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### Spring 2023 Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>16-week</th>
<th>8-week one</th>
<th>8-week two</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day to &quot;OPT OUT&quot; of GATOR BOOK PACK</td>
<td>December 18, 2022</td>
<td>December 18, 2022</td>
<td>*February 20, 2023</td>
</tr>
<tr>
<td>Payment Due Date 5 PM</td>
<td>January 11, 2023</td>
<td>January 11, 2023</td>
<td>January 11, 2023</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday (Campus Closed)</td>
<td>January 16, 2023</td>
<td>January 16, 2023</td>
<td>N/A</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 17, 2023</td>
<td>January 17, 2023</td>
<td>March 20, 2023</td>
</tr>
<tr>
<td>Last day to &quot;OPT OUT&quot; of GATOR BOOK PACK</td>
<td>January 19, 2023</td>
<td>January 19, 2023</td>
<td>*March 22, 2023</td>
</tr>
<tr>
<td>Applications for May 2023 Graduation Open</td>
<td>January 20, 2023</td>
<td>January 20, 2023</td>
<td>January 20, 2023</td>
</tr>
<tr>
<td>Last Day to Petition for &quot;No Grade&quot;</td>
<td>January 31, 2023</td>
<td>January 23, 2023</td>
<td>March 24, 2023</td>
</tr>
<tr>
<td>Last Day to Drop without Penalty (Census Date)</td>
<td>February 1, 2023</td>
<td>January 24, 2023</td>
<td>March 27, 2023</td>
</tr>
<tr>
<td>First Installment Plan Due 5 PM</td>
<td>February 15, 2023</td>
<td>February 15, 2023</td>
<td>February 15, 2023</td>
</tr>
<tr>
<td>Spring Break (Campus Open)</td>
<td>March 13-16, 2023</td>
<td>March 13-16, 2023</td>
<td>March 13-16, 2023</td>
</tr>
<tr>
<td>Spring Break Day (Campus Closed)</td>
<td>March 17, 2023</td>
<td>March 17, 2023</td>
<td>March 17, 2023</td>
</tr>
<tr>
<td>Second Installment/Short Term Loans Due 5 PM</td>
<td>March 22, 2023</td>
<td>March 22, 2023</td>
<td>March 22, 2023</td>
</tr>
<tr>
<td>Last Day to Drop or Withdraw</td>
<td>April 17, 2023</td>
<td>February 21, 2023</td>
<td>April 17, 2023</td>
</tr>
<tr>
<td>Applications for May 2023 Graduation Close 5 PM</td>
<td>April 21, 2023</td>
<td>April 21, 2023</td>
<td>April 21, 2023</td>
</tr>
<tr>
<td>Final Exam Period</td>
<td>May 3-9, 2023</td>
<td>March 8-10, 2023</td>
<td>May 8-9, 2023</td>
</tr>
<tr>
<td>Deadline to return all GATOR PACK textbooks to B&amp;N</td>
<td>May 10, 2023</td>
<td>March 16, 2023</td>
<td>May 10, 2023</td>
</tr>
<tr>
<td>Graduate Grades Due 8:00 AM</td>
<td>May 10, 2023</td>
<td>March 13, 2023</td>
<td>May 10, 2023</td>
</tr>
<tr>
<td>ALL Grades (including Graduate) Due 11:59 PM</td>
<td>May 10, 2023</td>
<td>March 13, 2023</td>
<td>May 10, 2023</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 12, 2023</td>
<td>May 12, 2023</td>
<td>May 12, 2023</td>
</tr>
</tbody>
</table>

*Gator Book Pack Opt in begins February 20th and ends March 23, 2023 for students enrolled in 8-week two courses.

### Spring 2023 Registration Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>16-week</th>
<th>8-week one</th>
<th>8-week two</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Person and Online Begins</td>
<td>November 1, 2022</td>
<td>November 1, 2022</td>
<td>November 1, 2022</td>
</tr>
<tr>
<td>Saturday In Person Registration</td>
<td>January 7, 2023</td>
<td>January 7, 2023</td>
<td>January 7, 2023</td>
</tr>
<tr>
<td>Online Registration Closes, In Person Registration Contin</td>
<td>January 10, 2023</td>
<td>January 10, 2023</td>
<td>**March 14, 2023</td>
</tr>
<tr>
<td>First Day of Class</td>
<td>January 17, 2023</td>
<td>January 17, 2023</td>
<td>March 20, 2023</td>
</tr>
<tr>
<td>*In Person Registration Closes</td>
<td>January 18, 2023</td>
<td>January 18, 2023</td>
<td>March 21, 2023</td>
</tr>
<tr>
<td>Schedule Changes Close (Require Instructor Approval)</td>
<td>January 20, 2023</td>
<td>January 20, 2023</td>
<td>March 24, 2023</td>
</tr>
</tbody>
</table>

* 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.

** From January 11, 2023 through February 13, 2023 online registration may be unavailable. Visit with an LSCO Advisor to register during this period of time.
To apply to LSCO, first-time college students, transfer students, and returning students (not enrolled for Fall 2022), 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.
- ✓ 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 2023

**Thursday, January 5th**  
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 2023 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.

**Registration and Payment Dates**

**Registration:**
- Winter Mini-Session: ..................... Nov. 1 – Dec. 14
- Spring 8-week Term I (in person):........ Nov. 1-Jan.13
- Spring 8-week Term I (online):........... Nov. 1-Jan.10
- 8-week Term II: (in person):............. Nov. 1-Mar 17
- 8-week Term II: (online):............. Nov. 1-Mar 14**

**From February 1 – February 13, 2023 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 8-week Term Session I: .......... January 17-18
- 8-week Term Session II: .............. March 20-21
- 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 15
- Spring and 8-week Session I: .......... January 11

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

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**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 2022** ...December 15 – January 13

**Spring 2023**
- 8-week I.................. January 17 – March 10
- 8-week II.................. March 20 – May 9
- Full Fall Session............ January 17 – May 9

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 15th**. Payment due date for Spring Registration is **January 11th**. 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.

<table>
<thead>
<tr>
<th>Spring 2023 Registration Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Person and Online Begins</strong></td>
</tr>
<tr>
<td>November 1, 2022</td>
</tr>
<tr>
<td>November 1, 2022</td>
</tr>
<tr>
<td>November 1, 2022</td>
</tr>
<tr>
<td><strong>Saturday In Person Registration</strong></td>
</tr>
<tr>
<td>January 7, 2023</td>
</tr>
<tr>
<td>January 7, 2023</td>
</tr>
<tr>
<td>January 7, 2023</td>
</tr>
<tr>
<td><strong>Online Registration Closes, In Person Registration Continues</strong></td>
</tr>
<tr>
<td>January 10, 2023</td>
</tr>
<tr>
<td>January 10, 2023</td>
</tr>
<tr>
<td><strong>March 14, 2023</strong></td>
</tr>
<tr>
<td><strong>First Day of Class</strong></td>
</tr>
<tr>
<td>January 17, 2023</td>
</tr>
<tr>
<td>January 17, 2023</td>
</tr>
<tr>
<td>March 20, 2023</td>
</tr>
<tr>
<td><strong>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.</strong></td>
</tr>
<tr>
<td><strong>Note to Financial Applicants</strong></td>
</tr>
</tbody>
</table>
| 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 2023 Payment Deadlines**

<table>
<thead>
<tr>
<th>Term</th>
<th>16-week and 8-week one</th>
<th>8-week two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay by 5 PM</td>
<td>November 1, 2022 - January 11, 2023</td>
<td>November 1, 2022 - March 21, 2023</td>
</tr>
<tr>
<td>Upon Registration</td>
<td>January 12, 2023 - January 18, 2023</td>
<td>January 12, 2023 - March 21, 2023</td>
</tr>
</tbody>
</table>

**Spring 2023 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:**

<table>
<thead>
<tr>
<th>Class Length</th>
<th>Last day for 80% Refund</th>
<th>Last day for 70% Refund</th>
<th>Last day for 50% Refund</th>
<th>Last day for 25% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 weeks,Classes Starting January 17, 2023</td>
<td>January 19, 2023</td>
<td>N/A</td>
<td>January 24, 2023</td>
<td>N/A</td>
</tr>
<tr>
<td>16 weeks</td>
<td>January 23, 2023</td>
<td>January 30, 2023</td>
<td>February 6, 2023</td>
<td>February 13, 2023</td>
</tr>
<tr>
<td>8 weeks,Classes Starting March 20, 2023</td>
<td>N/A</td>
<td>February 27, 2023</td>
<td>N/A</td>
<td>2023</td>
</tr>
</tbody>
</table>

**Students who OFFICIALLY drop or withdraw from classes at Lamar State College Orange will be refunded according to the following schedule:**

100% (less $15 Matriculation Fee) Refund prior to the first day of class

**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.

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5
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.

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 address, 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 Classes and Registration Overrides, View Class Lists and Student Information.

Employees
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”

Click “Office 365”

Outlook Email App
How to Register for Classes Online

1. Go to lSCO.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 Service.

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.

9. The available classes will be list.

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

<table>
<thead>
<tr>
<th>Schedule Legend</th>
<th>Section Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Course Type/Session Type Description</td>
<td></td>
</tr>
<tr>
<td>Lecture, Clinical, Coop, Internship</td>
<td>1-19</td>
</tr>
<tr>
<td>Lab</td>
<td>20-29</td>
</tr>
<tr>
<td>Online Lab</td>
<td>30-39</td>
</tr>
<tr>
<td>Hybrid</td>
<td>60-69</td>
</tr>
<tr>
<td>Online</td>
<td>70-89</td>
</tr>
<tr>
<td>Virtual (BB at specific time on a schedule)</td>
<td>40-49</td>
</tr>
<tr>
<td>Offsite</td>
<td>50-59</td>
</tr>
<tr>
<td>Full Term Courses – (no special code after section code)</td>
<td>XX</td>
</tr>
<tr>
<td>8 wk Session I/First Session Sections – (F after section code)</td>
<td>X XF</td>
</tr>
<tr>
<td>8 wk Session II/Second Session Sections – (S after section code)</td>
<td>XXS</td>
</tr>
<tr>
<td>AC Academic Center</td>
<td>IND Industrial Technology Building</td>
</tr>
<tr>
<td>AHB Allied Health Building</td>
<td>HCF Health Care Facilities</td>
</tr>
<tr>
<td>SHA Shahan Event Center</td>
<td>SC Student Center</td>
</tr>
<tr>
<td>VHS Vidor High School</td>
<td>WTC Welding Tech Center</td>
</tr>
<tr>
<td>WB Wilson Building</td>
<td>OCSO Orange County Sheriff’s Office</td>
</tr>
<tr>
<td>WEB Workforce Education Building</td>
<td></td>
</tr>
<tr>
<td>NCB Nursing &amp; Classroom Building</td>
<td></td>
</tr>
</tbody>
</table>
Gator Book Pack

All your books in one bundle.

Gator Book Pack is our new all-encompassing, affordable textbook rental program that will provide students with all required textbooks, lab manuals, access codes, and electronic book versions before the first day of class! The average student is estimated to save $150-200 on textbooks for a semester. All students will be automatically enrolled.

Program Pricing - $14.00/credit hour

How It Works

Register for your courses
Upon registering for courses, students will be automatically enrolled into the program. Once you've successfully selected your courses, the bookstore will start preparing your order.

Verify your order
Starting 30 days before the first day of classes, you will receive an order verification link to your college email to verify your order and select your delivery preference. You will verify your order within the Gator Book Pack within MyGator.

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: lsco.edu/gatorbookpack/ for more details on the Gator Book Pack. For questions regarding the Gator Book Pack students may email: gatorbookpack@lsco.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 6th class 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 - TSI Pre-Assessment

TSI English Language Arts (ELAR) Sample Questions

TSI Mathematics Sample Questions -

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.
- 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.

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

If you have issues logging in, please contact the Computer Center Helpdesk at 409-882-3033, located in the Academic Center, Rm 101.
Accessing Your Online and Hybrid Classes

Becoming a Successful Online Student

What is Blackboard?
Blackboard is the web-based Learning Management System (LMS) you use to access your course learning materials and other relevant information that your instructor provides.

Blackboard Online Student Training
Open 24/7
Call 936.496.5378
bbhelp@esc.edu

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

Succeeding in Your Online Classes

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

Acceptable:
• Microsoft Edge: https://www.microsoft.com/en-us/edge
• Safari: https://support.apple.com/en-us/HT204438

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.

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 Tutorials and Training

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

Use the link below to join a session

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17, 2023</td>
<td>9:30 am - 10:30 am OR 6:30 pm – 7:30 pm</td>
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</tr>
<tr>
<td>January 18, 2023</td>
<td>10 am - 11 am OR 7 pm – 8 pm</td>
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<tr>
<td>January 19, 2023</td>
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<tr>
<td>January 23, 2023</td>
<td>10:30 am - 11:30 am OR 7 pm – 8 pm</td>
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The Great Gator 8

A course model designed to improve student success.

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.

For More Information: Great Gator 8
Fees and Expenses

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

<table>
<thead>
<tr>
<th>No. of Semester Hours</th>
<th>Tuition ***</th>
<th>Student Services Fee</th>
<th>Student Center Fee</th>
<th>Institutional Service Fee</th>
<th>Total*</th>
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</thead>
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<td>$2,360</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Labs</th>
<th>Nursing and Allied Health Program Fee</th>
<th>Internet/Hybrid fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15.00</td>
<td>$60.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

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

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<tr>
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***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 p.m 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.

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 days .......... 80%
3. During the second five class days ...... 70%
4. During the third five class days ........... 50%
5. During the fourth five class days ...... 25%
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 day ............... 100% (Less $15 matriculation fee)
2. On the first class day ..................... 80%
3. On the second class day ............... 50%
3. After the second day, no refunds will be given.
Applying for Spring Graduation

Spring Graduation – Apply
January 20 – April 21

✓ 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 12, 2023
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 Front Street, Orange, Texas 77630, at (409) 882-3317, and online at financial aid.

When to Apply for Financial Aid and Awards

For Spring 2023, in order to ensure your financial aid package is ready for the first class day, January 17, 2023, we encourage you to complete the FAFSA by November 15, 2022 and satisfy all outstanding requirements with Financial Aid by December 19, 2022. For more information on the status of your application, please contact the Office of Financial Aid at 409-882-3317 or email finaid@lsco.edu

The FAFSA process could potentially take up to two weeks to complete. If the FAFSA process is not completed by January 11, 2023, 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. All students who wish to apply for financial aid for the Spring 2023 semester will need to complete the 2022-2023 aid year FAFSA application.

Scholarships

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

https://www.lsco.edu/scholarships/scholarships.asp

Deadline for Scholarships for Spring 2023 is December 15, 2022.
Veterans’ Affairs Office

A 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 gibil.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.

Hazelwood Exemption for Texas Veterans

The purpose of the Hazelwood 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 Hazelwood Exemption will need to complete the initial Hazelwood application at Texas Hazelwood Act Exemption Application. Current/continuing enrolled Hazelwood students will need to complete the continued enrollment application at Texas Hazelwood Act Exemption Application For Continued Enrollment before each semester starts.
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

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
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.
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>=945 and Essay>=5 OR CRC<945 and DL>=5 and Essay>=5 MATH – CRC>=950 OR CRC<950 and DL=6

- CLEP – see a complete list at lsco.edu/testing/clep.asp
- AP – Information available in the current LSCO Catalog found at lsco.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 lsco.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@lsco.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.lsco.edu. Click on “Current Students”, then click “Pay Your Bill”.

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.
**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 1\textsuperscript{st} class day is always the official 1\textsuperscript{st} 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 1\textsuperscript{st} 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**
Amy Brister (409) 882-3955
dualcredit@lsco.edu
Lamar State College Orange, 410 Front Street, Orange, TX 77630

Office Hours:
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