DROPPING A CLASS THROUGH MY STUDENT DASHBOARD

1. Navigate to gulfcoast.edu, and click on the **myGCSC** link.

2. Login using your Student ID # (A00XXXXXX) and Password (default password is your 6-digit birthdate, in MMDDYY format. Example: February 14, 2000 is 021400).

Welcome to MYGCSC

Notices

For the most up-to-date information regarding the college please visit the GCSC COVID-19 Website and check your GCSC email for the most recent message from President Holdnak.

Lighthouse scheduled maintenance occurs Saturdays from 12:00am to 4:00am. Lighthouse is unavailable during these times.

3. Click on "**My Student Dashboard**".

My Student Dashboard

Hello [   ]
"

Welcome to Lighthouse and My Student Dashboard! Access your information from the links in **BOLD** below.

- **Student Profile**
  See your academic records, contact information, degree, and courses in which you are currently registered.
- Registration
  Plan your class schedule, check your registration status, and add or drop classes.
- **Financial Aid**
  Learn more about your grants, scholarships, and loans.
- **Student Employment**
  Apply to work on campus or check your status as a student employee.
- **Student Employee Timesheets**
  Find your student employment timesheets and paystubs.

If you have any questions about your records, please use the following links for contacting the correct office.

- Student Profile advising@gulfcoast.edu.
- Registration enrollmentservices@gulfcoast.edu.
- Financial Aid fa@gulfcoast.edu.
- Student Employment fa@gulfcoast.edu.
- Student Employee Timesheet mbanks@gulfcoast.edu.
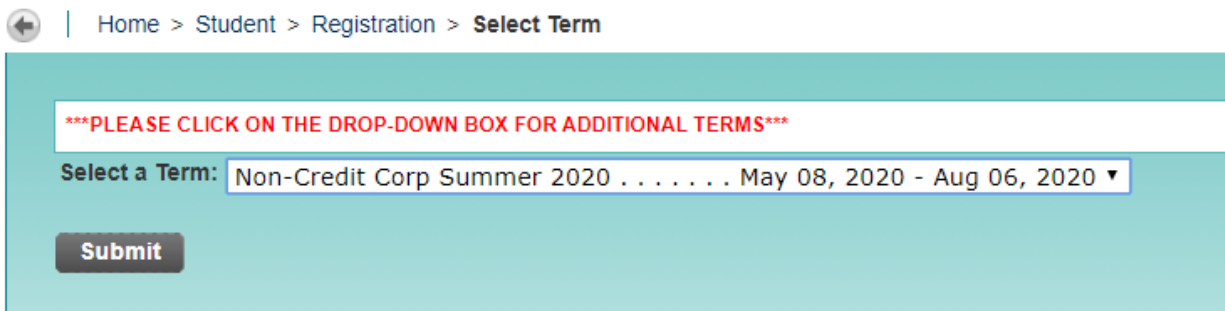- Student Employee Paycheck erussell1@gulfcoast.edu.

"

4. Click on "**Registration**".
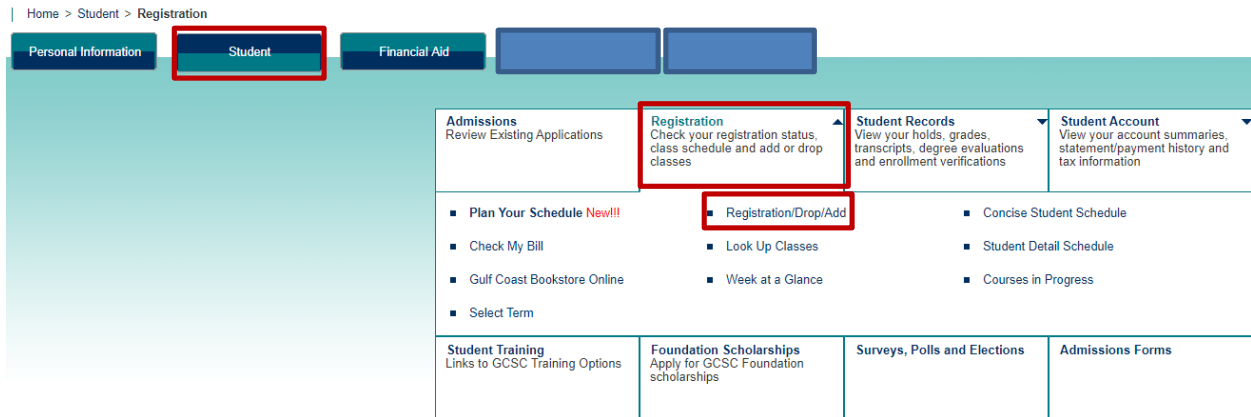
5. If this is your first time going into Lighthouse for the day, you will be asked to select a term. Select the **current term**.

6.   Once in Lighthouse, Navigate to the "**Student**" tab, then "**Registration**." Click on "**Registration/Drop/Add**".

7. Click on the drop down box and select "**WEB Drop/Delete**".

| **Registered** on Mar 26, 2020 | WEB Drop/Delete ▼ | 10186 MUL 2010 0 Undergraduate 3.000 Standard Letter Understanding Music |

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Mar 26, 2020 12:53 pm

Add Classes Worksheet

CRNs

Submit Changes   Class Search   Reset

8. Click "**Submit Changes**" and then you have been dropped from the class!

IMPORTANT INFORMATION REGARDING A DROP VS. WITHDRAWAL

To see dates when a you are eligible to drop a class, visit the academic calendar. Of special note are the drop/add dates and withdrawal dates. You will receive a full refund if you **drop** a class during the published drop/add period. You will NOT receive a refund if you **withdraw** from a class after the published drop/add period.

TUITION REFUND POLICY/ DROP VS. WITHDRAWAL

Students are responsible for all fees for courses not dropped by the student during the published drop/add period. Refunds result from 1) classes dropped by the student by the end of the published scheduled drop/add period for each term; 2) classes dropped prior to the first day of class for courses that do not begin during the scheduled drop/add period; and 3) for classes that are cancelled by the College. A refund of fees paid will be given if the proper procedures are followed. Refund checks are mailed within two weeks after the end of the published drop/add period each term.

A drop is different from a withdrawal. A drop will result in the elimination of the class(es) from the transcript record. A class dropped before the end of the published drop/add period does not affect the standards of academic progress; however, it may affect the amount of financial aid awarded. A withdrawal will result in a letter grade of "W" in each class from which the student withdraws; withdrawals are included in the calculation of academic progress.

If you have missed the published drop/add deadline and still want to not complete a class, you will have to complete a Student Withdrawal Form for the class. This form can be found here: https://www.gulfcoast.edu/admissions/forms.html
As mentioned above, there is no refund for a class that you withdraw from and a withdrawal will result in a letter grade of "W".