

DROPPING A CLASS THROUGH MY STUDENT DASHBOARD



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

A screenshot of the MYGCSC LOGIN page. The page has a dark blue header with the text 'MYGCSC LOGIN' in white. Below the header, there are two input fields: 'User ID (students use Axxxxxxxx)' and 'Password'. To the right of these fields is the Gulf Coast State College logo. Below the input fields is a blue link that says 'Student User ID Lookup'. At the bottom of the login area, there are three teal buttons: 'Login', 'Change Password', and 'User Self Service'.

Instructions

- **New students:** click "User Self Service"
- **Forgotten password:** click "User Self Service"
- **Unlock user account:** click "User Self Service"
- **Change password:** click "Change Password"

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

Logged in as: [redacted] [Log Out](#)

[Manage Your Account Settings](#)

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.

			Canvas	
		GCSC-Home	Lighthouse	
My Student Dashboard				WebMail

3. Click on “My Student Dashboard”.

My Student Dashboard



Hello [redacted]

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

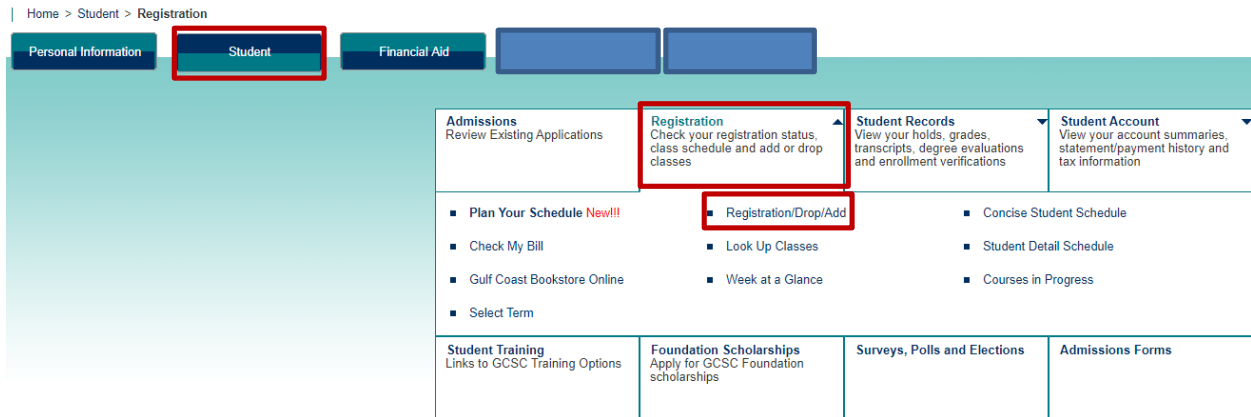
- **Student Profile**
See your academic records, contact information, degree, and courses in which you are currently registered.
- **Registration**
Plan your class schedule, check your registration status, and add or drop classes.
- **Financial Aid**
Learn more about your grants, scholarships, and loans.
- **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.

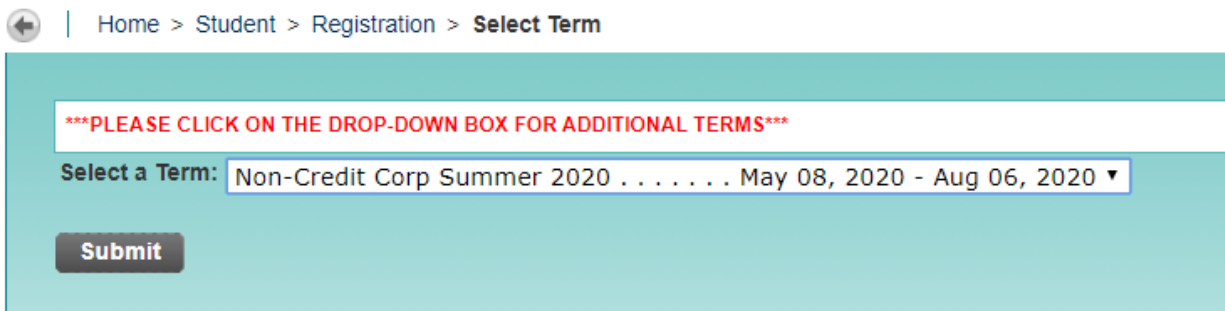
"

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**.

Registration 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”.

The screenshot shows a student portal interface. At the top, it displays the student's status: “Registered” on Mar 26, 2020. A dropdown menu is open, showing “WEB Drop/Delete” as the selected option. Other options in the menu include “10186 MUL 2010 0 Undergraduate 3.000 Standard Letter Understanding Music”. Below this, there are statistics: Total Credit Hours: 12.000, Billing Hours: 12.000, Minimum Hours: 0.000, Maximum Hours: 18.000, and Date: Mar 26, 2020 12:53 pm. A section titled “Add Classes Worksheet” contains a row of input fields for CRNs. Below the input fields are three buttons: “Submit Changes”, “Class Search”, and “Reset”. The “Submit Changes” button is highlighted with a red box.

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”.