

# New Student Checklist

- 1 Complete the Application for Admission.**

Submit completed admissions applications, along with the required supplemental materials, to the Admissions Office via mail, fax, in-person, or email. If you plan to transfer to a four-year college, always check with your transfer college to see if the credits for the courses you intend to take at LSC-O will transfer. Applications can be downloaded from [www.lsc.edu/Students/Students\\_Admissions.htm](http://www.lsc.edu/Students/Students_Admissions.htm) or picked up in the Admissions Office. For additional assistance, visit or call the Admissions Office on the 3rd floor of the Ron E. Lewis Library building or (409) 882-3364.
- 2 Apply early for financial assistance and scholarships.**

A variety of financial assistance and scholarships are available for students who qualify. Apply early. You must complete the Free Application for Federal Student Aid (FAFSA) to be considered for federal, state, and institutional aid. Fill out the FAFSA (online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or pick up a form in the Financial Aid office) as soon as you have completed your income tax forms from the previous year. Visit [www.lsc.edu/Students/Students\\_Financial\\_Aid.htm](http://www.lsc.edu/Students/Students_Financial_Aid.htm) for more information. For additional assistance, visit or call the Financial Aid Office on the 3rd floor of the Ron E. Lewis Library building or (409) 882-3317.
- 3 Take the Appropriate Placement Exams**

While we do not require the SAT or ACT in order to be admitted to LSC-O, all incoming students, unless exempt, must be assessed for college readiness in the areas of reading, mathematics, and writing. For a complete list of exemptions please, visit [www.lsc.edu/Testing/Students\\_TSI\\_Exemptions.htm](http://www.lsc.edu/Testing/Students_TSI_Exemptions.htm). Placement testing must be completed prior to registering for classes. To register for a placement exam, please call the Testing Center at (409) 882-3330.
- 4 Meet with an Academic Advisor and Register for classes**

An advisor will assist you with making your schedule. Advising and registration for classes is available on a walk-in basis or by appointment. Preview the college catalog ([www.lsc.edu/Catalog/LSCOCatalog2008-2010.pdf](http://www.lsc.edu/Catalog/LSCOCatalog2008-2010.pdf)) and class schedule ([www.lsc.edu/Academics/ClassSchedules/ClassSchedule\\_main.htm](http://www.lsc.edu/Academics/ClassSchedules/ClassSchedule_main.htm)) for course requirements, as well as to determine the best schedule to meet your needs. For additional assistance, visit or call the Advising and Counseling Office on the 3rd floor of the Ron E. Lewis Library building or (409) 882-3340.
- 5 Pay Tuition and Fees**

You will be dropped from all of your courses if you fail to pay your tuition in full by the due date. You may view your current balance and make payments on MyLSC-O (see checklist item #9). For additional assistance, visit or call the Cashier Office on the 3rd floor of the Ron E. Lewis Library building or (409) 882-3002.
- 6 Obtain Your Picture ID and Parking Tag**

Two weeks before the start of classes, a Student ID and parking permit can be obtained in Room 351 on the 3rd floor of the Library. Be sure to bring your paid tuition receipt and license plate number.
- 7 Buy Your Textbooks**

Take your class schedule to the LSC-O Bookstore when you're ready to purchase your books. Books are usually available two weeks prior to the beginning of each semester. Students can reserve their books online at <http://lamar-orange.bncollege.com>. For additional assistance, call (409) 882-3331 or visit the website listed above.
- 8 Attend LSC-O's Student Orientation**

Register for the New Student Orientation at [www.lsc.edu/Orientation2.htm](http://www.lsc.edu/Orientation2.htm). Orientation provides valuable information for new LSC-O students. For additional questions, contact the Recruiting Office at (409) 882-3955 or [Brianne.Moreau@lsc.edu](mailto:Brianne.Moreau@lsc.edu).
- 9 Create a My LSC-O Student Account**

MyLSC-O is the primary form of communication used on the campus. It is a web portal that gives students easy access to campus and personal information, including grades, email, records, course syllabi, campus events, financial aid, and more. You may access this site at <http://my.lsc.edu> or by visiting the LSC-O homepage ([www.lsc.edu](http://www.lsc.edu)) and clicking on the MyLSC-O icon.

For generic information for new students, visit [www.lsc.edu/prospectivestu/prospectivestu\\_main.htm](http://www.lsc.edu/prospectivestu/prospectivestu_main.htm).