REGISTRATION INFORMATION  
Fall 2017, Education Encore  
Panama City Campus Sept. 22-Oct 27, 2017  
Cost $92.00 - Gulfcoast.edu/Encore

4-WAYS TO REGISTER

1.) ONLINE REGISTRATION
Follow the online enrollment instructions.  
NOTE: Choose Internet Explorer, Chrome or Firefox.  
Lighthouse is not compatible with Microsoft Edge Browser.

2) IN-PERSON REGISTRATION
Opens August 29th at the Corporate College Registration Desk, SUE, 2nd Floor

3) MAIL-IN REGISTRATIONS AND PAYMENTS
Mail your completed registration form with check or credit card information to:

   ATTN:  Business Affairs Office  
   Gulf Coast State College  
   5230 West US Hwy 98  
   Panama City, FL 32401

4) FAX REGISTRATIONS
Fax your completed registration with credit card information to the Business Affairs office at: 850-872-3836. For registration confirmation of receipt please call 850-872-3879.

Forms are available in the Corporate College Office, SUE, 2nd Floor and on the last page of the Education Encore Fall 2017 brochure.

3-WAYS TO PAY

1) Online with a credit card using PayPal  
2) In-Person at Business Affairs office (first floor, Administration Bldg) Mon – Fri, 8 am to 4 pm.  
3) Checks and Registration forms may be mailed to the address below:

   ATTN: Business Affairs Office  
   Gulf Coast State College  
   5230 West US Hwy 98  
   Panama City, FL 32401

   Fees are due no later than September 15, 2017.

Refunds
A full refund will be granted if requested by 4:00 pm three work days prior to the first day of class.  
GCSC reserves the right to cancel courses and/or the program due to insufficient enrollment. All participants must register and pay course fees prior to the first day of class.

ONLINE ENROLLMENT INSTRUCTIONS

1) To register online you must have a Gulf Coast State College (GCSC) Student ID number. This number begins with an “A” and is followed by eight numbers, ex: A00xxxxxx, and can be found on your Student ID card or on a receipt/class schedule. Student ID numbers are not given out via the phone.

SECTION I. NEW STUDENTS OR A FORGOTTEN STUDENT ID NUMBER

STEP 1:  
STUDENT ID APPLICATION
If you are a new student or if you have forgotten your student ID number please complete an online application.  
Apply at: Gulfcoast.edu/ENCORE  
Click on:

STUDENT ID APPLICATION  
Apply during Encore Registration Dates

1) A SSN or Canadian SIN, date of birth, name, address and email are required on the application.  
2) Click Submit  
3) Allow five business days to receive an email with your student ID number.

IF YOU HAVE A STUDENT ID

1) Returning students will have a STUDENT ID number, follow the REGISTER FOR Classes instructions. If you have not enrolled in a class in the last two years your student ID number may need to be refreshed—try it first to see if it is accepted, if not send an email to Pyoung1@gulfcoast.edu requesting assistance.

STEP 2:  
NEW STUDENT PIN (Password) FIRST TIME USER SET-UP  
Go to Gulfcoast.edu/ENCORE.  
Click on:

ONLINE REGISTRATION FOR ENCORE CLASSES

NOTE: Choose Internet Explorer, Chrome or Firefox. Lighthouse is not compatible with Microsoft Edge Browser.

The link goes to GCSC Lighthouse User Login page:
1) FIRST TIME USERS should enter their 6-digit date of birth in the following format: MMDDYY (example: June 16, 1954 would be 061654).  
2) Then click LOGIN.
3) Immediately you will be prompted to change your PIN. (Note: PINs and Security Questions are case sensitive.)
4) Your new PIN can be a combination of letters and at least one number. Use a minimum of 6 characters and a maximum of 16 characters.
5) Create a Security Question (at least 15 characters long) ex: In which state was I born?
6) Create an Answer (at least 4 characters long) Answer: Missouri.
7) This question and answer will be used to verify your identity to reset your PIN. Choose a security question with an answer you will remember.
8) Continue to online registration process or logout and complete your registration later.

SECTION II. RETURNING STUDENTS WITH STUDENT ID

STEP 1: RETURNING STUDENTS - RESET YOUR LIGHTHOUSE PIN

1) Lighthouse Student Pins expire every 60 days – click on FORGOT PIN?
2) NOTE: Security Questions and Answers are Case Sensitive!
3) Answer the security question you previously set-up. Then click SUBMIT ANSWER.
4) Clear existing NEW PIN field (box) of characters and in the blank field (box) type a NEW PIN. Ex: 4192
5) Re-enter the NEW PIN again in the next field (box) to confirm it.
6) Click RESET PIN box.
7) Go to REGISTER FOR CLASSES.

LOCKED OUT OF LIGHTHOUSE?
After three unsuccessful attempts to LOG-IN to your USER NAME and/or PIN your account will be locked.
If this occurs please use one of the other three methods to register for Encore classes.

STEP 2: REGISTER FOR CLASSES
At Lighthouse Welcome screen:
1) Click STUDENT
2) Click REGISTRATION
3) Click on Registration/ADD/DROP (top of middle column)

5) Click Submit

On ADD or DROP CLASSES page –
1) Scroll to ADD CLASSES WORKSHEET
2) Enter CRN #s into the blank fields (boxes)
3) If CRN not accepted, then class is FULL. Select another class.
4) Remember to include any Supply Fee CRN number where necessary
5) Click SUBMIT CHANGES
6) Continue to PAYING ONLINE THROUGH PAYPAL.

SECTION III. HOW TO PAY ONLINE WITH PAYPAL

1) After you SUBMIT CHANGES, scroll to ADD CLASSES WORKSHEET
2) Click REGISTRATION FEE ASSESSMENT in green horizontal bar under SUBMIT
3) Next page - REGISTRATION FEE ASSESSMENT
4) Click CREDIT CARD PAYMENT in green horizontal bar
5) Select Term from dropdown list – FALL 2017 Corp College
6) Click SELECT TERM
7) View Account Balance
8) Enter $92.00 (in payment amount field)
9) Click PAY BY CREDIT
10) You will be directed to the PayPal Web site to enter your credit card information.

SECTION IV. VIEW SCHEDULE IN LIGHTHOUSE

Go to Gulfcoast.edu/ENCORE
1) At Lighthouse User Login screen
2) Enter User ID and PIN number
3) Click STUDENT
4) Click REGISTRATION
5) Click CONCISE STUDENT SCHEDULE
5) Print the schedule from your browser.