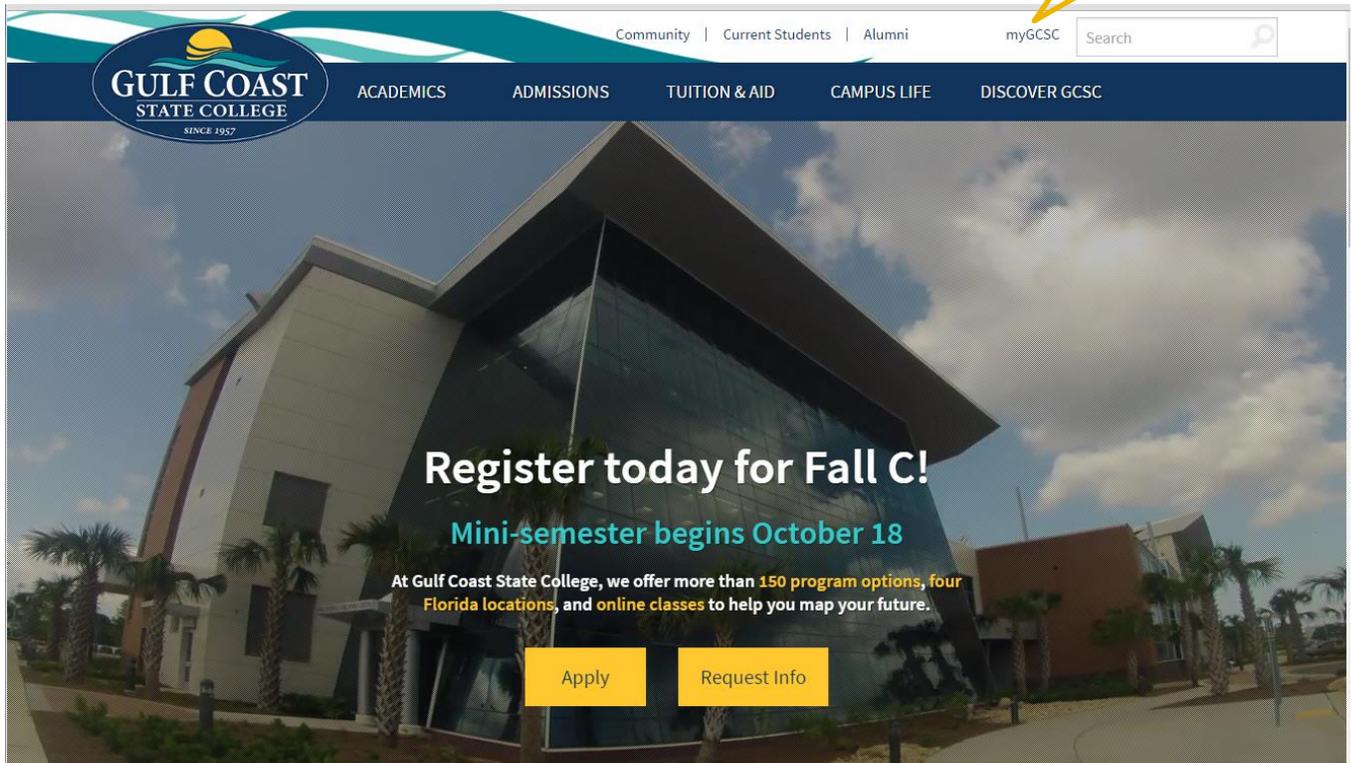


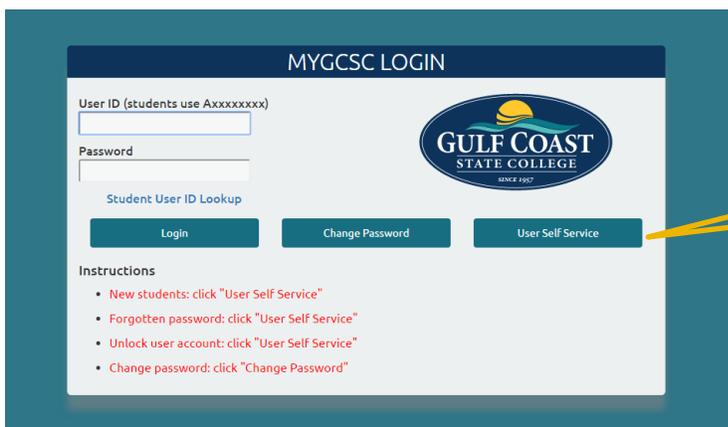
To sign on to LIGHTHOUSE start @ www.gulfcoast.edu

Click the myGCSC link at the top of the screen.



The click “myGCSC” and click on “User Self Service”.

Enter your User ID: your user Id is you’re GCSC “A” number (A00xxxxxx). The PIN Number will be your date of birth (MMDDYY).



When you sign on for the first time, you will be asked to change your PIN# to a unique number and you must populate security questions.

The first time you sign on to LIGHTHOUSE you will be required to set up security questions just in case you forget your PIN#.

Security Question and Answer

Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin:

Question:

Answer:

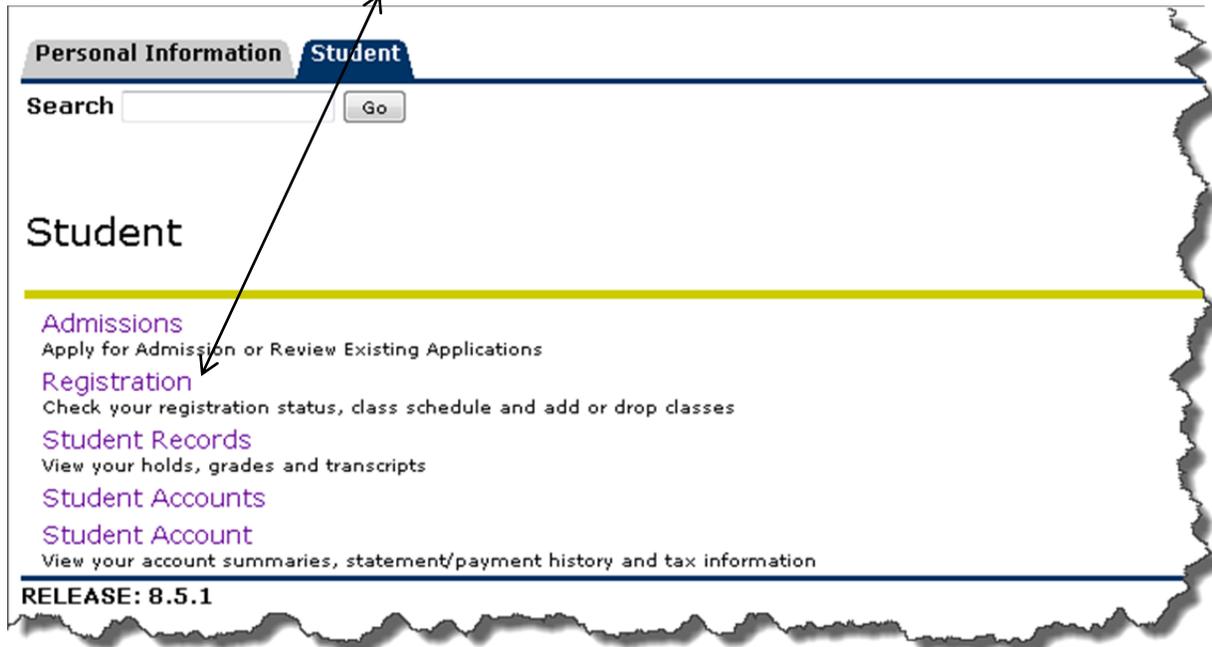
LIGHTHOUSE Main Menu: To navigate, you can use the tabs or the links.

The screenshot shows the LIGHTHOUSE Main Menu interface. At the top, there are two tabs: "Personal Information" and "Student". Below the tabs is a search bar with a "Go" button. In the top right corner, there are links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Main Menu" and contains a welcome message: "Welcome, Peanut Butter, to the GCSC Lighthouse! Last web access on Feb 29, 2012 at 06:58 pm". Below the welcome message, there are two main menu items: "Personal Information" (with a sub-menu list: "Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.") and "Student" (with a sub-menu list: "Apply for Admission, Register, View your academic records."). At the bottom, there is a link for "WebCT.com, The e-Learning Hub" (with a sub-menu list: "Find online help, research tools, discussions, and more!"). The footer of the page reads "RELEASE: 8.4.2".

Yes, our Test Students name is Peanut Butter.

By selecting the Student link, you will be shown the Student Menu. Your options will be displayed.

To **Register**, Select the **Registration** link below.



<p>Select Term</p> <p>Select ADD OR DROP CLASSES</p> <p>The system will block access to Add or Drop Classes if you have a hold or otherwise do not qualify to register.</p> <p>Review your Registration Status by selecting the Registration Status link.</p>	<h2>Registration</h2> <hr/> <ul style="list-style-type: none"> Select Term Add or Drop Classes Look Up Classes Week at a Glance Student Detail Schedule Registration Fee Assessment Registration Status Active Registration Registration History Concise Student Schedule <hr/> <p>RELEASE: 8.5.1</p>
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Registration Status

- ✓ You have no Registration Time Ticket. You may register at any time.
 - ✓ You have no Holds which prevent registration.
 - ✓ Your Academic Standing permits registration.
 - ✓ Your Student Status permits registration.
- Your Class for registration purposes is Freshman.

Curriculum Information

Current Program

Associate of Arts

Level: Undergraduate
Program: AA -General Studies Transfer
Admit Term: Fall 2012
Admit Type: Credit
Catalog Term: Fall 2012
College: Gulf Coast State College
Campus: Panama City
Major: AA Liberal Arts
Concentration: AA History

You can review your **Holds**, **Academic Standing**, **Student Standing**, **Class and Curriculum** from the **Registration Status** link.

You can also review any **Holds** on your records by selecting the **Student Records** link from the **Student** menu.

Student

Admissions

Apply for Admission or Review Existing Applications

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View your holds, grades and transcripts

Student Accounts

Student Account

View your account summaries, statement/payment history and tax information

RELEASE: 8.5.1

Student Records

[View Holds](#)

View Holds

Please note that some holds are sensitive and may not display on this page.

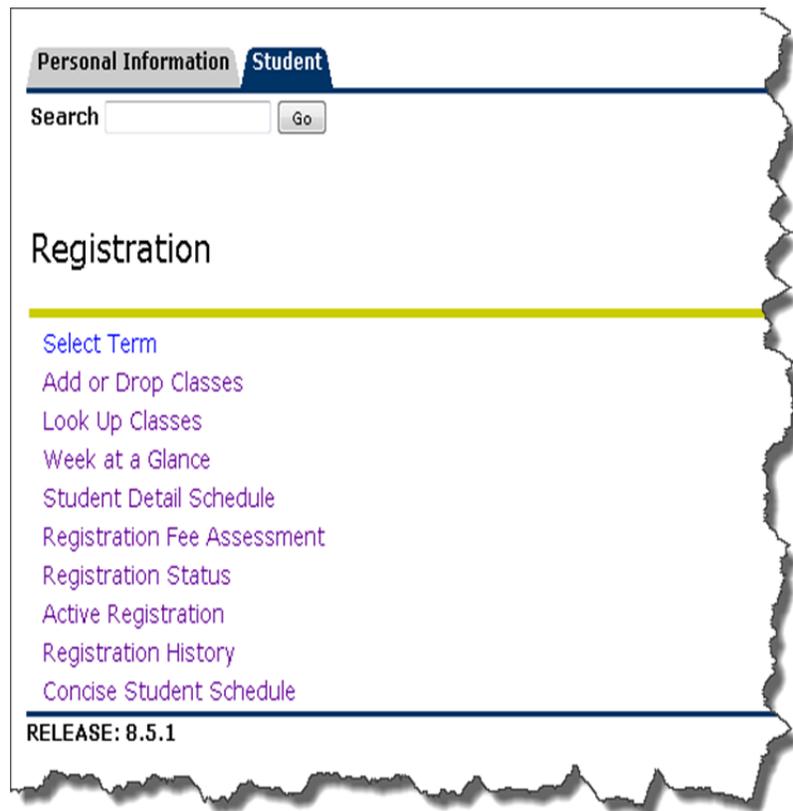
No holds exist on your record.

RELEASE: 8.5

To Add or Drop Classes

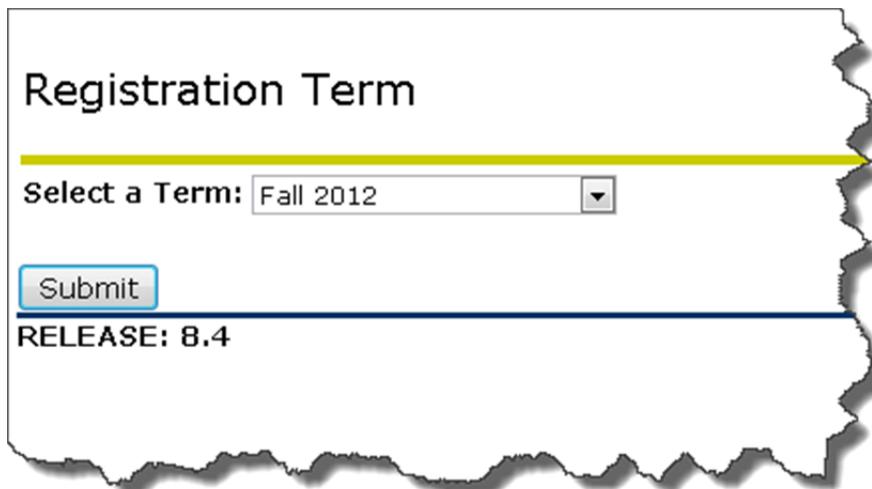
To Register from the Main Menu.

- Select the **STUDENT** tab.
- Select, **REGISTRATION** link.
- Select, **TERM**, click Submit.
- Select **ADD OR DROP CLASSES**.



The screenshot shows a web interface with two tabs: "Personal Information" and "Student". The "Student" tab is active. Below the tabs is a search bar with a "Go" button. The main content area is titled "Registration" and contains a list of links: "Select Term", "Add or Drop Classes", "Look Up Classes", "Week at a Glance", "Student Detail Schedule", "Registration Fee Assessment", "Registration Status", "Active Registration", "Registration History", and "Concise Student Schedule". A blue horizontal line is positioned above the "Add or Drop Classes" link. At the bottom of the page, it says "RELEASE: 8.5.1".

Select the Term from the drop down menu for which you want to register.



The screenshot shows a web interface titled "Registration Term". Below the title is a yellow horizontal line. Underneath is a label "Select a Term:" followed by a dropdown menu showing "Fall 2012" and a downward arrow. Below the dropdown is a "Submit" button. At the bottom of the page, it says "RELEASE: 8.4".

If Registration is allowed you will see the following screen.

You can enter the CRN's you want to register for or select **Class Search**. You can search using multiple variables to perform a general or narrow search **HOWEVER** you must enter a **subject**.

Advanced Search features are shown below, there are many variables available to narrow your search.

When you locate your you want to register for, you can choose to **Register** or **Add to Worksheet** or submit a **New Search**.

Register
Add to WorkSheet
New Search

If you selected **Register**, you will be taken to your Current Schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Mar 03, 2012	None <input type="button" value="v"/>	10036	ACG	2001	0	Undergraduate 3.000	Standard Letter	Principles of Financial Accounting I

If you chose, **Add to Worksheet**, you will be taken to the **Add Classes Worksheet**. The option of searching for additional courses to add to the worksheet or you can select **Submit Changes** and the courses will be added to your **Current Schedule**.

Add Classes Worksheet

CRNs

Submit Changes
Class Search
Reset

To Drop a course...

Registration

Select Term

Add or Drop Classes

[Look Up Classes](#)

Week at a Glance

Student Detail Schedule

Registration Fee Assessment

Registration Status

Active Registration

Registration History

Concise Student Schedule

To Drop a Course.

- Select, **REGISTRATION** link from the **Student Information** Menu.
- Select, **TERM**, click Submit.
- Select **ADD OR DROP CLASSES**.

Your Current Schedule will display.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec
Web Registered on Mar 03, 2012	None	10036	ACG	2001	0
Web Registered on Mar 03, 2012	None	10056	PSY	2012	0

Select the **Action** drop down menu. Click the **Web Drop** option for the course you want to **Drop**.

Current Schedule	
Status	Action
Web Registered on Mar 03, 2012	None
Web Registered on Mar 03, 2012	None Web Drop

Click **Submit Changes** to process the **Drop**. Your **Drop** will be processed immediately.

Registration Errors

Registration Error Status Message	Action
Permission Required	Contact your Advisor for permission then return to LIGHTHOUSE to register.
There is a time conflict with CRN...	Select another course which does not conflict with your schedule.
Co-Requisite Required	Add the necessary Lecture/Lab section. Both the Lecture and the Lab sections must be selected.
Prerequisite not met.	Select another course.
Duplicate CRN.	Select a different course. You cannot add the same course twice.
Repeated Course	You must choose another course which is not a repeat.