M only 10:00, 12:30 W only 11:00, 12:00, 12:45	TR 10:00, 10:15, 11:00, 12:00, 12:30 T only 10:00, 12:30 R only 11:00, 12:00, 12:45	F only 9:30, 11:00
1:00 -- 3:30	MW 12:45, 1:00, 2:00 M only 12:30, 12:45 W only 1:00, 2:00, 3:30	TR 12:45, 1:00, 2:00 T only 12:30, 12:45 R only 1:00, 2:00, 3:30	F only 1:00, 1:30, 2:00
3:45 -- 6:15	MW 4:00, 4:30 M only 5:00, 5:30	TR 4:00, 4:30 T only 5:00, 5:30 R only 5:00, 5:30	F only 3:30
6:30 -- 9:00	MW 5:00, 6:30, 6:45, 7:00 M only 5:00, 5:30, 6:00, 6:30, 6:45 W only 5:00, 5:30, 6:00, 6:30, 6:45	F only 3:30	F only 3:30
Note: Internet finals will be scheduled by each course instructor during final exam week			
Internet Instructors should not schedule finals during the times designated in the Spring 2023 Chart			
Graduate grades are due: MONDAY, March 11th at 3:00 P.M.			
All other grades are due: MONDAY, March 11th at 3:00 P.M.			
Commencement: Friday, May 10th			

8 Week Two

LAMAR STATE COLLEGE ORANGE		
8-Week Two Final Examination Schedule - Spring 2024 (May 6 - May 7)		
FINAL EXAM TIMES	Monday, May 6	Tuesday, May 7
	Regular class starting time:	Regular class starting time:
7:30 -- 10:00	MW 7:50, 8:00, 8:30, 9:00, 9:30 M only 8:00, 9:00, 9:30 W only 8:00, 9:00, 9:30 MWF 8:00	TR 7:50, 8:00, 8:30, 9:00, 9:30 T only 8:00, 9:00, 9:30 R only 8:00, 9:00, 9:30
10:15 -- 12:45	MW 10:00, 10:15, 11:00, 12:00, 12:30 M only 10:00, 12:30 W only 11:00, 12:00, 12:45	TR 10:00, 10:15, 11:00, 12:00, 12:30 T only 10:00, 12:30 R only 11:00, 12:00, 12:45
1:00 -- 3:30	MW 12:45, 1:00, 2:00 M only 12:30, 12:45 W only 1:00, 2:00, 3:30	TR 12:45, 1:00, 2:00 T only 12:30, 12:45 R only 1:00, 2:00, 3:30
3:45 -- 6:15	MW 4:00, 4:30 M only 5:00, 5:30	TR 4:00, 4:30 T only 5:00, 5:30 R only 5:00, 5:30
6:30 -- 9:00	MW 5:00, 6:30, 6:45, 7:00 M only 5:00, 5:30, 6:00, 6:30, 6:45 W only 5:00, 5:30, 6:00, 6:30, 6:45	TR 5:00, 6:30, 6:45, 7:00 T only 5:00, 5:30, 6:00, 6:30, 6:45 R only 5:00, 5:30, 6:00, 6:30, 6:45
Note: Internet finals will be scheduled by each course instructor during final exam week		
Internet Instructors should not schedule finals during the times designated in the Spring 2024 Chart		
Graduate grades are due: WEDNESDAY, May 8th at 3:00 P.M.		
All other grades are due: WEDNESDAY, May 8th at 3:00 P.M.		
Commencement: Friday, May 10th		

Admissions and Registration

To apply to LSCO, first-time college students, transfer students, and returning students (not enrolled for Fall 2023), submit an application online at GoApplyTexas.org (two-year application). Students planning to attend more than one Lamar campus must apply and be accepted to each campus.

Registration Checklist

- ✓ New students: schedule your campus tour at info.lSCO.edu/.
- ✓ Apply for admissions at GoApplyTexas.org. Once you have applied, check your admission status at: [Admissions Login](#). Student ID and PIN required.
- ✓ Provide current driver's license.
- ✓ Request Official Transcripts to be sent from institution to institution. Hand-carried transcripts may be considered for acceptance if in a sealed high school/college letterhead envelope.
- ✓ Provide TSI Assessment scores or proof of exemption.
- ✓ Get your Bacterial Meningitis vaccination and submit proof of vaccination to Med+Proctor.com. Texas state law requires new and transfer students at all public and private colleges and universities under the age of 22 to receive a Bacterial Meningitis vaccination, Students must provide documentation of receiving the shot within the last five years-ten days prior to registration for classes. Additional information about the vaccination can be found at lSCO.edu/admissions/bacterial-meningitis-vaccination-requirement.asp.

- ✓ Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov.
- ✓ Apply for LSCO scholarships at lSCO.edu/scholarships/scholarships.asp.
- ✓ Meet with an Academic Advisor to discuss educational plan.
- ✓ Register for Classes with assistance of Academic Advisor or Online by Logging into Gator Self Service at https://ssb-prod.ec.lSCO.edu/PROD/twbkwbis.P_GenMenu?name=homepage.
- ✓ New students register to attend New Student Orientation.
- ✓ Check your tuition status and pay your bill.

New students and students with academic advising holds such as students on academic probation, on a retention advising plan, or students not exempt or complete with Texas Success Initiative (TSI) requirements are required to be advised and registered with an Academic Advisor each semester. Returning students without holds are encouraged to meet with an advisor at least once a year but are able to register themselves online on their own.

Students who are unsure of their TSI and/or academic status are encouraged to meet with an Academic Advisor upon acceptance to LSCO.

New Student Orientation – Spring 2024

Thursday, January 11th

Check-In & Org Fair – 12:00 PM ♦ Program -1:00 – 4:00 PM

Shahan Events Center

This day will familiarize you with our campus and the Academic and Student Support Services available to you and provide Program/Major information and requirements.

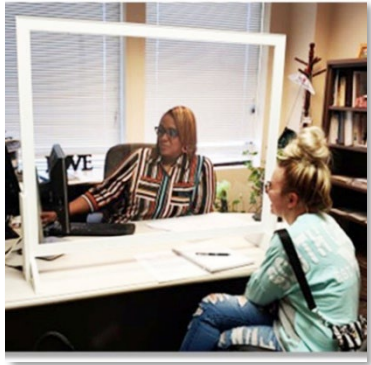
Register Today!

Visit: [Spring 2024 Orientation](#)

For questions regarding Orientation please call us at 409-882-3340 or email studentinfo@lSCO.edu.

Students without any holds are encouraged to meet with their Program Director or an Academic Advisor prior to registration beginning each semester. These students can then register themselves online via their Student Services account once registration opens.

Students who are undecided on their major should also meet with an Academic Advisor for registration.



For more information about Important Dates, including Payments, Refund, and Withdrawal Schedules, please see Page 5.

Registration and Payment Dates

Registration:

Winter Mini-Session: Nov. 1 – Dec. 14
 Spring/8-week Term I (in person)..... Nov. 1-Jan.17
 Spring/8-week Term I (online)..... Nov. 1-Jan.9
 8-week Term II: (in person).....Nov.1-Mar 19
 8-week Term II: (online)..... Nov.1-Mar 12**
*** From January 10, 2024 through February 12, 2024 online registration may be unavailable. Visit with an LSCO Advisor to register during this period of time.*

Late Registration:

Winter Mini-Session: Dec 15-16
 Spring 10 Week TermJanuary 25
 Full Spring 16 Weeks:February 1
 Spring/ 1st 8-week Term Session I:January 24
 Spring 2nd 8-week Term Session II:March 26
 Late Registration Fee:\$10

Tuition and Fee Statements are available online.

You may view and print your bill online by logging into MyGator and then Gator Self Service from website www.lSCO.edu, Selecting Student, Student Account, and Student Account Summary by Term. An email reminder will be sent to view amount due and to pay tuition and fees.

Payment due dates by Term:

Winter Mini-Session: December 14
 Full Spring and 8-week Session I & II: January 10

****After these payment due dates, students will need to pay as they enroll.**

NEW STUDENT CHECKLIST

- ✓ Schedule your campus tour
- ✓ Apply for admission at GoApplyTexas.org
- ✓ Provide TSI Assessment score (or proof of exemption)
- ✓ Send in your official high school/GED/college transcript
- ✓ Provide proof of Bacterial Meningitis Vaccine
- ✓ Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov
- ✓ Attend the New Student Orientation and meet with an Advisor
- ✓ Register for Classes

**Unpaid classes will be dropped.
A \$50 reinstatement fee will be applied to re-register.**

LSCO offers Two Sessions and a Full Term each semester.
Below are the session dates for Winter Mini and Spring:

Winter Mini 2023 ...December 14 – January 12

Spring 2024

8-week I January 16 – March 8

8-week II March 18 – May 7

Full Fall Session..... January 16 – May 7

The Winter Mini registration and billing information is included in one concise student schedule and one bill. The Spring registration and billing information is included in one concise student schedule and one bill. When registering and reviewing class schedules pay particular attention to the start and end date of your classes. Early registration for all Winter Mini Sessions and all Spring Sessions begins November 1.

Payment due date for Winter Mini Registration is **December 14th**. Payment due date for Spring Registration is **January 10th**. Students receiving financial aid should register for all courses prior to the payment deadline!

To reserve your seat in the Winter Mini or Spring 8-week II courses register early and make payment by the deadline date. **ALL UNPAID STUDENTS, REGARDLESS OF WHAT SESSION, WILL BE DROPPED FOR NON-PAYMENT.**

Note to Financial Applicants

Grants and scholarships will be credited to a student LSCO accounts 10 days prior to the first class day. Short-term, interest-free loans are available after grants and scholarships post the 10 days prior to the payment deadline through the census date.

Spring 2024 Registration Dates			
	16-week	8-week one	8-week two
In Person and Online Begins	November 1, 2023	November 1, 2023	November 1, 2023
Saturday In Person Registration	January 6, 2024	January 6, 2024	January 6, 2024
Online Registration Closes, In Person Registration Continues	January 9, 2024	January 9, 2024	**March 12, 2024
First Day of Class	January 16, 2024	January 16, 2024	March 18, 2024
*In Person Registration Closes	January 17, 2024	January 17, 2024	March 19, 2024
Schedule Changes Close (Require Instructor Approval)	January 19, 2024	January 19, 2024	March 22, 2024
<small>* Courses can be added and dropped with late registration fee until the 2nd day of classes. Drops can be made through Gator Self-Service until online registration closes. After that, schedule changes must be initiated with the Advising Center.</small>			
<small>** From January 10, 2024 through February 12, 2024 online registration may be unavailable. Visit with an LSCO Advisor to register during this period of time.</small>			

Spring 2024 Payment Deadlines		
Term	Register Between	Pay by 5 PM
16-week and 8-week one	November 1, 2023 - January 10, 2024	January 10, 2024
	January 11, 2024 - January 17, 2024	Upon Registration
8-week two	November 1, 2023 - January 10, 2024	March 13, 2024
	January 11, 2024 - March 19, 2024	Upon Registration

Spring 2024 Refund and Withdrawal Schedule					
100% (less \$15 Matriculation Fee) Refund prior to the first day of class					
Students who OFFICIALLY drop or withdraw from classes at Lamar State College Orange will be refunded according to the following schedule:					
Class Length	Last day for 80% Refund	Last day for 70% Refund	Last day for 50% Refund	Last day for 25% Refund	Last day to withdraw with "W" Grade
Classes Starting January 16, 2024 (excluding RNSG)					
8 weeks	January 18, 2024	N/A	January 23, 2024	N/A	February 20, 2024
16 weeks	January 22, 2024	January 29, 2024	February 5, 2024	February 12, 2024	April 15, 2024
RNSG Classes Starting January 16, 2024					
10 weeks	January 18, 2024	N/A	January 23, 2024	N/A	April 15, 2024
Classes Starting March 18, 2024					
8 weeks	March 20, 2024	N/A	February 26, 2024	N/A	April 15, 2024
<small>**Students receiving Title IV financial aid and who totally withdraw may owe Lamar State College Orange and/or the federal government for the refunded tuition and fees.</small>					

Two-Factor Authentication with DUO Security

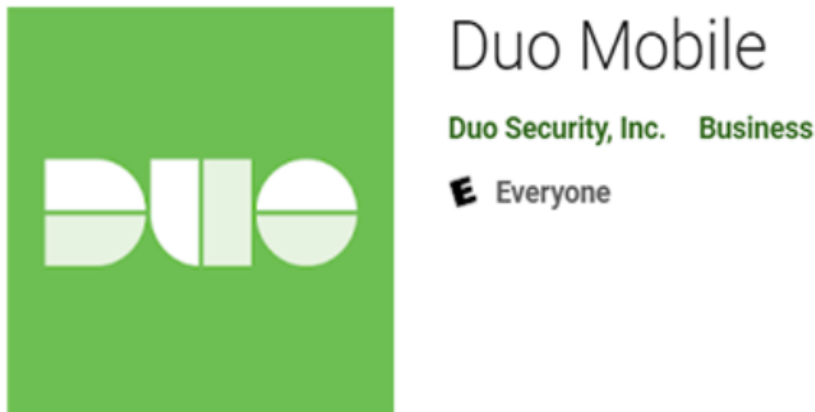
All LSCO applications such as MyGator, Office 365, and Blackboard, will require two-factor authentication using Duo Security, which adds an extra verification step to make sure that you are who you say you are. You are probably already familiar with similar systems for your online banking or other personal accounts.

Please complete the registration process before **as soon as possible** to avoid delays in accessing your LSCO online applications. If you do not receive an email about the setup process or if you have any questions or problems during the process, call the Help Desk at (409) 882-3033 during normal business hours.

Setting Up Duo

Step 1: Install the Duo Mobile app on your device

Figure 1: Duo Mobile App



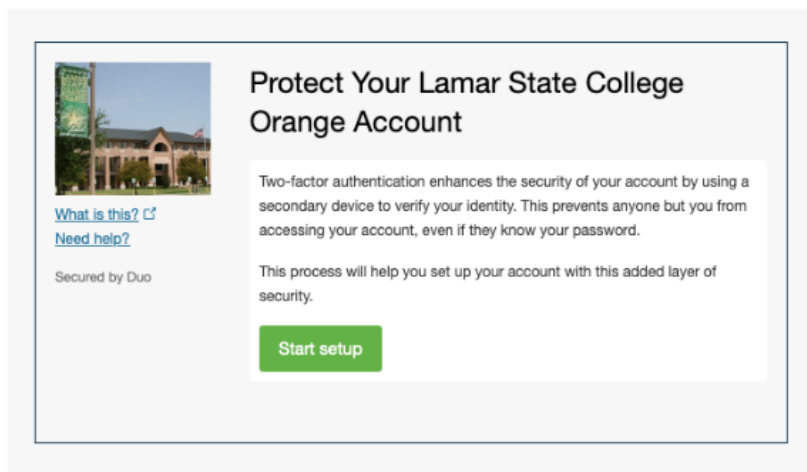
Duo Mobile is available for download on the [Google Play Store](#) for Android devices and the [Apple App Store](#) for iPad, iPhone, and Apple Watch. If prompted during or after the installation, allow Duo Mobile to send push notifications and access the camera.

Step 2: Enroll your device

Enrollment instructions for Duo are sent out by email. During the campus-wide rollout, this email will be sent to college email accounts. After that, new students will receive instructions after applying to LSCO and new employees will receive instructions during the onboarding process.

1. Click the enrollment link in the email.
2. A web browser will open with screens to guide you through the enrollment process. Read the first screen then click or tap **Start setup**.

Figure 2: Setup Start Screen

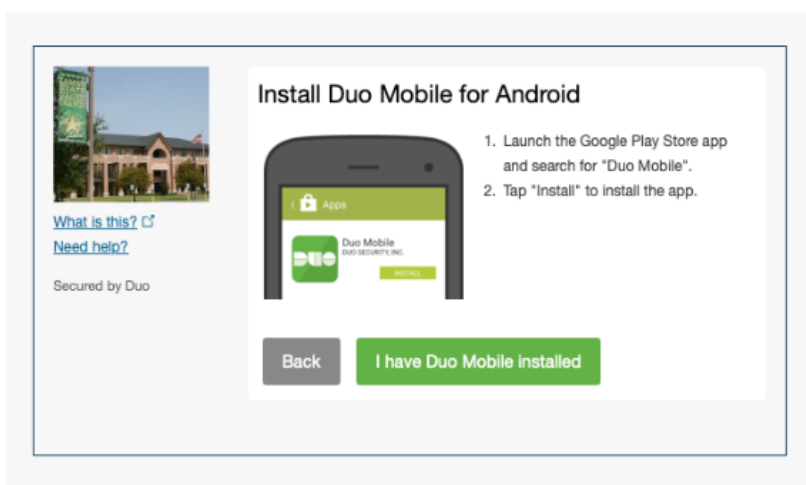


3. You will then be prompted to perform the following actions:

- Choose the type of device you are adding (mobile phone is recommended). These instructions presume you have selected mobile phone.
- Enter your mobile phone number.
- Select the type of mobile phone (e.g., iPhone, Android, Other).

4. If you have not already installed Duo Mobile on your mobile phone, do so now. Once that is done, click or tap I have Duo Mobile installed.

Figure 3: Install Duo Mobile Screen

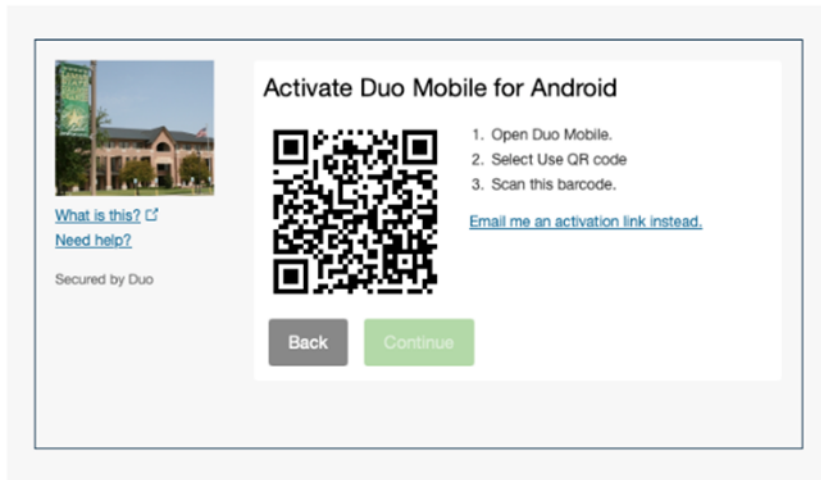


5. An activation screen will display and you will have the option of activating via QR code, via Email, or directly with the Duo Mobile app.

Option 1: Scan a QR Code

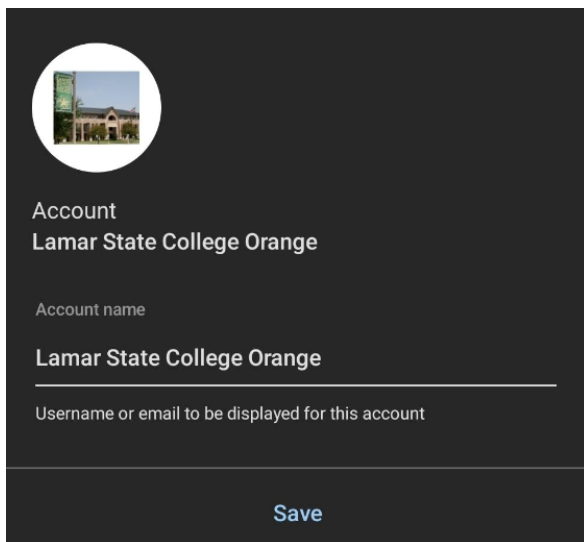
This method should be used when you have opened the email on a device other than the one you are trying to activate.

Figure 4: Activate Duo Screen



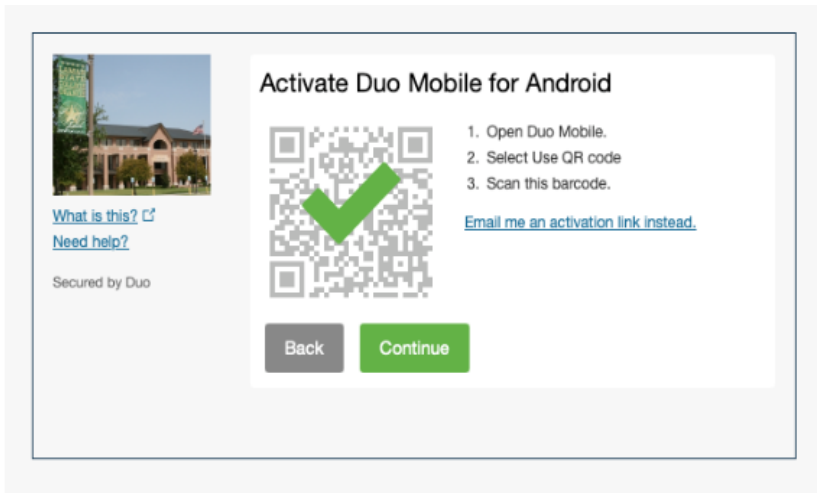
1. Open the Duo Mobile App.
2. Tap **Set up account**.
3. Tap **Use a QR code**.
4. Scan the QR code from the Mobile App. If prompted, allow access to your camera.
5. If you are unable to scan the QR code, click or tap **Email me an activation link instead** and skip to the Email an Activation Link instructions.
6. Duo Mobile will open to a Name Your Account screen. Tap **Next**.
7. Account: Lamar State College Orange will be displayed. Tap **Save**.

Figure 5: LSCO Account in Duo Mobile App



8. Your MyGator account is now linked to your Duo Mobile app.
9. Go back to the Activate Duo Mobile screen and click or tap **Continue**.

Figure 6: Activate Duo Mobile Screen - Completed

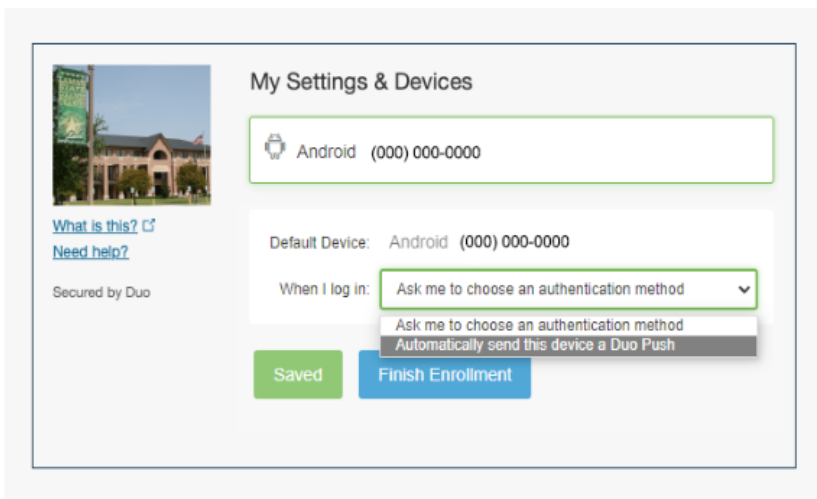


10. The My Settings & Devices screen will display.

11. From the **When I log in** drop-down, select **Automatically send this device a Duo Push**.

12. Click or tap **Finish Enrollment**.

Figure 7: My Settings and Devices



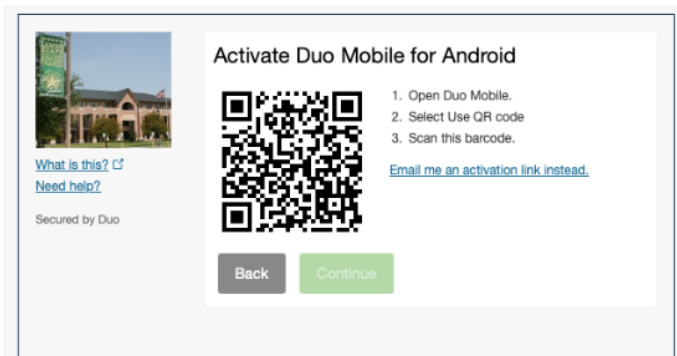
If you need assistance, please contact the Help Desk at (409) 882-3033.

Option 2: Email an Activation Link

This method should be used when you cannot scan the QR code.

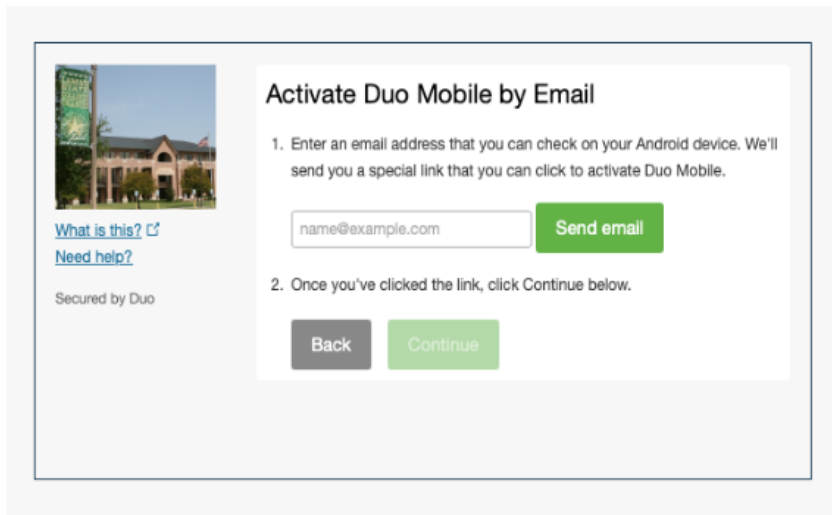
1. Click or tap **Email me an activation link instead**.

Figure 8: Activate Duo Mobile by QR Code



2. Enter an email address you can check on the device you are trying to activate and click or tap **Send email**.

Figure 9: Activate Duo Mobile by Email

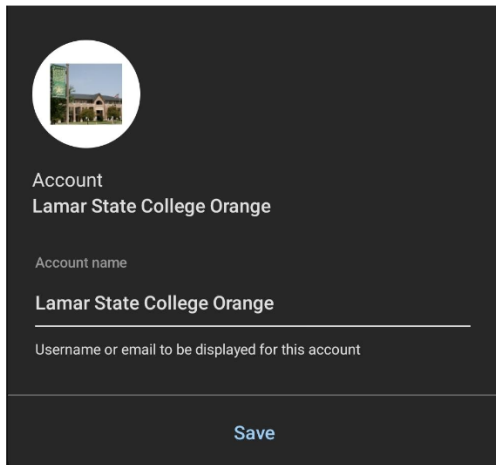


3. From the device you are trying to activate, open the email and click the activation link.

4. Duo Mobile will open to a Name Your Account screen. Tap **Next**.

5. Account: Lamar State College Orange will be displayed. Tap **Save**.

Figure 10: LSCO Account in Duo Mobile App



6. Your MyGator account is now linked to your Duo Mobile app.

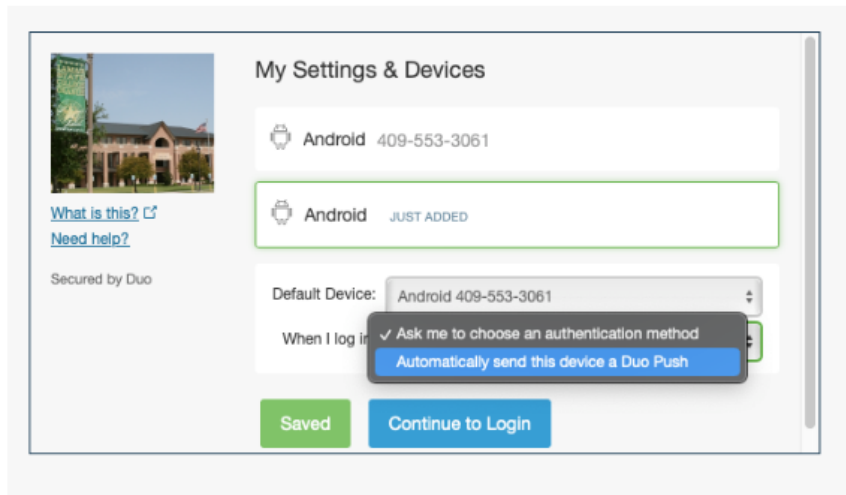
7. Go back to the Activate Duo Mobile by Email screen and click or tap **Continue**.

8. The My Settings & Devices screen will display.

9. From the **When I log in** drop-down, select **Automatically send this device a Duo Push**.

10. Click or tap **Finish Enrollment**.

Figure 11: My Settings & Devices



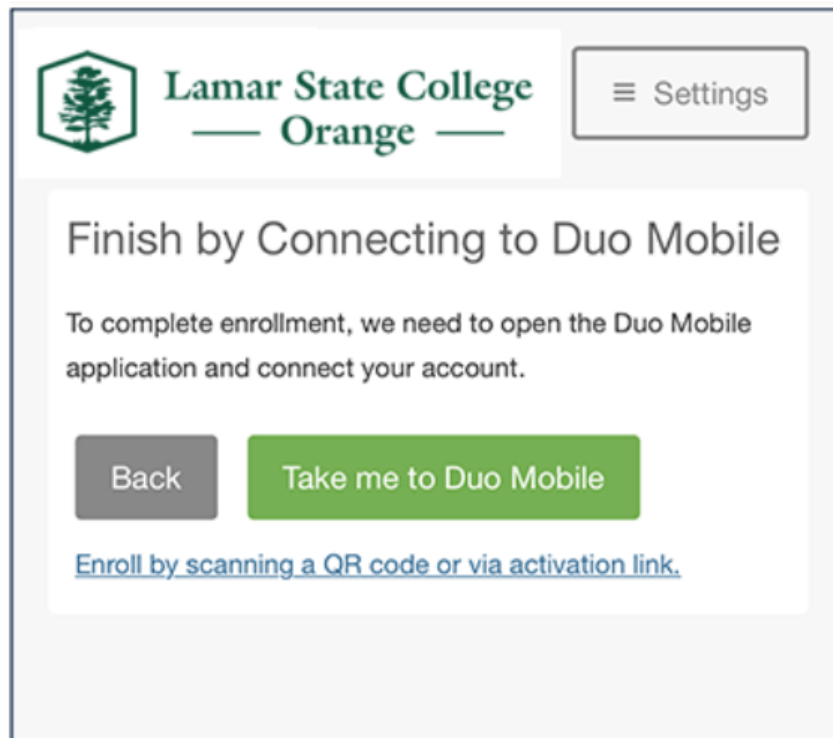
If you need assistance, please contact the Help Desk at (409) 984-6150.

Option 3: Directly Activate Duo Mobile App

This method should be used if you are completing the entire enrollment process using only your mobile phone on which the Duo Mobile app is installed.

1. Tap **Take me to Duo Mobile**.

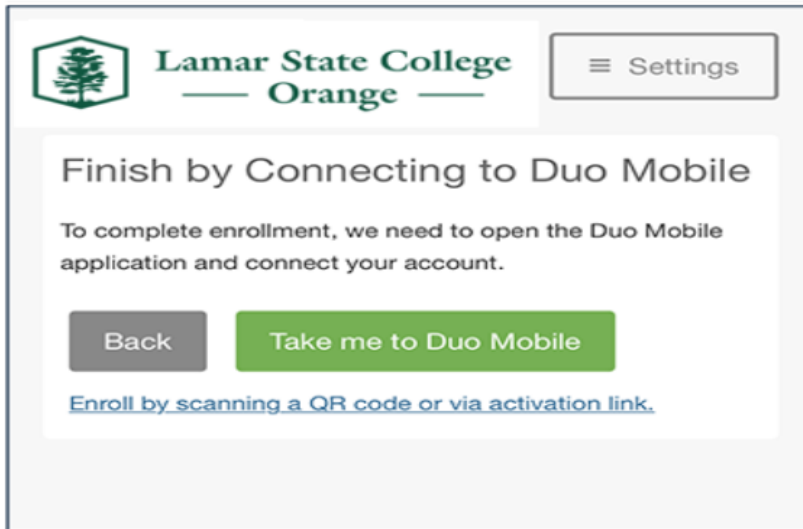
Figure 12: Finish by Connecting to Duo Mobile



2. Duo Mobile will open to a Name Your Account screen. Tap **Next**.

3. Account: Lamar State College Orange will be displayed. Tap **Save**.

Figure 13: LSCO Account in Duo Mobile App



4. Your MyGator account is now linked to your Duo Mobile app.

If you need assistance, please contact the Help Desk at (409) 882-3033.

Logging in with the Duo Mobile App

You will be required to use Duo daily the first time you use a particular web browser to login. If you login using different browsers on the same device, each browser may require its own Duo login. If you close your browser, you may be prompted for another Duo login the next time you use that browser to access a protected application.

If you change your password, you will need to login with Duo again.

Login Instructions

1. Access the protected application (e.g., Outlook) as you would normally.
2. If the application requires Duo, you will be prompted for the second step of your login.
3. If you see an option for "Device" above "Choose an authentication method" select the device on which you have installed the Duo Mobile app and want to receive the Push notification.
4. Select **Send Me a Push**.
5. You will receive a notification on your device and will be prompted to approve or deny. Select **Approve**. (See Figures 15 and 16 for sample notifications.)
6. If your phone is not notifying you of the Push notification:
 - o Open the Duo Mobile app on your phone.
 - o Go back to the Duo Security Screen (see Figure 14) and select **Send Me a Push**.
 - o Go back to the Duo app on your phone and wait for the Push.
 - o Select **Approve**. (See Figure 17.)
 - o If you have an iOS device and are still having problems, see [Troubleshooting Duo Push Notification Issues on iOS devices](#) for more assistance. You can also contact the Help Desk at (409) 882-3033.

Fig. 14: Duo Security Screen shown on a desktop computer.

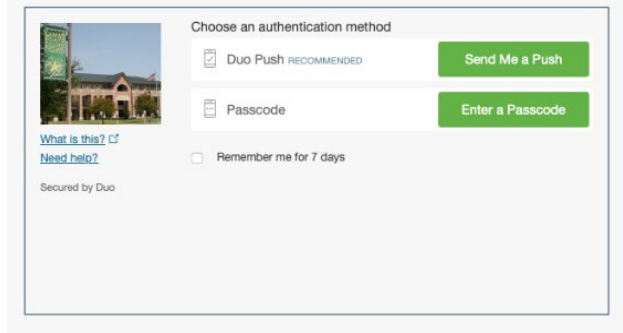


Fig. 15: Notifications you may see from Duo Mobile app.

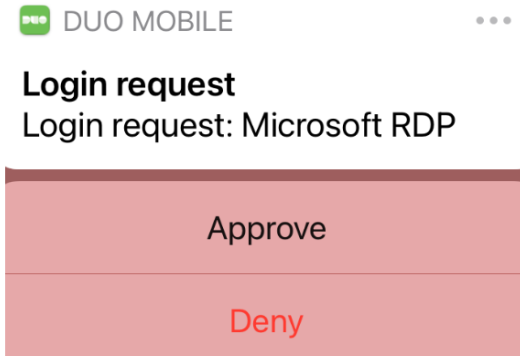


Fig. 16: Approve or Deny options in the notification window.

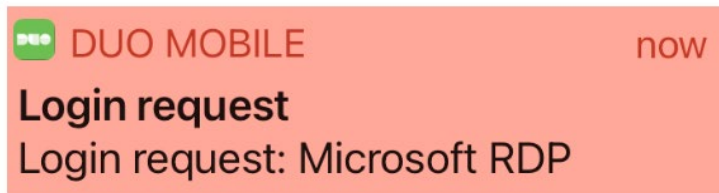
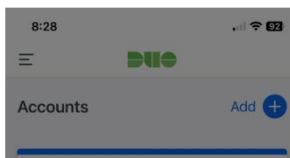


Fig. 17: Approve or Deny options in the Duo Mobile app.



Are you logging in to Microsoft Azure Active Directory?

- 📍 Lamar State College Orange
- 📍 Orange, TX, US
- 🕒 8:28 AM
- 👤 dsimar@lsco.edu



Deny



Approve

Blackboard and Gator Self Service

Obtaining a Username & Password

Once your GOAPPLYTEXAS application has been received and has been processed, Admissions@LSCO.EDU will send a Welcome email to your personal email address. This email will contain valuable information including your student ID number, LSCO username, and links to set your password, and to take you directly to the MyGator portal.

In the MyGator portal, your new dashboard will give you access your digital resources like Office365 for email, Blackboard for homework, and Gator Self Service, to register, and access your account information.

To log into the MyGator portal, go to lSCO.edu, click the MyGator icon in the top right corner. Next click "Login to MyGator". Then enter your LSCO email address for username, and the password you have set. The QR code above will take you directly to the Password maintenance page for you to set your initial password, or to reset a forgotten password.

Computer Account Password Maintenance

You must have a Personal E-mail Address as well as the required information below on record with LSCO to use this service.

Enter the following required information and click the "Validate Information" button to proceed:

Enter your LSCO ID # (e.g. R50099999):

Enter your LSCO Username (i.e. jdoe@my.lSCO.edu):

I'm not a robot 



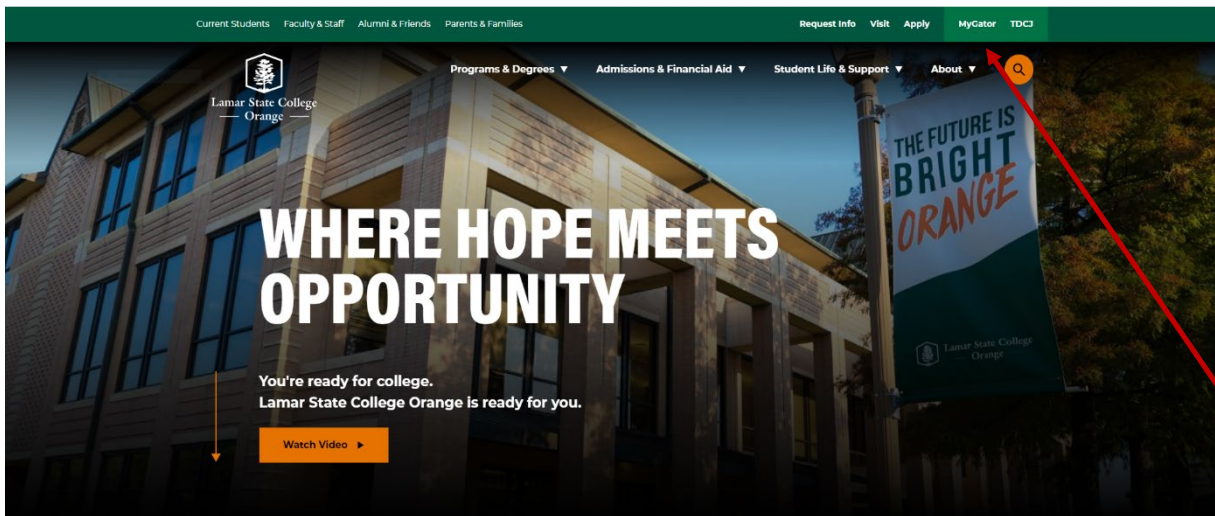
Computer Account
Password
Maintenance

Password Processes

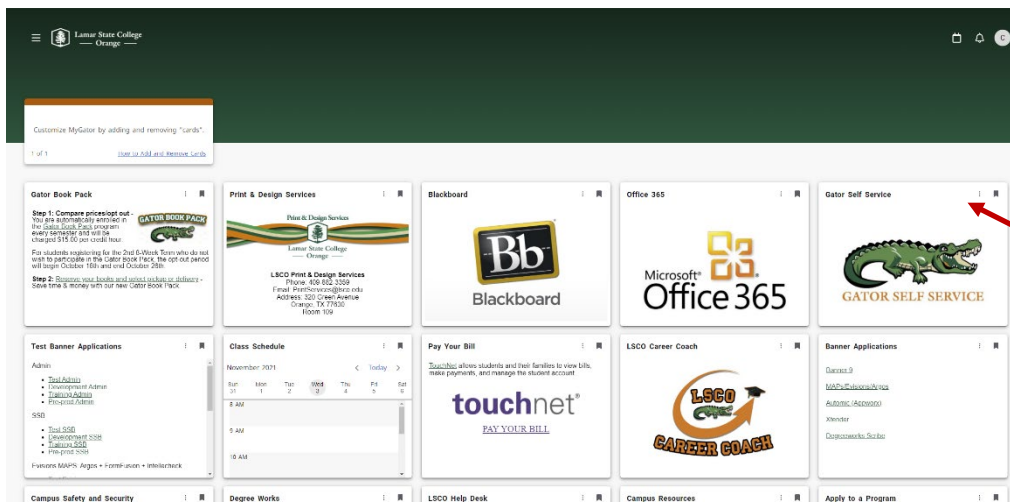
- ✓ These credentials are used to access the online course materials.
- ✓ Students/faculty/staff use these credentials to access campus PC's, campus network, and to access licensed digital library resources, and campus wi-fi.

Gator Self Service Banner

Use Gator Self Service to register for classes, view your class schedule, pay fees, view financial aid information, view your grades and transcripts, and update your address, phone number, and e-mail address. You may access this by logging into MyGator. You can also view and pay your bill as well as view your financial aid status and award.



Click on "MyGator"



Click on Gator Self Service

Main Menu

Personal Information

Update addresses, contact information or marital status; review name or social security number change info

Student

Register, View Student Records, View Student Account, Make an Online Payment.

Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Finance

Create or review financial documents, budget information, approvals.

Financial Aid

View any documents required to complete your financial aid file. Check your satisfactory academic progress

Admission Status

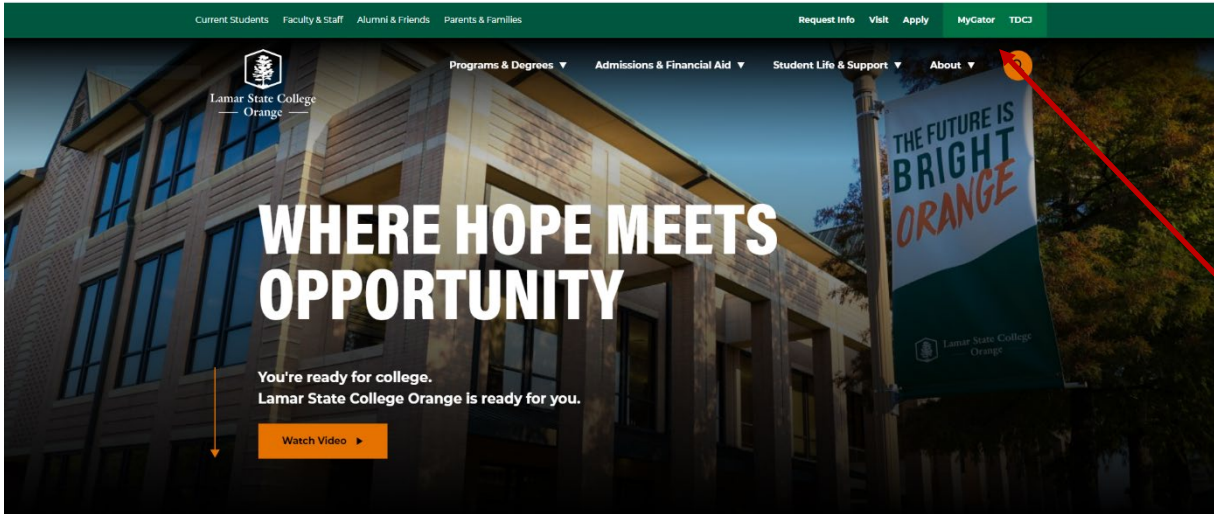
View Application Summary, View Requirements

RELEASE: 8.9.1.3

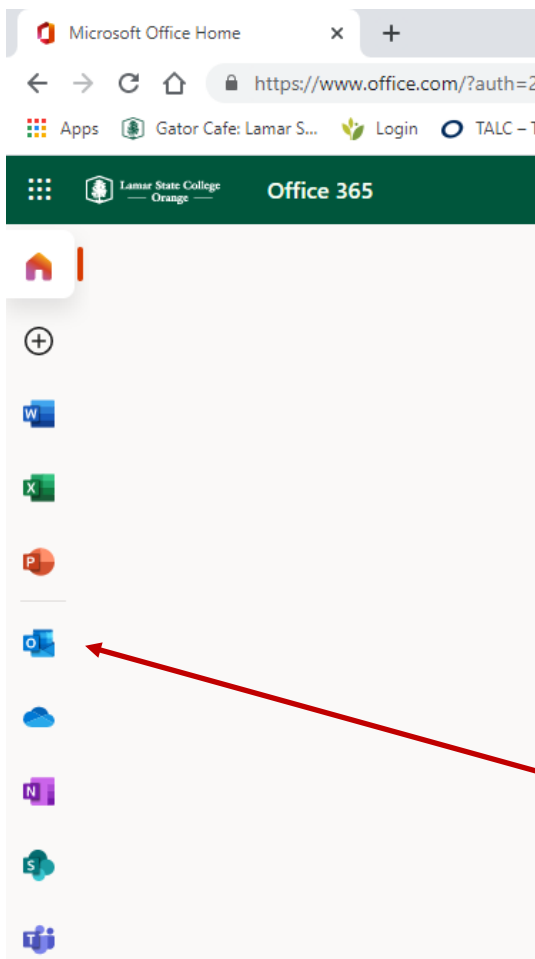
1. Click on "Student." Here you will find how to get to registration, transcripts, grades etc.

Microsoft Office 365

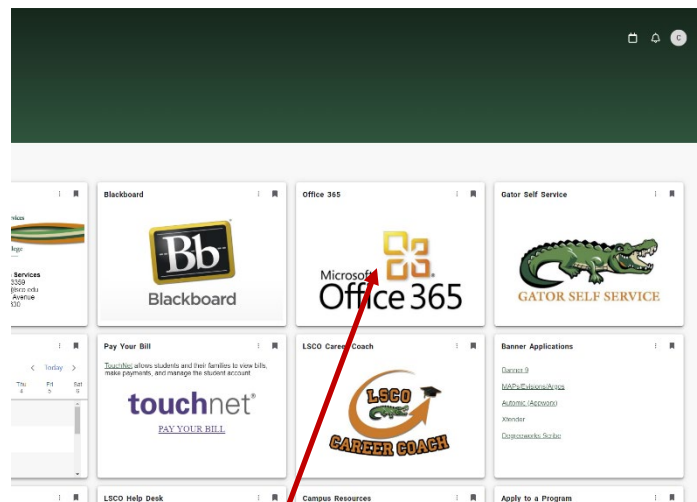
Microsoft Office 365 is where your LSCO email will be located. This also gives you access to Microsoft office products that you will need for your classes. To sign in you will need to use the same password you use to sign in to Blackboard.



Click on
"MyGator"



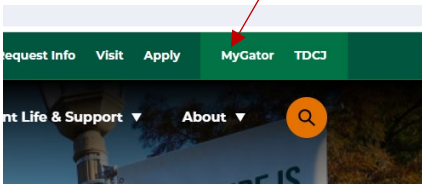
Outlook Email App



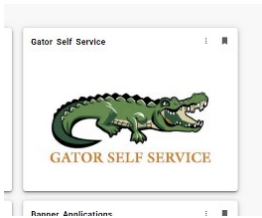
Click "Office 365"

How to Register for Classes Online

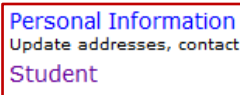
1. Go to lsc.edu.
2. Click on MyGator.



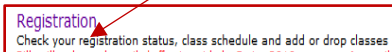
3. Click on Gator Self Service.



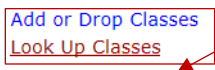
4. On the Main menu screen click on the Student link.



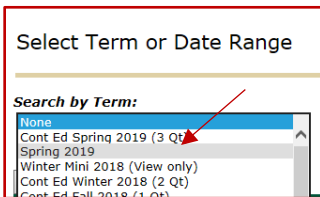
5. On the Student screen click on the Registration link.



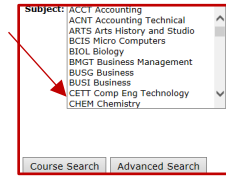
6. To see class days and times, instructor name, and available spaces for a class, click on the Look up Classes link.



7. Select desired term and click on the Submit button.



8. Select class subject and click, Course Search button.



This will pull up all of the class names, beside them there will be a View Sections button for each class.



Use this link to see class days and times along with instructor names and room numbers.

9. To select a class, click on the box to the left (a check mark will appear. If a C appears where the selection box should be, the class is full.) and click on the Register button.

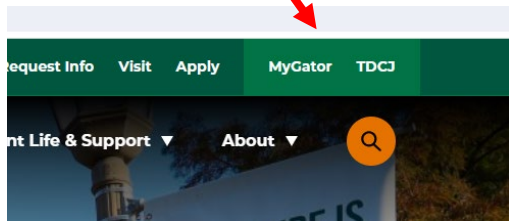
10. Note: If enrolling in a class requiring a Lab, write down the 5 digit CRNs for the lab and lecture. Go back to the registration link and click Add/Drop Classes. Enter both CRNs in the boxes and submit changes.

11. To drop a class, pull down the drop bar and select Web drop then click the Submit Changes button.

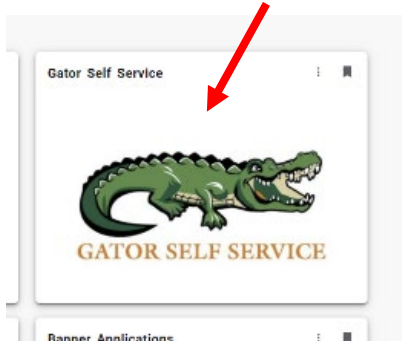
After the first class day, students should see an advisor to make schedule changes.

How to Search for Available Classes

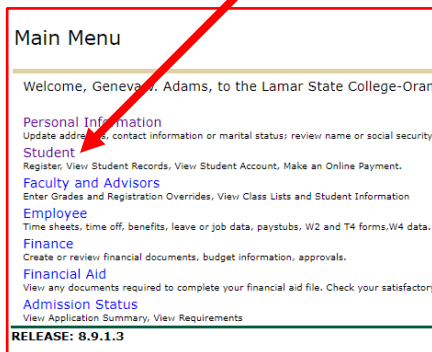
1. Click on MyGator.



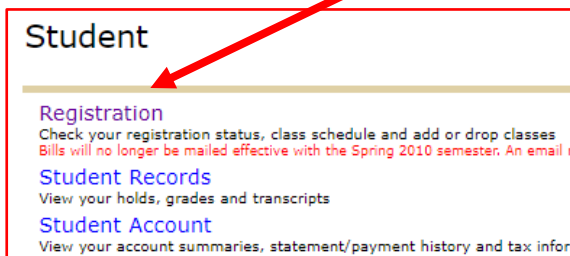
2. Click on Gator Self Service.



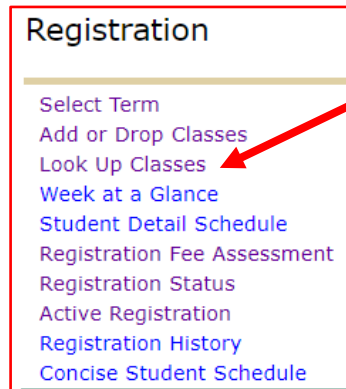
3. Click on "Student."



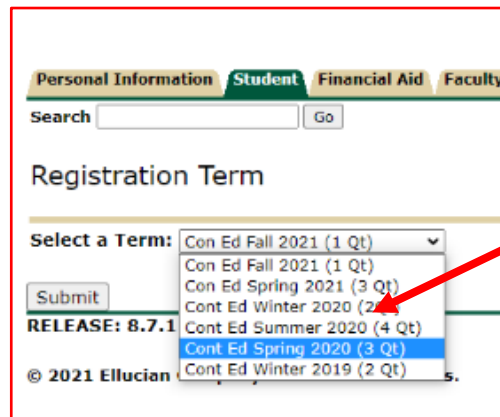
4. Click on "Registration."



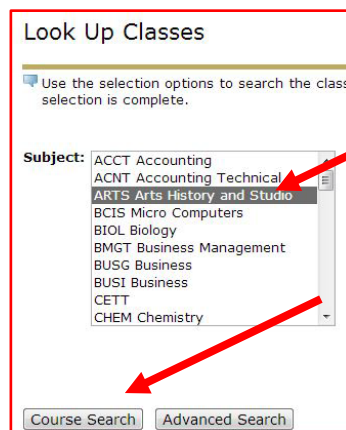
5. Click on "Look up Classes."



6. Select a term (semester) from the drop-down menu you wish to register for, then click the "Submit" button.



7. In the "Subject" menu, use the arrow to scroll down the list, until you find the subject of the course you are going to take. Click on the subject, then click the "Course Search" button.




8. Click on “View Selection” button, next to the class you would like to look at.

Look Up Classes

Fall 2021

ARTS Arts History and Studio

1301 Art Appreciation



9. The available classes will be list.

Sections Found																
ARTS Arts History and Studio																
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
NR	90174	ARTS	1301	60F	M	3.000	Art Appreciation	MW	02:00 pm-03:15 pm	20	0	20	Caitlin Elizabeth Chavez (P)	08/23-10/15	AC 0000115	ACEL Acad
NR	90267	ARTS	1301	60S	M	3.000	Art Appreciation	M	06:00 pm-08:45 pm	20	0	20	Caitlin Elizabeth Chavez (P)	10/25-12/15	AC 0000115	ACEL Acad
NR	90175	ARTS	1301	80F	M	3.000	Art Appreciation		12:00 am-12:01 am	30	0	30	TBA	08/23-10/15	ONL	ACEL Acad
NR	90268	ARTS	1301	81S	M	3.000	Art Appreciation		12:00 am-12:01 am	30	0	30	TBA	10/25-12/15	ONL	ACEL Acad

10. The following information describes the heading information of the available classes list.

- CRN = Class Reference Number
- Time = The class will be held
- Subj = The subject of the class
- Crse = The course number for the class
- Sec = The section number of the class
- Cred = The credit hours for this class
- Title = The name of the class
- Day = The day(s) of the week the class will be held during the semester
- Cap = The number of students the class holds
- Rem = The number of seats still available in the class
- Instructor = Name of the instructor for the class
- Date = The dates of the class
- Location = The building and room number of the class

Schedule Legend	
Schedule Course Type/Session Type Description	Section Codes
Lecture, Clinical, Coop, Internship	1-19
Lab	20-29
Online Lab	30-39
Hybrid	60-69
Online	70-89
Virtual (BB at specific time on a schedule)	40-49
Offsite	50-59
Full Term Courses – (no special code after section code)	XX
8 wk Session I/First Session Sections – (F after section code)	XXF
8 wk Session II/Second Session Sections – (S after section code)	XXS
AC Academic Center IND Industrial Technology Building	M Monday T Tuesday
AHB Allied Health Building HCF Health Care Facilities	W Wednesday
SHA Shahan Event Center SC Student Center	R Thursday F Friday
VHS Vidor High School WTC Welding Tech Center	
WB Wilson Building OCSO Orange County Sheriff's Office	
WEB Workforce Education Building	
NCB Nursing & Classroom Building	

Gator Book Pack

All your books in one bundle.

The Gator Book Pack is our affordable textbook rental access program that provides students with all required rental textbooks, lab manuals, access codes, and electronic book versions before the first day of class!

This pack allows students to receive their textbooks for all of the classes that they register for at a standard rate of **\$24** per semester credit hour. However, a Gator Book Pack scholarship will decrease the standard rate to only **\$14** per semester credit hour! For example, if a student is registered for 10 semester credit hours, the cost of textbooks is **\$140**. The cost can be paid by financial aid or by the student. If a student enrolls in a payment plan, this charge will be included in the payment plan calculations. Supplies are not included in this program and will need to be purchased separately.

How It Works



Register for your courses

Upon registering for courses, students will be automatically enrolled into the program.



Verify your order

After registering for courses, you will receive an email to select the preferred delivery method for your Gator Book pack. However, if you do not receive an email you can access the Gator Book Pack within MyGator by clicking on the Gator Book Pack card.



Receive your books

An email notification will be sent when your order is ready for pickup or when it ships. Your digital materials will be delivered for your course(s) within Blackboard.

Visit: lsc.edu/gatorbookpack/ for more details on the Gator Book Pack.

For questions regarding the Gator Book Pack students may email: gatorbookpack@lsc.edu

Opt-Out/Opt-In

We encourage students to enjoy deeply discounted and guaranteed course material for the first day of class. We also understand this program may not meet the needs of every student. If you do not wish to participate in the Gator Book Pack program, you will need to opt-out every semester.

Students can access the link to the Opt-Out through the Gator Book Pack card in myGator or on the Gator Book Pack page. The link to the opt out will be available during the Opt-Out Periods.

You may only opt-out of this program after your registration is complete. Your program status will be final after the census day.

Open Educational Resources (OER)

Several instructors at LSCO use OER materials in their courses. This means that the textbook or class materials for these courses are available to access or download for **free or a low cost**. A current list of these courses can be found at [Open Educational Resources](#).

Texas Success Initiative (TSI)

The TSI Assessment is a program designed to help your institution determine if you are ready for college-level course work in the general areas of reading, writing, and mathematics. If you are an incoming college student in Texas, you are required to take the TSI Assessment — unless you are already exempt (see below) — to determine your readiness for college-level work. Based on how you perform, you may either be enrolled in a college-level course that matches your skill level or be placed in the appropriate developmental course or intervention to improve your skills and prepare you for success in college-level courses.

Students should contact the Advising Department to determine specific testing requirements, or click below to view testing exemptions and exceptions.

[TSI Exemptions and Exceptions](#)

Online resources to support students taking the Texas Success Initiative Assessment 2.0 (TSIA2) for course placement are linked on the Learning Center's Test Prep webpage: [Test Prep](#)

TSI Pre-Assessment Activity

All prospective students are required to complete a Pre-Assessment Activity (PAA) prior to scheduling the TSI. More information about LSCO's PAA can be found here -

[TSIA2 Pre-Assessment](#)

- Calculator is embedded in the assessment
- Bring: Photo identification (DL or DPS ID) and receipt from cashier - English Language Arts & Reading (ELAR) \$15, Math only \$10, Complete Assessment \$25.

TSI English Language Arts (ELAR) Sample Questions

<https://accuplacer.collegeboard.org/accuplacer/pdf/tsia2-english-language-arts-reading-sample-questions.pdf>

TSI Mathematics Sample Questions -

<https://accuplacer.collegeboard.org/accuplacer/pdf/tsia2-mathematics-sample-questions.pdf>

Scores will be available immediately upon completion of the testing session and you will be able to meet with an advisor to discuss course placement. If you are not satisfied with your scores, you may retake any or all sections of the TSI Assessment 2.0. We strongly recommend you take some additional time to review sample test questions prior to retesting.

TSIA2 Learning Resources -

tsia2.pearsonperspective.com/perspective/

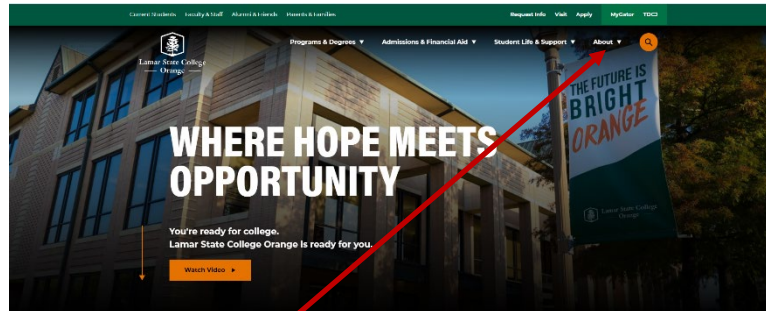
Provides customized online learning supports for students not reaching the college readiness benchmark. A Learning Locator Code is generated at the conclusion of assessment

TSI Scheduling and Fees - You should plan three to four hours for taking the TSIA2 Assessment. On the day of testing:

- Arrive at the Testing Center 10 minutes before test time.
- Scratch paper is provided.

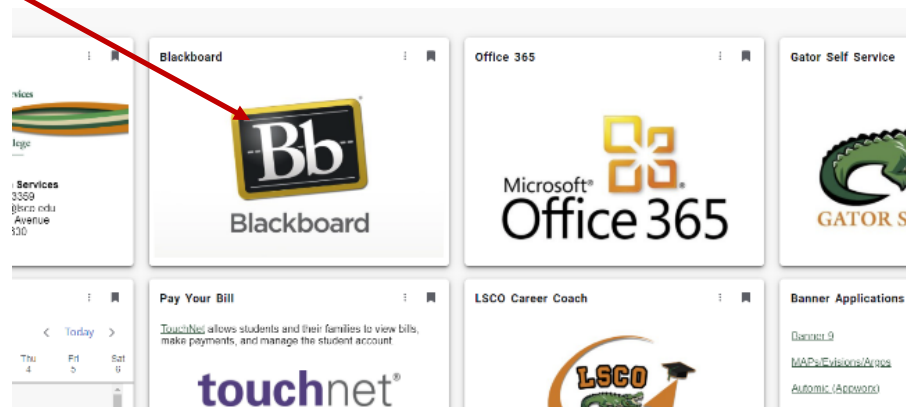
Blackboard and eLearning

Follow the prompts below to access your courses in Blackboard. Sign in with your username and password.



Click on MyGator

Click on Blackboard



If you have issues logging in, please contact the Computer Center Helpdesk at 409-882-3033, located in the Academic Center, Rm 101.

Hybrid-Flexible (HyFlex) Courses

Hyflex Learning



Lamar State College
— Orange —

at Lamar State College Orange

Hybrid-Flexible (HyFlex) courses utilize a blended course design that allows students to choose how they will ATTEND their class sessions. Students can choose to attend sessions in-person or live online without attending class on campus.



IN-PERSON, REAL-TIME

Attend your classes on campus in-person inside the classroom



ONLINE IN REAL-TIME

Attend your classes by logging in online to join the session (synchronous)



WATCH LATER

Attend your classes by learning on your own time (asynchronous) **BEFORE** the next scheduled class **OR** assignment due date

- If not attending in-person or live online session, you are encouraged to enroll in an online section
- Must attend watch later sessions no more than *three classes during an 8-week term or five classes during a 16-week term*
- Required assignment, exam, and other course activity deadlines must still be met regardless of the method of attendance that is selected

To register for a HyFlex course, contact Advising!

Email: advising@lsco.edu

Phone Number: (409) 882-3340

Accessing Your Online and Hybrid Classes

Succeeding in Your Online Classes

Becoming a Successful Online Student

Spring 2024



Office of Learning Technology
 □ Alicia Lloyd, Director
 • Alicia.Lloyd@lsc.edu
 • 409-882-3991
 □ Roseanne Jungen
 • Roseanne.Jungen@lsc.edu
 • 409-882-3070



Browsers

Google Chrome and Mozilla Firefox are the most compatible with Blackboard.



<https://www.google.com/chrome/>



<https://www.mozilla.org/en-US/firefox/new/>

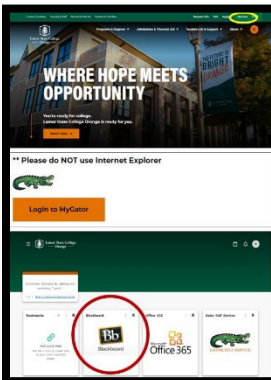
Acceptable:

- Microsoft Edge - <https://www.microsoft.com/en-us/edge>
- Safari - <https://support.apple.com/en-us/HT204416>



How to Access Blackboard

1. www.lsc.edu
2. Click on MyGator button (top right corner)
3. Click on Login to MyGator
4. Enter your username and password
5. Find and click the Blackboard "card"



Reliable Internet and Computer Access



When doing assignments and taking tests, use desktops or laptops. Do **NOT** use tablets or smartphones as this will not work properly.



Blackboard Learn App

IMPORTANT: This tool is meant to help you stay connected to your classes such as staying alert with notifications.

It is **NOT** meant to be used to complete course work.



- [Blackboard Learn on Android](#)
- [Blackboard Learn on iOS](#)



Student Resources in Blackboard

Academic Services

- Self Service Banner
- Online Tutoring
- Degrees/Certificates
- Important Dates
- Library Access
- Bookstore Information
- Learning Center
- Success Seminars
- Distance Education Resources

Student Services

- Help Desk Information
- Advising
- Financial Aid
- Tuition and Fees
- Records
- Admissions
- Policies
- Student Organizations
- Student Resources

Blackboard Trainings/Support

Blackboard Online Student Training

If you need help learning how to navigate Blackboard, please attend one of these scheduled online sessions below.

<https://bit.ly/bbspring2024>

January 16, 2024	10 am - 11 am OR 6:30 pm - 7:30 pm
January 17, 2024	9:30 am - 10:30 am OR 7 pm - 8 pm
January 18, 2024	8:30 am - 9:30 am OR 6:30 pm - 7:30 pm
January 19, 2024	10:30 am - 11:30 am OR 6:30 pm - 7:30 pm
January 22, 2024	9:00 am - 10:00 am OR 7 pm - 8 pm

How To Get Help



Blackboard Help Videos

[Videos for Students](#)
[Videos for Instructors](#)



The Great Gator 8



A course model designed to improve student success.



Here's how you can earn an associate degree in two years with our new 8 week model:

YEAR ONE (2022-2023)

YEAR TWO (2023-2024)

Fall 2022

1st 8 weeks **2nd 8 weeks**
 ■ Class #1(3 credits) ■ Class #1(3 credits)
 ■ Class #2(3 credits) ■ Class #2(3 credits)
TOTAL - 12 Credits

Fall 2024

1st 8 weeks **2nd 8 weeks**
 ■ Class #1(3 credits) ■ Class #1(3 credits)
 ■ Class #2(3 credits) ■ Class #2(3 credits)
TOTAL - 12 Credits

Spring 2023

1st 8 weeks **2nd 8 weeks**
 ■ Class #1(3 credits) ■ Class #1(3 credits)
 ■ Class #2(3 credits) ■ Class #2(3 credits)
TOTAL - 12 Credits

Spring 2024

1st 8 weeks **2nd 8 weeks**
 ■ Class #1(3 credits) ■ Class #1(3 credits)
 ■ Class #2(3 credits) ■ Class #2(3 credits)
TOTAL - 12 Credits

Summer 2023*

1st 5 weeks **2nd 5 weeks**
 ■ Class #1(3 credits) ■ Class #1(3 credits)
TOTAL - 6 Credits

summer 2024*

1st 5 weeks **2nd 5 weeks**
 ■ Class #1(3 credits) ■ Class #1(3 credits)
TOTAL - 6 Credits

TOTAL - 60 Credits

Lamar State College Orange offers an 8-week class model in which the Fall and Spring will be split into two 8-week terms. When possible, students will take 8-week classes instead of 16-week classes, allowing them to focus on just two or three classes at a time.

This schedule will help students stay on track and graduate on time. Specific outcomes include:

- a decrease in burnout that can happen with 16-week courses;
- part-time students can qualify as full-time, allowing more access to financial aid;
- improved student experience and an increase in positive feedback on the quality of courses (based on our pilot of LSCO business classes); and
- students graduate and enter the workforce sooner.



Lamar State College
Orange

*Summer classes can be avoided by taking two additional classes during the fall or spring semester
 For more information, see your advisor or visit lSCO.edu/greatgator8

For More Information: [Great Gator 8](#)

Fees and Expenses

Summary of Fees Winter Mini 2023 and Spring 2024 for Texas and Louisiana Residents

No. of Semester Hours	Tuition ***	Student Services Fee	Student Center Fee	Institutional Service Fee	Total*
1	\$80	\$5	\$2	\$31	\$118
2	160	10	4	62	\$236
3	240	15	6	93	\$354
4	320	20	8	124	\$472
5	400	25	10	155	\$590
6	480	30	12	186	\$708
7	560	35	14	217	\$826
8	640	40	16	248	\$944
9	720	45	18	279	\$1,062
10	800	50	20	310	\$1,180
11	880	55	22	341	\$1,298
12	960	60	24	372	\$1,416
13	1,040	65	26	403	\$1,534
14	1,120	70	28	434	\$1,652
15	1,200	75	30	465	\$1,770
16	1,280	80	32	496	\$1,888
17	1,360	85	34	527	\$2,006
18	1,440	90	36	558	\$2,124
19	1,520	95	38	589	\$2,242
20	1,600	100	40	620	\$2,360

Louisiana students must qualify to pay Texas tuition rates by applying in the Office of Admissions and Records prior to registration.

* Total charge does not include the following fees. See below for details.

Labs	Nursing and Allied Health Program Fee	Internet/Hybrid fee:
\$15.00	\$60.00	\$50.00

Gator Book Pack: \$24.00 per credit hour

** A \$10 (per credit hour) scholarship will be awarded to students who take advantage of the Gator Book Pack option.

***Note: Tuition and fees are subject to change without notice by the action of the Board of Regents or the Texas State Legislature.

Fees and Expenses

Summary of Fees Winter Mini 2023 and Spring 2024 for Non-Texas Residents

No. of Semester Hours	Tuition ***	Student Services Fee	Student Center Fee	Institutional Service Fee	Total*
1	\$538	\$5	\$2	\$31	\$576
2	1,076	10	4	62	\$1,152
3	1,614	15	6	93	\$1,728
4	2,152	20	8	124	\$2,304
5	2,690	25	10	155	\$2,880
6	3,228	30	12	186	\$3,456
7	3,766	35	14	217	\$4,032
8	4,304	40	16	248	\$4,608
9	4,842	45	18	279	\$5,184
10	5,380	50	20	310	\$5,760
11	5,918	55	22	341	\$6,336
12	6,456	60	24	372	\$6,912
13	6,994	65	26	403	\$7,488
14	7,532	70	28	434	\$8,064
15	8,070	75	30	465	\$8,640
16	8,608	80	32	496	\$9,216
17	9,146	85	34	527	\$9,792
18	9,684	90	36	558	\$10,368
19	10,222	95	38	589	\$10,944
20	10,760	100	40	620	\$11,520

Louisiana students must qualify to pay Texas tuition rates by applying in the Office of Admissions and Records prior to registration.

* Total charge does not include the following fees. See below for details.

Labs	Nursing and Allied Health Program Fee	Internet/Hybrid fee:
\$15.00	\$60.00	\$50.00

Gator Book Pack: \$24.00 per credit hour

** A \$10 (per credit hour) scholarship will be awarded to students who take advantage of the Gator Book Pack option.

***Note: Tuition and fees are subject to change without notice by the action of the Board of Regents or the Texas State Legislature.

Description of Fees and Expenses

Fees are subject to change based on the Texas State University System, LSCO policies, and/or state and federal regulations.

Payment of Fees

A student is not registered until all fees are paid in full or the student has been approved for a payment plan.

Payment Options

1. **Web System** Students can make card payments (VISA, Discover, MasterCard or ACH check) and obtain account balance(s) at our website www.LSCO.edu. Log in to MyGator, Gator Self Service, select Student, Student Account, Account Summary for All Terms.
2. **In Person** The Cashier's Office is located on the third floor of the Ron E. Lewis Library. Regular business hours are 8 a.m. to 5 p.m., Monday through Friday. Summer hours are 8 a.m. to 5:30 pm Monday through Thursday, and Friday, 8 am – noon.
3. **By Mail** Send a check or money order with a student ID or student name by due date to:
Cashier's Office
Lamar State College Orange
410 Front St.
Orange, TX 77630

Residence Status

Tuition is based upon the number of hours for which the student registers and is determined by the student's classification as a Texas resident, a non-resident U.S. citizen or a citizen of another country. Determination of legal residence for tuition purposes is made on the basis of statutes of the State of Texas.

Returned Check Fee

Checks that are returned to the college because of insufficient funds or stopped payments are subject to \$25 return check charge. A student who paid the college with

an NSF check are required to make all future payments with cash or credit card.

Matriculation Fee

A matriculation fee of \$15 is incurred by students who withdraw prior to the first day of class. This \$15 fee is deducted from refunds.

Fee Exemption

Students who feel that they may be exempt from some fees should contact the Office of Financial Aid. Exemptions may include veterans and high school honor graduates with special scholarships.

Senior Citizen Exemption

Students over the age of 65 are exempted from the payment of TUITION and DESIGNATED TUITION ONLY on a space available basis for a maximum of six (6) semester hours per term. Seniors may also audit classes on a space-available basis. Contact the Office of Advising and Counseling for more information.

Installment Payment Option

A student is not automatically placed on installments. A student will only be placed on installments if they have paid 50 percent of total tuition and fees, plus the \$20 nonrefundable installment fee. To receive the installment plan, contact the cashier at (409) 882-3371 or view account online at www.lSCO.edu to apply installment plan. Two subsequent payments of 25 percent each are required at a later date. A late fee of \$15 will be assessed beginning the first day after an installment due date for each delinquent installment payment.

Short-Term Tuition Deferment Plan

Lamar State College Orange provides the short-term tuition deferment plan to help students cover the 50 percent down payment of the installment plan. Short-term tuition deferment plans must be repaid within the semester in which the plan is made. Students withdrawing from the College remain

responsible for the repayment of the short-term tuition deferment plan. Students interested in acquiring a short-term tuition deferment plan should visit the Cashier's Office for information and application form. Alternatively, students can contact the cashier by telephone at (409) 882-3371 or by email at bursars@lsco.edu to learn how to complete the application online. The form will be sent electronically to the student for signature. A \$20 non-refundable service fee is required before the short-term tuition deferment plan can be placed on the students account. A \$50 late fee for unpaid short-term tuition deferment plan will be charged.

Financial Obligations

A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date, will be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. Also,

holds will be placed on academic records so that students cannot obtain transcripts and/or receive grades.

Delinquent Student Accounts

All delinquent installment accounts, NSF checks, and delinquent short-term loans will be released to a collection agency/credit bureau. All costs of collection are payable by the student to the collection agency. Collection fees shall include a fee of 30 percent of the original balance due and loans may include an additional interest charge not to exceed 5 percent of the balance.

Withdrawal from the College

Withdrawal from the college does not relieve the student of any financial obligations under the installment payment agreement or student loans. These are the student's legal financial commitments. Refunds will be processed in accordance with the published schedule. Withdrawal from the college must be done with an advisor in order to receive a refund. A student seeking reinstatement to the college within the same semester after having withdrawn or been withdrawn shall pay a \$50

reinstatement fee, in addition to late payment fees. Students on an installment plan must also pay all past due balances at the time of reinstatement.

Off-Campus Class Enrollment

Students enrolled exclusively in classes held off campus are not required to pay the Student Center fee if the waiver form has been completed. The student must apply for the waiver in the Office of Admissions and Records.

Refund of Fees - Dropped Courses

Students, excluding recipients of federal financial aid, who drop courses during the first 6 days of the 8-week terms; The first 4 days of the 5-week Summer session; the first 12 class days of the Full session; the first 2 days of a Mini session, and remain enrolled at Lamar State College Orange, will receive refunds of tuition and fees for that particular course or courses. Refunds are sent via direct deposit.

Refund of Fees - Withdrawals

For refund purposes, the first class day is always the official first class day of the semester. Any student officially withdrawing will receive a refund of tuition, laboratory, student services, computer use, general use, Student Center and private lesson fees accessed according to the following schedule:

Spring, Summer and Fall Full Sessions, 10 and 12-Week Sessions

1. Prior to the first class day 100%
(Less \$15 matriculation fee)
2. During the first five class days80%
3. During the second five class days.....70%
4. During the third five class days50%
5. During the fourth five class days25%
6. After the fourth week of the semester,
no refunds will be given.

8-Week Terms and Summer Sessions

1. Prior to the first class day 100%
(Less \$15 matriculation fee)
2. During the first three class days..... 80%
3. During the second three class days..50%
4. Seventh class day and after, no
refunds will be given.

Mini-Sessions

1. Prior to the first class day100%
(Less \$15 matriculation fee)
2. On the first class day80%
3. On the second class day50%
3. After the second day, no refunds will be given.



Applying for Spring Graduation

Spring Graduation – Apply
January 16- April 30

- ✓ Contact Program Director to review your degree audit.
- ✓ After the degree audit is sent to Admissions by Program Director students will receive an email to their my.lSCO.edu email with a link and instructions to apply for graduation online.
- ✓ Pay for Cap and Gown: Purchase Cap and Gown online from the Bookstore website at lSCO.shopoakhalli.com.

Questions concerning graduation may be answered by viewing the graduation webpage at [applying for graduation](#) or by contacting Graduation@lSCO.edu or (409) 882-3365.

Note: All students are required to participate in commencement unless written permission is received from the Dean of Student Services. It is the graduate's responsibility to notify the graduation clerk if he/she is a candidate for honors.



Spring Commencement
Ceremonies
Friday, May 10, 2024

Financial Aid and Scholarships

Financial assistance in the form of scholarships, grants, loans, and employment is available to a number of qualified students. Information regarding programs and eligibility criteria can be obtained from the Office of Financial Aid, 410 W. Front Street, Orange, Texas 77630, at (409) 882-3317, and online at [financial aid](#).

When to Apply for Financial Aid and Awards

For Spring 2024, in order to ensure your financial aid package is ready for the first class day, complete the financial aid application and satisfy all outstanding requirements with the financial aid office no later than November 15, 2023. For more information on the status of your application, please contact the Office of Financial Aid at 409-882-3317 or email financialaid@lsc.edu. You may also view any outstanding financial aid requirements by logging into your Gator Self-Service account.

The FAFSA process could potentially take up to two weeks to complete. If the FAFSA process is not completed by the payment due date, the student must make payment arrangements with the Cashier's office while financial aid is processing. We highly encourage completing the FAFSA application as soon as possible to avoid any payment delays.

How to Apply for Financial Aid and Awards

Students wishing to apply for grants, loans, and/or work-study employment must complete the Free Application for Federal Student Aid (FAFSA). Students may complete the FAFSA online at studentaid.gov/. Texas

residents who are not eligible to complete the FAFSA may apply for state aid by completing the Texas Application for State Financial Aid (TASFA) at collegeforalltexas.com.

Scholarships

Students wishing to be considered for scholarships should submit the scholarship application. Students should be aware that scholarship funds are limited and that recipients must have grade point averages of at least 2.5 to be considered.

<https://www.lsc.edu/scholarships/scholarships.asp>

Deadline for Scholarships for Spring 2024 is December 15, 2023



Veterans' Affairs Office

The Veterans' Affairs Office is maintained in the Office of Financial Aid and assists veterans in obtaining their educational benefits. New students who intend to use VA benefits will need to complete their VA application. Additional information regarding the VA application process can be found in the Office of Financial Aid or by visiting gibill.va.gov. Current/continuing enrolled VA students will need to notify the Office of Financial Aid of their enrollment status before each semester begins. All VA students must bring in their certificate of eligibility to be processed by the Office of Financial Aid.

Hazlewood Exemption for Texas Veterans

The purpose of the Hazlewood Exemption is to provide an education benefit to honorable discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. For eligibility, requirements and other information visit tvc.texas.gov/education. New students who intend to use the Hazlewood Exemption will need to complete the Hazlewood application at [Texas Hazlewood Act Exemption Application](#). Students who received Hazlewood in the preceding Fall 2023 semester will need to fill out the [Texas Hazlewood Act Application For Continued Enrollment](#).

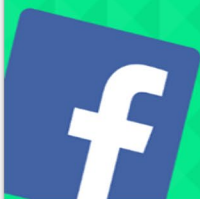
STAY CONNECTED

[FACEBOOK.COM/LAMARORANGE](https://facebook.com/lamarorange)

[INSTAGRAM.COM/LAMAR_STATE_COLLEGE_ORANGE](https://instagram.com/lamar_state_college_orange)

[TWITTER.COM/LAMARORANGE](https://twitter.com/lamarorange)

[YOUTUBE.COM/LSCOEDU](https://youtube.com/lscotedu)



The Gator Success Center and Online Tutoring

Your Key to College Success!

The Gator Success Center provides free academic support, learning resources, and computer access for both current and enrolling LSCO students. Friendly, knowledgeable specialists assist students with general study skills, course-specific goals, and preparation for program admission and course placement testing.

Online resources to support students taking the Texas Success Initiative Assessment 2.0 (TSIA2) for course placement are linked on the Gator Success Center's Test Prep web page: [Gator Success Center](#)

Academic support is available by appointment and on a walk-in basis. In addition to face-to-face sessions, specialists may also work with students online using virtual meeting applications such as Blackboard Collaborate Ultra and MS Teams.

Students are welcome to use Gator Success Center computers during the admission and registration process. Computers with Internet access are available, as well as in three study rooms. Printing is free.

The Gator Success Center is located on the 2nd floor of the Ron E. Lewis Library building. Phone: (409) 882-3373 • Email: gator.success@lSCO.edu

Upswing - LSCO's FREE 24/7 Online Tutoring lSCO.upswing.io



**ONLINE
TUTORING
SESSIONS**

Need a tutor? Don't wait until the end of the semester!

LSCO provides online tutoring in partnership with the online tutoring platform, Upswing.

**Tutors are available 24/7
in almost every subject.**



Lamar State College
Orange

TSIA2 Prep Resources



[Testing Center's TSIA2 pre-assessment page](#)
lSCO.edu > Future Students > Testing > Texas Success Initiative Pre-assessment Activity



[Learning Center Study Resources for TSIA2](#)
lSCO.edu > On Campus > Learning Center > Test Prep



[TSIA2 Printable Study Guides and Study App](#)
accuplacer.collegeboard.org > For Students > Prepare for Accuplacer > For Texas Students



[Learning Express Library: TSIA2 Practice Tests](#)
library.lSCO.edu > All databases A-Z by name > Learning Express Library > College Center Plus > Prepare for State Placement Tests > TSIA Preparation



Questions? Contact us.
409.882.3373 or
learning.center@lSCO.edu

Library Services

The LSCO Library is located on the first and second floors of the Ron E. Lewis Library building, located in the center of campus. Library operating hours vary by semester, so be sure to check library.lSCO.edu for current information.

The Collection

The library houses more than 36,000 print books and periodicals. Students may borrow up to 25 books for three weeks and 2 media items for two days. Current campus ID cards are required in order to check out any library materials.

Students may place a hold on library material by finding the item in the catalog, selecting “place hold,” and logging in with their campus identification number (R800#####) and PIN (birthday MMDD). Students will be notified via email once their hold is ready to be picked up at the 1st floor circulation desk. Curbside delivery is available by request.

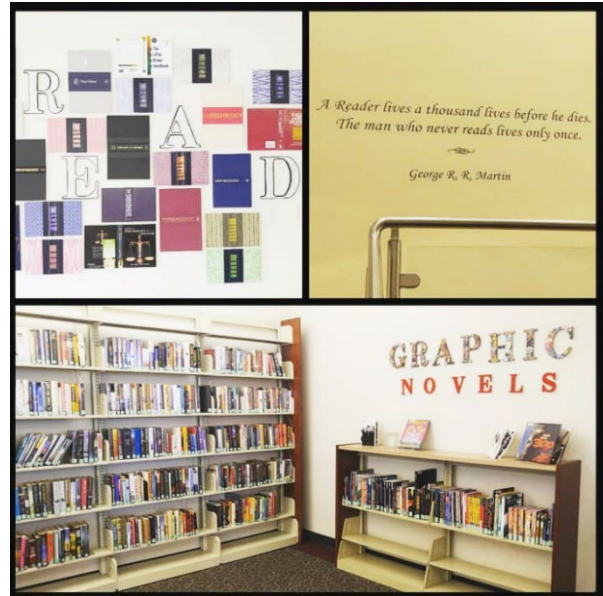
If a student needs a title not found in our collection, we invite them to use the Inter-library loan form on our webpage to request that we borrow that title from another library.

The library also provides online access to over 45,000 ebooks and 115,000 periodicals via our 77 subscription databases. The majority of these titles can be accessed by using GatorSearch, our single search service. All online library resources can be accessed with the student’s school email and password. (NetID@my.lSCO.edu)

The Overdrive ebook and audiobook collection is available for both iOS and Google Play compatible devices, and contains both fiction and nonfiction titles.

The Learning Express Library houses skill practice, tutorials, and test prep for many popular subjects and tests. Here students can

find tutorials and practice for basic math, algebra skills, reading and grammar skills, as well as basic computer skills and Microsoft Office tutorials. Students can also find practices tests for the ACT, SAT, TEAS, Dental Assisting, CDL, EMT, NCLEX-RN, NCLEX-PN, Real Estate, Praxis exams, and many more.



Study Space

The library has 52 computers spread across three labs available for student use. All computers are networked to black and white printers. Printing is free, but we ask that a student limit their printing to school related tasks, and print no more than 500 pages over the course of the semester.

There are two scanners on the first floor for students to create digital documents or print to a printer. A copy machine is located on the 1st floor past the circulation desk. The copy machine is ten cents per page with prints in black and white only.

The second floor is home to two study rooms and multiple tables, chairs, couches, bean bags, and a pair of fitdesks. We ask that students respect those around them who are studying and keep all noise to a minimum.

Librarians

The library has two librarians ready to assist students with their research needs. The library collection is vast, and the internet even more so. Our librarians have extensive knowledge of the library collection, are trained in finding online information, and can save students valuable time with our research expertise. We can also help with constructing citations, formatting papers for APA or MLA, and troubleshooting any issues that come up while accessing online resources.

Students can visit the librarian on duty in person, by phone at (409) 882-3082, by email LSCOLibrary@lsco.edu, or by using the chat box located on library.lsco.edu. Any email or chat received while the library is closed will be responded to as soon as possible the next business day. Students are also encouraged to use the Book a Librarian button located on library.lsco.edu/ to reserve dedicated one on one time.

Students can follow us on Facebook for news on library resources and events. The library can also be found on YouTube where we have uploaded tutorials on how to use our most common resources, and created playlists of videos on information literacy and various campus resources.



Title IX

Sexual Misconduct & Title IX

The following is an excerpt of the Lamar State College Orange Sexual Misconduct Policy. Any employee, student or contractor of the college may request a copy of the Sexual Misconduct Policy in its entirety from the Human Resources Department. It is also available on the Title IX webpage at lsco.edu/titleix/titleix.asp

The Texas State University System and Lamar State College Orange are committed to creating and maintaining educational communities in which each individual is respected, appreciated, and valued. LSCO's focus on tolerance, openness, and respect is key in providing every member of the LSCO community with basic human dignity free from all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Any report of behavior that threatens our institutional values and breaches the Sexual Misconduct Policy shall be promptly investigated and remediated in accordance with principles of law, fairness, and equity to all parties involved.

Lamar State College Orange complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVe); Violence Against Women Act (VAWA); and the Clery Act. Sexual misconduct, as defined in the policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

DUAL CREDIT

Dual Credit classes at Lamar State College Orange provide qualified high school students the opportunity to enroll in college courses and earn college credit while attending high school.

We are excited that you have chosen to start your college experience with us. The following information will help you understand the Dual Credit process from enrollment to completion.

GETTING STARTED

- Meet with the dual credit contact at your school for forms and information.
- Complete and submit an application through goapplytexas.org (new to dual credit or students who have sat out a full semester – Fall or Spring).
- Dual Credit Supplemental Application with high school principal/counselor, parent/guardian, and student signatures must be on file prior to registration.
- School submits a copy of an official student partial high school transcript, applicable test scores.
- Meet TSIA/TSIA2 passing standards (unless exempt based on SAT, PSAT, ACT, STAAR EOC, CLEP, or AP scores).
- SAT: Verbal - 480; Math - 530
- PSAT: Reading/Writing - 460; Math - 510
- ACT: Math - 19; Verbal - 19; Composite - 23
- STAAR EOC: English II – 4000; Algebra I – 4000 and C or above in Algebra II
- If the above scores are not met, then the student must take the TSIA2 proficiency test
- **Prior to January 11,2021:** TSIA: Math - 350; Reading - 351; Writing - Multiple Choice – above 340 with an Essay of 4 OR below 340 with an Essay of 5 and 4+ on ABE Diagnostic
- **After to January 11,2021:** TSIA2: ELAR – CRC \geq 945 and Essay \geq 5 OR CRC $<$ 945 and DL \geq 5 and Essay \geq 5 MATH – CRC \geq 950 OR CRC $<$ 950 and DL=6

- CLEP – see a complete list at lsc.edu/testing/clep.asp
- AP – Information available in the current LSCO Catalog found at lsc.edu/catalog/catalog.asp.

BACTERIAL MENINGITIS VACCINATION REQUIREMENT

All new students who are under 22 years old must be vaccinated **if attending classes on campus**. Vaccination is not required for students not attending classes on the LSCO campus or students taking online courses. Proof of vaccination must be uploaded to Med+Proctor a minimum of 10 days before classes begin. Information can be found at lsc.edu/admissions/bacterial-meningitis-vaccination-requirement.asp.

STUDENT WITH DOCUMENTED PHYSICAL OR LEARNING DISABILITY

The student must contact Abbie Skinner, LSCO Special Populations Coordinator, at (409) 882-3393 or abbie.skinner@lsc.edu.

TUITION REMINDERS ARE SENT TO CELL PHONE NUMBER AND EMAIL PROVIDED ON APPLICATION

Unpaid classes will be dropped and a \$50 reinstatement fee will be applied to re-register.

PAYMENT OPTIONS

College tuition is paid by the semester. You will owe tuition for your courses in August and again in January.

In Person: Cashier's Office, 3rd floor of the Ron E. Lewis Library, Mon – Fri, 8 – 5 p.m.

By Phone: Cashier's office, (409) 882-3371.

ONLINE: Go to www.lsc.edu. Click on "Current Students", then click "Pay Your Bill".

DUAL CREDIT continued

You will be redirected to the epay website. Click “Student and Staff”, then log in using your Campus ID (R800.....) and pin (6-digit date of birth, mmddyy).

By Mail: Check or money order to
Lamar State College Orange
Attn: Cashier’s Office
410 W. Front Street
Orange, Texas 77630

Installment Payment Option: You must call the cashier’s office at 409-882-3371 to set up the installment plan.

50% plus \$20 service fee due up front
25% due in 30 days
25% due in 60 days

Financial Obligations

A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date will be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. Holds will be placed on academic records so that students cannot obtain transcripts and/or receive grades

Dropping a Class

Students are able to drop a class until the published LSCO deadline for dropping. After census date, a “W” will be recorded on the student’s college transcript if they withdraw (drop all classes) from LSCO and, if the student is taking more than one class, a “Q” will be recorded for a dropped course.

IMPORTANT: The student will not be dropped from the course until all of the paperwork is completed with their high school counselor and the counselor has forwarded this information to the Dual Credit Department at LSCO.

Withdrawal from the College

Withdrawing does not relieve the student of any financial obligations under the installment

payment agreement. These are the student’s legal financial commitments. Refunds will be processed in accordance with the published schedule.

Refund of Fees for Withdrawals

For refund purposes, the 1st class day is always the official 1st class day of the semester. Any student officially withdrawing will receive a refund of tuition according to the following schedule:

Refunds for Fall and Spring

- 100% Prior to the 1st class day
(Less \$15 matriculation fee)
- 80% During the first five class days
- 70% During the second five class days
- 50% During the third five class days
- 25% During the fourth five class days
- 0% After the fourth week of the semester, no refunds given.

Logging into MyGator, Blackboard & Office 365

Before you can log into Blackboard or Office 365, you must retrieve your login for MyGator. Go to lSCO.edu from any device with an internet connection. Select MyGator in the upper right-hand corner. Follow instructions for Account and Password Assistance.

Technical issues

Contact the Help Desk at (409) 882-3033
or helpdesk@lSCO.edu.
Dual Credit Coordinator
dualcredit@lSCO.edu



Campus Directory and Campus Map

Orange Campus	(409) 883-7750
LSCO Lumberton	(409) 882-3080
Admissions & Records	(409) 882-3364/3923
Advising	(409) 882-3340
Bookstore	(409) 880-8342
Campus Security	(409) 670-0789
Cashier's Office	(409) 882-3371
eLearning	(409) 882-3991
Financial Aid	(409) 882-3317
Student Success/New Student Orientation.....	(409) 882-3340
Testing	(409) 882-3330
Workforce Development/Continuing Education	(409) 882-3321

Lamar State College Orange, 410 Front Street, Orange, TX 77630

LSCO Lumberton, 344 S. Main Street, Lumberton, TX 77657

Monday - Thursday 7:30 a.m. - 5:30 p.m. Friday 8a.m. - 5p.m.

Summer Hours: Monday - Thursday 7:30 a.m. - 5:30 p.m. Friday 8 am - noon

