

LSCC STUDENT SUCCESS

THERE ARE CRITICAL DATES
CHECK THE COLLEGE CALENDAR OFTEN



Resources to find deadline dates and further details include:

- ◆ LSCC Catalog and Student Handbook
- ◆ LSCC Website www.lsc.edu
- ◆ Registration Guide
- ◆ Student Planner

Deadlines	
Financial Aid Applications	Apply Early! - Fall/Spring/Summer
Foundation Scholarship Applications	Can apply each term: Fall/Spring/Summer
AA Transfer Applications	Some Universities require 6 to 9 months in advance
CLAST Registration	ALL AA students must pass or exempt to graduate
Proficiency Exam Deadlines	Given once a semester before first day of class begins, requires pre-registration
Graduation Application Deadline	See an Advisor early in the term - Fall/Spring/Summer
CLEP Exams	TESTING Dept. - Allow 4 to 6 weeks for grade posting
Transcripts/Requests	Request in LOIS (under Student Records) - Allow 4 to 6 weeks for processing
Transient Requests- (Guest student at another school for a class)	Request at www.facts.org - Allow minimum of 48 Business Hours for processing

Problem Solving

Where Can I Go For Help?

	Resource
Appeal for Exception to the full cost of instruction <ul style="list-style-type: none"> ▪ Documentation ▪ Written Statement 	Advisor
Appeal for Exception for a fourth attempt <ul style="list-style-type: none"> ▪ Documentation ▪ Written Statement 	Advisor
Request for Exception to the Refund Deadline <ul style="list-style-type: none"> ▪ Documentation ▪ Written Statement ▪ Must be submitted within semester course attempted ▪ Must meet established criteria 	Advisor
Request for Exception to the Withdrawal Deadline <ul style="list-style-type: none"> ▪ Documentation ▪ Written Statement ▪ Must be submitted within a year of course attempted 	Advisor
Probation www.lsc.edu/admissions/probation.aspx <ul style="list-style-type: none"> ▪ Must have override to register for next term ▪ Must meet with an academic advisor to create semester plan ▪ May need to meet with Career Counselor ▪ Course load hours may be reduced 	Advisor
Continued Probation www.lsc.edu/admissions/probation.aspx <ul style="list-style-type: none"> ▪ Must have override to register ▪ Must meet with an academic advisor to maintain semester plan ▪ Must appeal to have course load hours increased 	Advisor

<p>Suspension www.lsc.edu/admissions/probation.aspx</p> <ul style="list-style-type: none"> One semester if term and all college GPA fall below 2.0 Can appeal for 3 hour load Students suspended once will be academically dismissed for one calendar year if all college GPA falls below a 2.0 	Advisor
<p>Withdrawal/ Grade/Forgiveness</p> <ul style="list-style-type: none"> Confirm any penalties with Financial Aid Meet with an Advisor in regards to possible academic problems Find out if you can retake the course for Grade Forgiveness 	Advisor Admissions Financial Aid
<p>Schedule Changes – Class Level Change after the Drop Period</p> <ul style="list-style-type: none"> Course Level Change must be submitted by instructor to Admission 	Instructor Advisor Admissions
<p>Grade Change</p> <ul style="list-style-type: none"> Meet with the instructor Meet with an Advisor Meet with the appropriate Dean All Tests/Notebooks/Quizzes and Assignments must be produced with appropriate documentation and written statements 	Instructor Advisor Dean
<p>Missed/Failed CLAST Exam</p> <ul style="list-style-type: none"> Meet with an Advisor Parts of CLAST may be taken on Computer at designated Colleges/Universities (Fee Involved) for those who intend to graduate in the current term Allow 6 weeks for posting of scores to Admissions/Transcripts Students cannot retake until 30 days after taking the exam 	Advisor
<p>Courses Not Offered</p> <ul style="list-style-type: none"> Meet with an Advisor Can you apply for Transient Approval if course offered at another accredited institution? Can you submit a course substitution? Can you take a CLEP Exam? Can you take a Proficiency Exam? 	Advisor Admissions
<p>CLEP Exam</p> <ul style="list-style-type: none"> Meet with an Advisor or Testing Personnel Does LSC offer the CLEP for the course needed Would the college within the university you are transferring to rather you have a live course? <p>Allow 4 to 6 weeks for processing and posting of scores</p>	Testing Advisor
<p>Missed Computer Proficiency</p> <ul style="list-style-type: none"> Meet with an Advisor Are mini-semester courses offered from the approved list? Can you submit a course substitution? Can you take a computer proficiency exam? Do you have Tech Prep Certificates from High School that could be used? 	Advisor Admissions
<p>Capacity Overrides</p> <ul style="list-style-type: none"> If the course seats are full, check LOIS for dropped students and a spot to open Check during the Add/Drop Window for dropped students before contacting instructor Must have Instructor sign Capacity Override and submit to the appropriate Dean for approval <p>Computer Courses and Lab courses (sciences with labs) cannot permit Cap Overrides due to limited number of computers and lab stations</p>	Instructor Admissions Dean

- CHECK YOUR SCHEDULE IN LOIS DURING THE SEMESTER TO CONFIRM COURSE(S).
- MAKE SURE ADMISSIONS HAS RECEIVED ALL MISSING DOCUMENTS BEFORE REGISTRATION
- ALLOW ONE SEMESTER FOR TRANSCRIPTS TO BE EVALUATED
- MAKE AN APPOINTMENT FOR PROBATION OVERRIDES AT LEAST ONE WEEK BEFORE YOUR REGISTRATION WINDOW OPENS