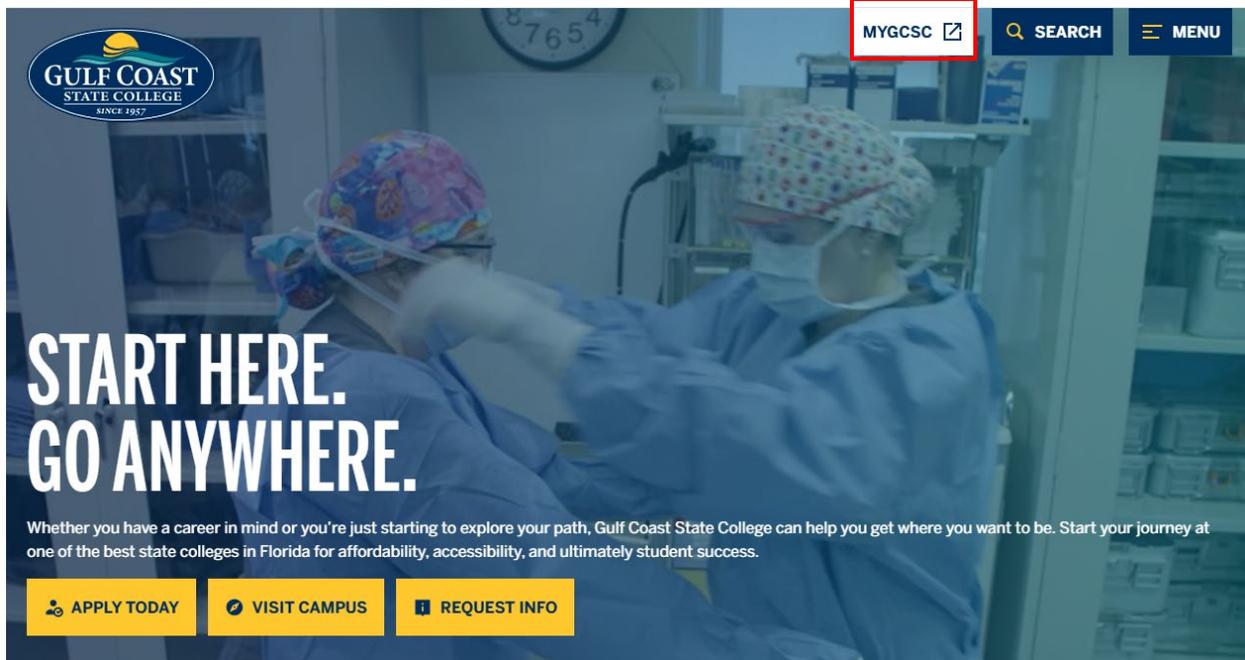
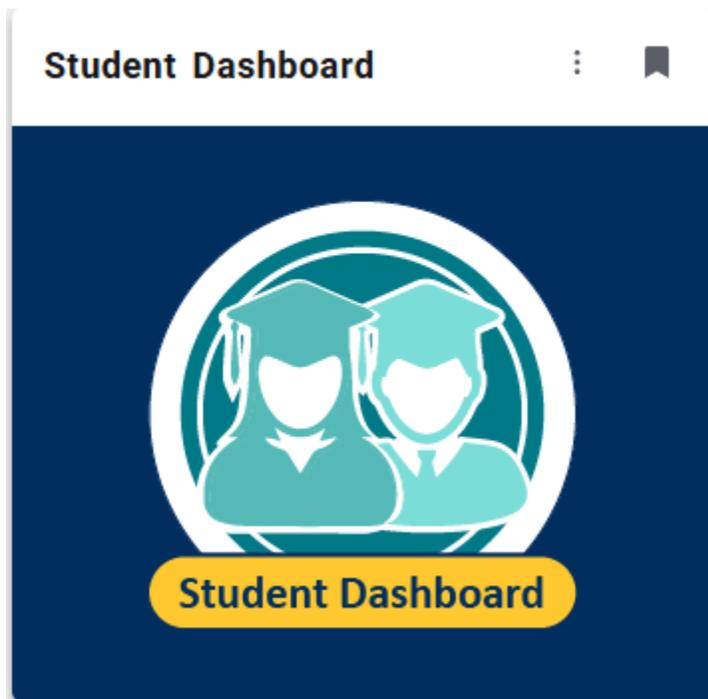


## How to Register for Classes

- 1) Begin by logging into **MYGCSC** at [www.gulfcoast.edu](http://www.gulfcoast.edu)



- 2) Select **Student Dashboard**



### 3) Select MYGCSC Registration

The screenshot shows the 'My Student Dashboard' for a user named Scott R. Wilkes. The dashboard includes a navigation menu with 'GCS Experience' and a search icon. The main content area features the Gulf Coast State College logo and a welcome message. A yellow highlighted warning states: 'ATTENTION: MYGCSC only supports Chrome, Edge, and Safari browsers. All other browsers are not supported and will not be able to open some of the links below.' A list of navigation links is provided, with 'MyGCSC Registration' highlighted by a red box. Below the list, contact information for various offices is provided.

Menu: GCS Experience

#### My Student Dashboard

Hello Wilkes, Scott R.

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

**ATTENTION:** MYGCSC only supports Chrome, Edge, and Safari browsers. All other browsers are not supported and will not be able to open some of the links below.

- **Student Profile**  
See your academic records, contact information, degree, and courses in which you are currently registered.
- **Registration Information**
- **MyGCSC Registration**  
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](mailto:advising@gulfcoast.edu).
- Registration: [enrollmentservices@gulfcoast.edu](mailto:enrollmentservices@gulfcoast.edu).
- Financial Aid: [fa@gulfcoast.edu](mailto:fa@gulfcoast.edu).
- Student Employment: [fa@gulfcoast.edu](mailto:fa@gulfcoast.edu).
- Student Employee Timesheet: [hclark6@gulfcoast.edu](mailto:hclark6@gulfcoast.edu).
- Student Employee Paycheck: [areed9@gulfcoast.edu](mailto:areed9@gulfcoast.edu).

### 4) Select Register for Classes

The screenshot shows the 'Registration' page. The breadcrumb trail is 'Student > Registration'. The main content area is titled 'Registration' and contains a section 'What would you like to do?' with two options: 'Register for Classes' (highlighted with a red box) and 'Course Search'. The 'Register for Classes' option includes a calendar icon and the text: 'Search and register for your classes. You can also view and manage your schedule.' The 'Course Search' option includes a magnifying glass icon and the text: 'Looking for classes? In this section you can browse classes you find interesting.'

Menu: Student > Registration

#### Registration

What would you like to do?

- **Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- **Course Search**  
Looking for classes? In this section you can browse classes you find interesting.

5) **Select a Term** (Fall, Spring, or Summer) and click **Continue**

Student • Registration • Select a Term

Select a Term

Terms Open for Registration  
Spring 2025

Continue

Do **NOT** choose a **Non-Credit** term

6) To **Find the Class** you want to register for, select the **Subject**, type the **Course Number**, and press the **Enter** key

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2025

Subject (Click in the box) POS-Political Science

Course Number 2041

Session A, B, C, D, E, F

Instructor

Meeting Days

Sunday

Monday

Tuesday

Wednesday

Thursday

7) Choose the class you want to register for and click **Add**

Course Title	CRN	Section	CRN	Term	Instructor	Days	Time	Seats	Location	Action
American National Government	POS-Political...	2041	3	12800	Spring...	Thurtle, Teresa (Primary)	S   M   T   W   T   F   S	5 of 35 seats re...	Gulf Coast St...	Add
American National Government	POS-Political...	2041	3	13412	Spring...	Heamey, Colleen (Primary)	S   M   T   W   T   F   S	8 of 35 seats re...	Gulf Coast St...	Add
American National Government	POS-Political...	2041	3	14144	Spring...	Heamey, Colleen (Primary)	S   M   T   W   T   F   S	FULL: 0 of 3...	Gulf Coast St...	Add
American National Government	POS-Political...	2041	3	14762	Spring...	Trentanelli, Elizabeth (P...	S   M   T   W   T   F   S	FULL: 0 of 3...	Gulf Coast St...	Add
American National Government	POS-Political...	2041	3	14763	Spring...	Thurtle, Teresa (Primary)	S   M   T   W   T   F   S	FULL: 0 of 3...	Gulf Coast St...	Add
American National Government	POS-Political...	2041	3	14805	Spring...	Golob, Timothy (Primary)	S   M   T   W   T   F   S	FULL: 0 of 3...	Gulf Coast St...	Add
American National Government	POS-Political...	2041	3	14808	Spring...	Nixon Mabry, Lisa (Prim...	S   M   T   W   T   F   S	7 of 38 seats re...	Gulf Coast St...	Add
American National Government	POS-Political...	2041	3	14809	Spring...	Williams McKinney, Kar...	S   M   T   W   T   F   S	FULL: 0 of 3...	Gulf Coast St...	Add

a) Note the following:

American National Government	POS-Political...	2041	3	10089	Spring...	Fistein, David (Primary)	S   M   T   W   T   F   S	Type: Class Building: Web-B	Pana...	FULL: 0 of 3...	
American National Government	POS-Political...	2041	3	10091	Spring...	Fistein, David (Primary)	S   M   T   W   T   F   S	02:00 PM - 03:15 PM	Type: Clas	Pana...	6 of 37 seats re...
American National Government	POS-Political...	2041	3	10093	Spring...	Nixon Mabry, Lisa (Prim...	S   M   T   W   T   F   S	06:30 PM - 09:15 PM	Type: Clas	Pana...	31 of 38 seats re...
American National Government	POS-Political...	2041	3	10094	Spring...	Golob, Timothy (Primary)	S   M   T   W   T   F   S	02:00 PM - 03:15 PM	Type: Clas	Pana...	20 of 38 seats re...
American National Government	POS-Political...	2041	3	10098	Spring...	Trentanelli, Elizabeth (P...	S   M   T   W   T   F   S	Type: Class	Pana...	FULL: 0 of 3...	
American National Government	POS-Political...	2041	3	12800	Spring...	Thurtle, Teresa (Primary)	S   M   T   W   T   F   S	Type: Class	Pana...	5 of 35 seats re...	

b) Click on the course title to view **Class Details** such as **Course Syllabus** and **Instructor/Meeting Times**

**Class Details for American National Government POS-Political Science 2041 0**

Term: 202501 | CRN: 10098

**Instructor/Meeting Times**

Instructor: **Trentanelli, Elizabeth (Primary)**

S | M | T | W | T | F | S

01/06/2025 - 05/02/2025

Panama City Campus | Web-Based

Type: Class

Check if the course is at the Panama City, Gulf Franklin, or Tyndall Air Force Base Campus

Check the date range to see if the course is in Session A (full-term) or an accelerated 8-week course in Session B or C

8) After clicking **Add**, the course status is **Pending**. To register for the course, you must click **Submit**.

The screenshot shows the 'Find Classes' interface. The search results table lists five courses, all with a status of 'FULL: 0 of 3'. The course 'American National Government' (CRN 14808) is highlighted. The 'Summary' panel on the right shows the course details and a 'Status' dropdown menu set to 'Pending'. A red dashed box highlights the 'Pending' status. At the bottom right, a 'Submit' button is highlighted with a red box.

Title	Details	Hours	CRN	Status	Action
American National Government	POS 2041, 0	3	14808	Pending	**Web Registered**

9) After clicking **Submit**, the course status will be updated to **Registered**. To add another course, click **Search Again** and follow the same steps.

The screenshot shows the same 'Find Classes' interface. The search results table is the same, but the course 'American National Government' (CRN 14808) now has a status of 'Registered'. The 'Summary' panel on the right shows the 'Status' dropdown menu set to 'Registered', which is highlighted with a red box. At the top right, a 'Search Again' button is highlighted with a red box.

Title	Details	Hours	CRN	Status	Action
American National Government	POS 2041, 0	3	14808	Registered	None

If you need further assistance, please contact your Pathway Navigator or visit the Navigation Center on the second floor of Student Union East.