

Registration Checklist for Part-time Non-Degree Students

- Complete the online [Part-time Non-Degree Registration Form](#) or the paper [Registration Form](#).**
- Log into My.LSSU.** When you receive the email from Lake Superior State University indicating your registration is successful, you will be given your User Name and password for your [My.LSSU](#) account. My.LSSU is your portal to LSSU email, campus and personal announcements, and access to Anchor Access (from the My Home tab – click on LSSU Web Services then click on Anchor Access). Anchor Access allows you to check your class schedule, make changes to your schedule (add or drop classes), view tuition charges, update personal information, and to view/print your midterm and final grades.
- Set up your LSSU Email.** Within My.LSSU, click on My.LSSU GMAIL and follow the instructions.
- Buy your textbooks** at Barnes & Noble at LSSU. From the Student Tab in Anchor Access, click on Textbook Information. Once registered for classes, this link will show you the required and optional books needed for your class(es).
- Purchase a parking permit** for your vehicle online. You will need your vehicle license plate number. To register online, login to [My.LSSU](#) and click on Anchor Access. From the Student Tab click on LSSU Vehicle Registration & Ticket Information. Once complete you will need to pick up your decal at the Fletcher First Stop in the Fletcher Center for Student Services and pay the parking registration fee. If you have any questions, or concerns, please email parking@lssu.edu. Parking passes are **Not** required for summer semesters.
- Pay tuition by the due date.** When fee statements are available, an E-Bill will be sent to your My.LSSU email account. Fee statements are not mailed. More details regarding costs can be found at: <http://www.lssu.edu/costs/>. Find Important Dates for each semester at: http://www.lssu.edu/scheduling/important_dates.php
- Get your LSSU Student ID Card** at the Cisler Student and Conference Center Information desk. It's free! You will need to bring a copy of your schedule with you.
- Be informed** about LSSU's Academic Success Center and support services at: <http://www.lssu.edu/lc/>.
- Get involved** in campus events and activities. Check out: <http://www.lssu.edu/studentlife/>
- Double check your class schedule** for class locations before the semester begins. (Sometimes the locations are changed just prior to the start of classes.) Login to [My.LSSU](#), click on Anchor Access, click on the Student Tab, click on Registration, then click on Student Schedule.