

GCSC STUDENT PORTAL

REGISTERING FOR CLASSES

Below is a guide to help you get started!

1. Visit <http://www.gulfcoast.edu>
2. At the very top of the homepage, click the **myGCSC** icon (<https://mygcsc.gulfcoast.edu/SSO>)
3. Login using your user ID (student A#) and password:
***Contact ITS Helpdesk with any difficulties with this step 850.913.3303**

MYGCSC LOGIN

User ID (students use Axxxxxxx)

Password

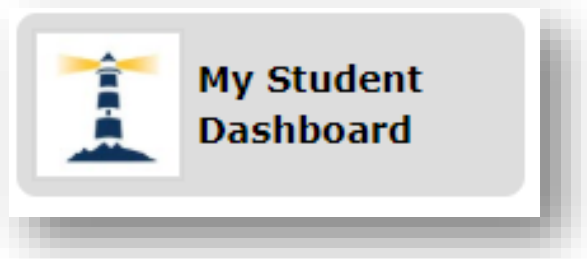
[Student User ID Lookup](#)

Login Change Password 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"

4. Click the Lighthouse Icon/My Student Dashboard application:



5. Click on the “College Scheduler” link, under the “Registration” section:

My Student Dashboard

Hello Lareaux, Yvette J,

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**
 - **Registration Information**
 - **College Scheduler** ←
 - **Lighthouse**
Search for classes, register, and add or drop classes.
- **Check/Pay My Bill**
- **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 Timesheet**
Find your student employment timesheets and paystubs.
- **Final Exam Schedules**
Find Final Exam schedules for the current and previous semesters.

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.

6. Select the Term in which you wish to register, and then click the “Save and Continue” button:

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

GULF COAST STATE COLLEGE
SINCE 1957

Select Term

Term

- Spring 2021
- Summer 2021
- Fall 2021
- Spring 2022
- Summer 2022

✓ Save and Continue ←

7. **Narrow down your search:** Make sure that the campuses you wish to search for courses is left **CHECKED**, and **UNCHECK** the boxes for the campuses you don't want included in your search:

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

GULF COAST STATE COLLEGE
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Select Campus

Select All Campuses

Gulf/Franklin

North Bay

Online

Panama City

Save and Continue

8. Click on the **“+ Add Course”** button:

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

GULF COAST STATE COLLEGE
SINCE 1957

Course Status Open Classes Only Change Term Summer 2021 Change

Campuses 2 of 4 Selected Change Parts of Term All Parts of Term Selected Change

Courses + Add Course **Breaks** + Add Break

Add the courses you wish to take for the upcoming term.

Add times during the day you do not wish to take classes.

Schedules View Schedules

Generate Schedules

9. Select the **Subject** and the **Course** number, from the available drop-down menus:

The screenshot shows the 'Add Courses for Summer 2021' interface. At the top, there are navigation links: 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign out'. Below the title, there are search filters: 'By Subject', 'Search by Course Attribute', 'Search By Section Attribute', and 'Search By Instructor'. A 'By CRN' section is also present. The main form has two dropdown menus: 'Subject' (currently showing 'Select Subject...') and 'Course' (currently showing 'Select Course...'). A blue arrow points to the 'Subject' dropdown, and another blue arrow points to the 'Course' dropdown. At the bottom, there are two buttons: '< Done' and '+ Add Course'.

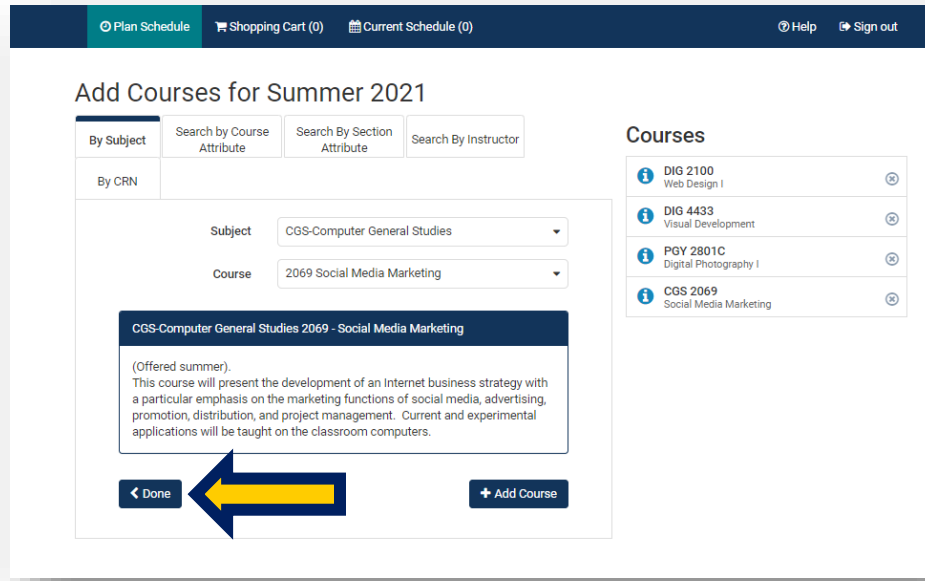
(See the example below) After courses have been added, click on the “+ Add Course” button, to add to your schedule.

The screenshot shows the 'Add Courses for Summer 2021' interface with the 'Subject' dropdown set to 'DIG-Digital Media Technology' and the 'Course' dropdown set to '2100 Web Design I'. Below the dropdowns, a detailed description of the course is displayed: 'DIG-Digital Media Technology 2100 - Web Design I'. The description includes: '(Offered fall, spring, and summer). The student will learn the basics of using browsers to view websites, creating a web site and will progress through the processes of analysis, design, development, and implementation of complete web sites using HTML and CSS language with text editors. This course includes web programming with HTML with emphasis on CSS on layout and structure of web sites, hyperlinks, multimedia, forms, tables, testing, maintenance and uploading web sites to servers ap... Show More'. At the bottom, there are two buttons: '< Done' and '+ Add Course'. A blue arrow points to the '+ Add Course' button.

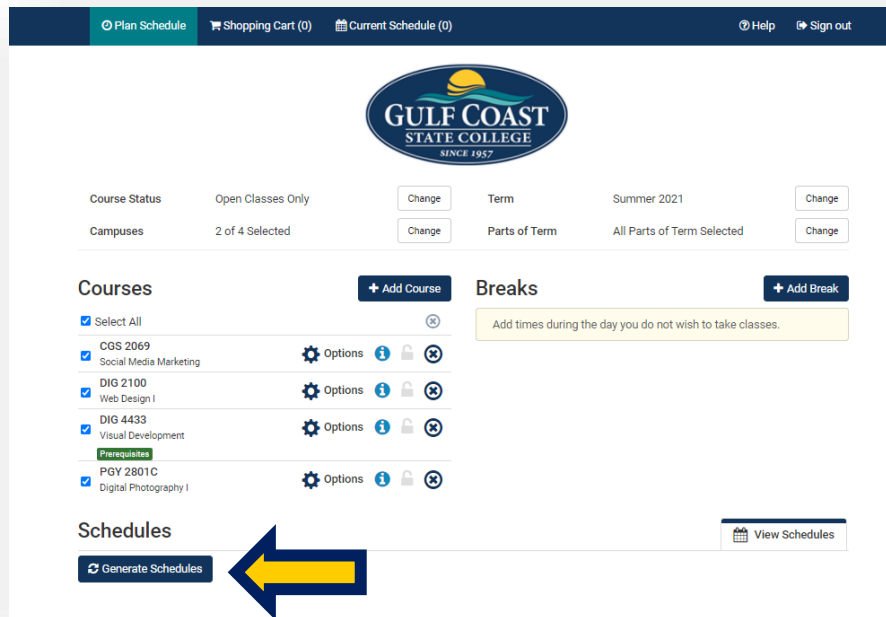
Courses you've added to your schedule will appear to the **RIGHT**, under **Courses** (See the example below):

The screenshot shows the 'Add Courses for Summer 2021' interface with the 'Subject' dropdown set to 'CGS-Computer General Studies' and the 'Course' dropdown set to '2069 Social Media Marketing'. Below the dropdowns, a detailed description of the course is displayed: 'CGS-Computer General Studies 2069 - Social Media Marketing'. On the right side of the interface, there is a 'Courses' list. The list contains four items: 'DIG 2100 Web Design I', 'DIG 4433 Visual Development', 'PGY 2801C Digital Photography I', and 'CGS 2069 Social Media Marketing'. A dashed blue box highlights the 'Courses' list, and a blue arrow points to it. The 'CGS 2069 Social Media Marketing' course is the one that has been added to the schedule.

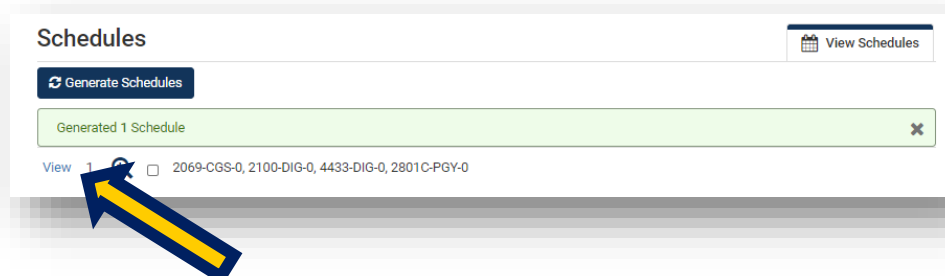
10. When you are done adding all the courses you need to your schedule, click on the “< Done” button:



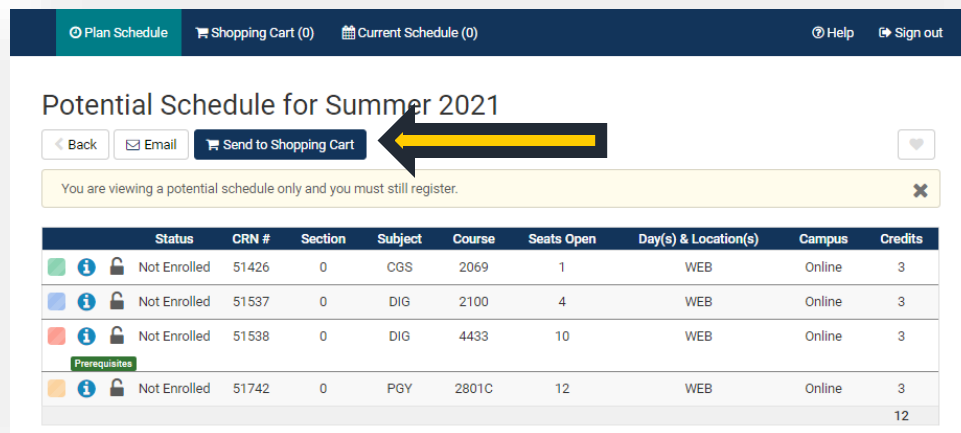
11. Click the “Generate Schedule” button:



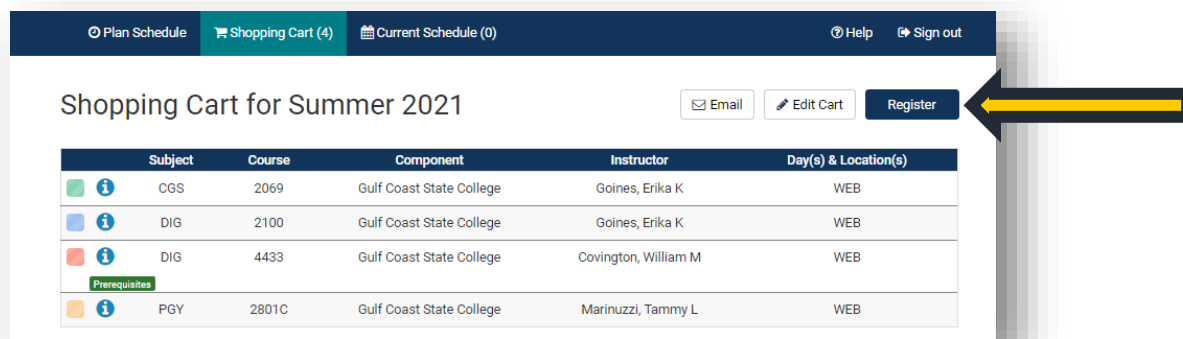
Then click on the [View](#) link.



12. Click on the **“Send to Shopping Cart”** button. **NOTE:** For courses that are **“closed”** and you must contact the instructor/Division Chair to request a spot in that course. **NOTE:** Asking the Instructor/Division Chair **does not** guarantee a spot will be opened for you, and each request is at the discretion of the Division you are requesting with.



- Click on the **“Register”** button **Note:** The Shopping Cart should now show your classes in the cart.



13. Please read the Confirmation statement in the pop-up window and click on the **“I understand”** button when finished, and then the **“Continue”** button, to confirm you want the classes selected:

