

The checklist below is an outline of the steps necessary to complete the enrollment process at LSCC. It is important that you follow these directions carefully.

- **TRANSCRIPTS AND OTHER ACADEMIC RECORDS**—Degree seeking students are required to submit all official academic transcripts, high school and college or your GED or Home School certificate of completion, to Lake-Sumter Community College. Official documents are those sent directly from institution to institution, or hand-carried by the student in a sealed envelope from the institutions attended. Degree-seeking students **MUST** submit all of their transcripts prior to the end of their first term at LSCC. Non-degree students will be required to submit official academic transcripts/documentation after they have attempted 15 credit hours at Lake Sumter Community College.
- **FINANCIAL AID**—Along with the application for admission, students using financial aid are required to submit all academic records, as described above, and financial aid transcripts from all previously attended institutions, before their financial aid can be processed. Non-degree seeking students are not eligible to receive financial aid. Applications and additional information is available at LSCC's Financial Aid Office, or by calling (352)365-3512.
- **REGISTRATION INFORMATION**—Refer to the current schedule of classes for information on class times, tuition, fees and other relevant information. Schedules are available approximately six weeks before the beginning of classes, and on our web page (<http://www.lsc.edu>).
- **THE LSCC CATALOG**—The catalog is the most important source of information on academic programs, policies, procedures, calendars, deadlines, and other relevant information. You can review it on LSCC's website (<http://www.lsc.edu>), or pick up a copy at the Admissions Office on all campuses. Please save your copy and take time to review it.
- **PLACEMENT TESTING** (CPT), ACT and SAT—Enclosed is a student guide for the Florida College Eligibility Level Placement Test. Upon completion of an application for admission, you should obtain a placement test referral form from the Office of Admissions, which is required to get admitted to the test site. Students with acceptable SAT or ACT scores are not required to take the placement test.

### **CPT Testing—Locations and Availability**

Leesburg Campus:           Monday and Thursday           8AM to 2PM  
  Tuesday and Wednesday       8AM to 6PM  
***No testing is available on Friday***

South Lake Campus:       Monday and Tuesday           9:30AM  
  Wednesday and Thursday   2:30PM  
***For appointment please call (352) 536-2148***

Sumter Campus:           ***Please call (352) 568-0001 for an appointment.***

- **NEW STUDENT ORIENTATION**—Before you can register for classes, all new, first-time-in-college students are required to schedule and attend a new student orientation; transfer students are not, although they are strongly encouraged and welcome to do so. Additional information on the new student orientation will be sent to you in a separate mailing.
- **ACADEMIC ADVISING**—All new degree-seeking students, and non-degree seeking students wishing to enroll in college level and general education courses, are required to receive academic advising prior to registering for classes. Without the advisor's authorization, **YOU WILL NOT BE ALLOWED TO REGISTER**. To schedule an advising appointment, new and transfer students should call the Office of Student Development in Leesburg (352) 365-3574, in South Lake (352) 243-5722, in Sumter (352) 568-0001, or visit them on respective campus locations.
- **REGISTRATION**— All registration is done through Lake-Sumter Community College's Online Interactive Services (LOIS). Students will need to sign-on to LOIS using their student ID number and an initial PIN. Students will be required to change that PIN. Detailed instructions can be located in the current Schedule of Classes. Currently enrolled students are given the first opportunity to register. New students may register during our open registration period. See the current Schedule of Classes for specific dates.
- **FEES**— Your registration is **not complete nor final** until all fees are paid and your account balance is zero. For your convenience, you may pay your fees online using your Visa, MasterCard or your bank's check card. Payments can be made in person or through the drop box at any campus using cash, check, Visa, or Master Card. If you plan to use financial aid, it is **YOUR RESPONSIBILITY** to check LOIS to make sure that the payment has been applied to your account **PRIOR** to the first Fee Payment Deadline. Any student with an outstanding balance at the time of each Fee Payment Deadline may be dropped from classes. For current tuition information, please refer to the current Schedule of Classes, ask your academic advisor, or visit the Office of Admissions.
- **BOOKS AND SUPPLIES**—Textbooks and supplies are available at LSCC's Bookstore. See the Schedule of Classes for the bookstore's business hours.
- **PARKING DECALS**—Decals can be obtained from the reception area at any campus. You will be required to show a copy of a paid tuition receipt. Students should plan to obtain their parking decals no later than the end of the first week of classes.

## **CAMPUS LOCATIONS, SERVICES AND TELEPHONE NUMBERS:**

**Leesburg Campus**  
9501 US Highway 441  
Leesburg, FL 34788  
(352) 787-3747

*Office of Admissions*  
(352) 323-3665

*Financial Aid Office*  
(352) 365-3512

*Office of Student Development*  
(352) 364-3574

**South Lake Campus**  
1250 N. Hancock Rd.  
Clermont, FL 34711  
(352) 243-5722

**Sumter Campus**  
1405 CR 526A  
Sumterville, FL 33585  
(352) 568-0001