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 Axxxxxxxx)
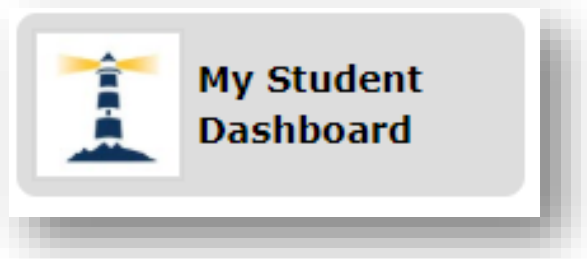
Password

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:

My Student Dashboard

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** ⬅
    Plan your class schedule, register for classes, and add or drop classes.
  - ○ **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)   ⑦ 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:

8. Click on the **"+ Add Course"** button:

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

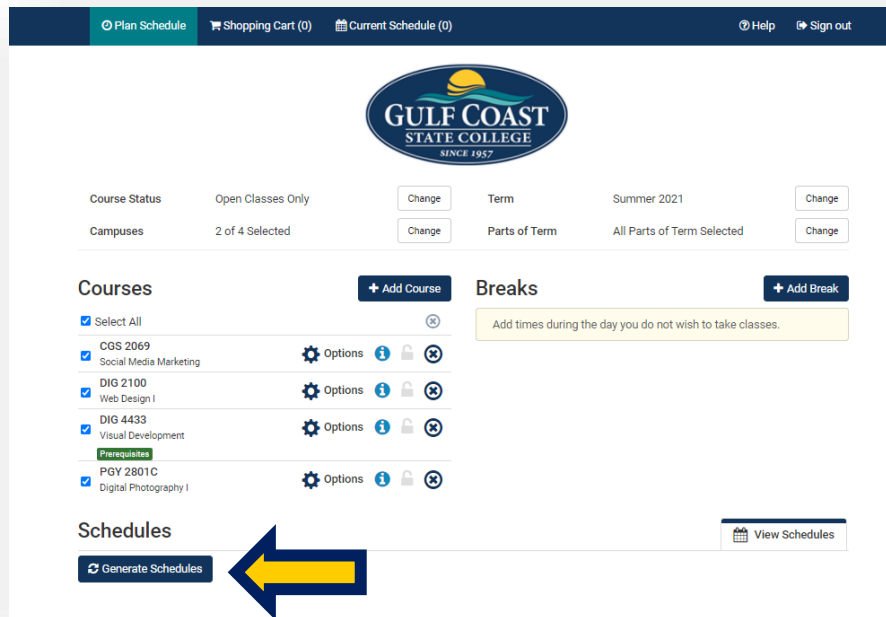*(See the example below)* After courses have been added, click on the **"+ Add Course"** button, to add to your schedule.

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

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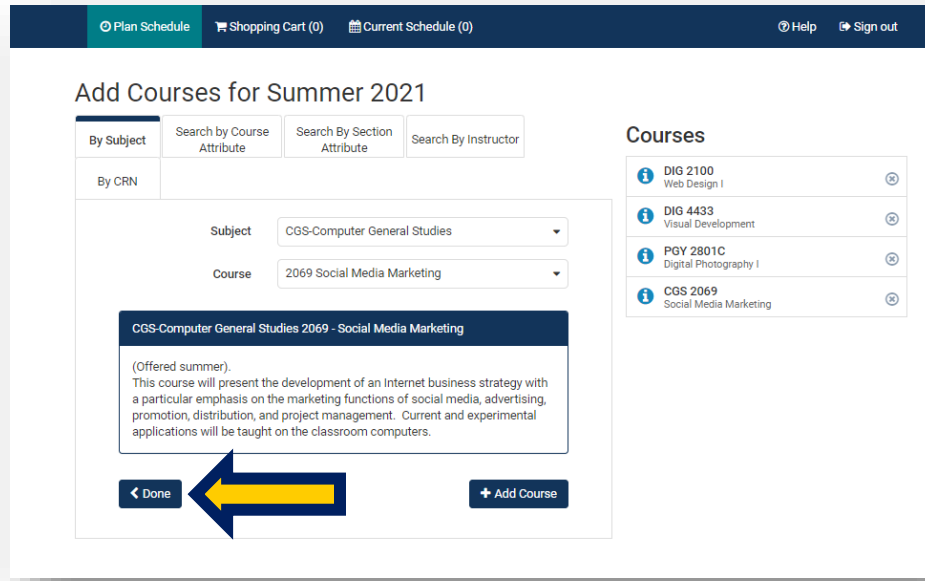

11. Click the "**Generate Schedule**" button:

Then click on the **View** link.
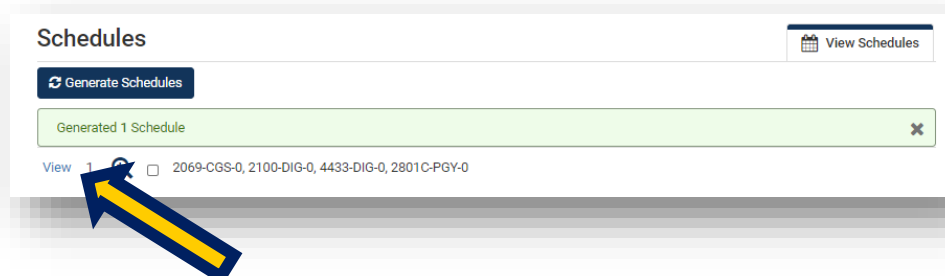
12. Click on the "**Send to Shopping Cart**" button. NOTE: For courses that are "closed" and you must contact the instructor/Division Chair to request a spot in that course. **NOTE**: Asking the Instructor/Division Chair *does not* guarantee a spot will be opened for you, and each request is at the discretion of the Division you are requesting with.
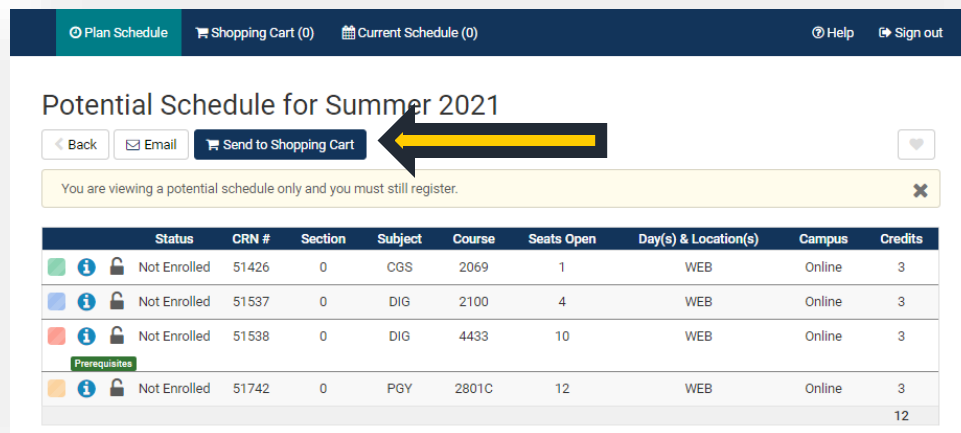
Click on the **"Register"** button **Note**: The Shopping Cart should now show your classes **in** the cart.
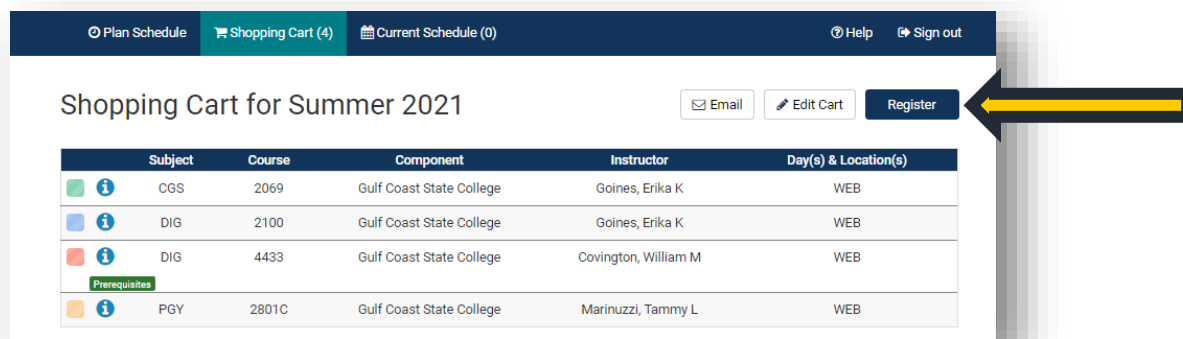
13. Please read the Confirmation statement in the pop-up window and click on the "**I understand**" button when finished, and then the "**Continue**" button, to confirm you want the classes selected: