



# NEW STUDENT CHECKLIST

## Complete Application for Admission

- Online at [goapplytexas.org](http://goapplytexas.org) OR in person in Admissions on 3rd floor of library.
- Information available online: [lsc.edu/admissions/admission-requirements.asp](http://lsc.edu/admissions/admission-requirements.asp). Admissions can be reached by phone at 409-882-3364.
- Turn in Copy of Driver's License.
- Submit meningitis shot records for those under 22 years of age through MedProctor at [medproctor.com](http://medproctor.com) at least 10 days prior to first day of classes.
- Dental Assisting, Pharmacy Tech, and Emergency Medical Services require preadmission testing and/or additional application process.
  - For more information visit [lsc.edu/allied-health/alliedhealth.asp](http://lsc.edu/allied-health/alliedhealth.asp).
- Send all Transcripts to Admissions:
  - Official High School/GED – See additional info needed if you do not have High School Diploma or GED or if you are an International Student.
  - Official Colleges/Universities.
- Military Service Members should contact their Education Services Officer (ESO) to inquire about educational opportunities available to Active-Duty personnel.

## Take Placement Exams for Texas Success Initiative (TSI) Law or Entrance Exams, if Needed

- TSI Assessment for programs with 42 hours or more, if not complete or exempt. See LSCO Catalog for exemptions.
- TSI waived for programs with less than 42 hours (Level I Certificate). See an advisor for more information.

## Apply for Financial Aid

- Apply online at [studentaid.gov](http://studentaid.gov).
- Visit [lsc.edu/financialaid/financialaid.asp](http://lsc.edu/financialaid/financialaid.asp) for additional info. You may visit the Financial Aid Office on the 3rd floor of the library or call 409-882-3317.
- Inquire about Scholarships.
- Verify status with financial aid prior to payment due date.
- Veterans and their eligible dependents should visit the Financial Aid Office for information on Hazlewood and Veteran Education Benefits.

## Set Initial Password to Access Blackboard, MyGator, Gator Self Service, and Campus Computers

- Visit [lsc.edu](http://lsc.edu). Click on the Quick Links drop down bar and select "Username/Password Maintenance."
  - Need R800, DOB-MMDDYY format.
  - Help Desk 409-882-3033 M-F 8am-5pm or visit Room 101 in the Academic Center.
- MyGator** is your portal to Blackboard, Gator Self Service, Office 365 email, and more!
- What is Blackboard?** Includes campus announcements and access to course content.
- What is Gator Self Service?** Check grades, holds, online registration, request transcripts, check account balance, make payments, and more.
- Visit [lsc.edu](http://lsc.edu). Click on the MyGator portal, the Enter Secure Area.

## Meet with an Academic Advisor if You Are New, on Probation, or Have Any Registration Holds.

- For pre-advisement prior to registration dates



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- During registration dates to be advised and/or to register for classes.

- Walk-in advising held on the 1st floor of the library.
- Bring copies of transcripts, TSI assessment, or DD214, if applicable.
- Be aware of classes needed at any schools you plan to transfer.

- Inquire about college credits through classes taken at other colleges/universities, AP, CLEP, or other credit by exams.

- If you have no holds and have over 15 hours, we recommend you meet with your Program Director or Division Director in the area of your study and you may register yourself. **It is important to develop a relationship with the faculty in your field of study.**

- Register yourself for classes through Student Services. Refer to the course recommendation sheet or DegreeWorks planner from your advisor.

## Find Most Recent Policies and Procedures

- Most up-to-date is available online at [lsc.edu/catalog/catalog.asp](https://lsc.edu/catalog/catalog.asp).
- View the Student Handbook online at [lsc.edu/stuhandbook/stuhandbook.asp](https://lsc.edu/stuhandbook/stuhandbook.asp)

## Pay Tuition and Fees

- Pay by due date
  - Online on MyGator.
  - Cashier's Office on the 3rd floor of library or call 409-882-3371.
  - See Cashier's Office regarding installment plan, if needed.
  - If you are on financial aid, verify it will pay by due date. If not, see Cashier's Office for a short-term loan.

- Louisiana residents need to sign a Louisiana Reciprocal Exemption for in-state tuition. Call 409-882-3364 for more info.

## Obtain Picture ID in Library and Parking Permit in Student Center

- Pay tuition and provide a license plate number and ID for a parking permit.

## Textbooks

- Select materials through the Gator Book Pack.
- The Bookstore at LSCO is virtual and you may look up needed books at [lamar-orange.bncollege.com](https://lamar-orange.bncollege.com).

## Attend New Student Orientation

- Call 409-882-3340 for dates and times.

## Take Advantage of Gator Success Center

- Located on the 2nd floor of the Ron E. Lewis Building or call 409-882-3373.

## Students with Disabilities

- If you are a student with a disability and want to request accommodations, you can do so by completing the Accommodations Request form online at [lsc.edu/student-life/resources-support/accessibility-services.php](https://lsc.edu/student-life/resources-support/accessibility-services.php) or in person with the Accessibility Coordinator. For more information, you can contact the Accessibility Coordinator in the Advising Office at 409-882-3340, or in person on the first floor of the Ron E. Lewis Library.

**Remember, you can visit with an advisor for any questions or concerns you may have throughout the semester!**