

# LCC Student FAQ's




## 1. How do I make a change to my schedule?

Contact your Major Advisor.

## 2. Where is my class?

Your schedule will have the Building/Room location listed. If your class is in A103, it is in the Annex in room 103. M305 is on the third floor of the Main Building.

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- A** Annex
  - H** Reese H. Hughes Building
  - M** Main Building
  - SSC** Student Success Center
  - Z** Zetmeir Health Science Building

## 3. How do I print my schedule?

Log in to your RedZone. Under the Student tab, locate the Student Schedule section. Under the Student Schedule section, click View Details, and then click Printable Student Schedule. This will open a PDF of your schedule optimized for printing.

## 4. Where can I make copies?

You can make copies in the Library. Copies are \$0.10 per page.

## 5. Where can I print?

You can print for free in any of the student-use computer labs on campus. The computer labs available for student use are located in the Student Success Center, Student Lounge, and Library.

## 6. Where do I change my contact number or address?

You will need to obtain, complete, and submit a change of address form in the Admissions Office. The Admissions Office is located on the second floor of the Student Union building.

## 7. Who is my advisor?

You can find your advisor's name on your RedZone. After logging in to your RedZone, locate the Student tab and click on it. Under the Student tab, find the Academic Information section. Your advisor's name and your chosen major will be listed. If you are still unsure who your advisor is, please email [enroll@labette.edu](mailto:enroll@labette.edu) or stop by the Advising Center in the Student Success Center.

## 8. How do I drop a class?

Email your advisor from your LCC student email account or talk to your advisor to fill out and sign a form. The student is responsible for getting the form to Admissions and making sure the change was processed.

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## 9. Where do I obtain my student photo ID?

Student ID's are now digital! You will receive an email from ID123 with instructions on how to set up your digital student ID at the beginning of the semester. If you have any questions regarding your digital ID, please contact our IT department, at 620.820.1146. You will use your ID for student discounts at our local businesses. If you have questions about student discounts, contact Harrison Hall, [harrisonh@labette.edu](mailto:harrisonh@labette.edu).

## 10. Is the Labette County Scholarship awarded automatically?

No, you must submit the LCC Scholarship Application. The application and more information may be found at [www.labette.edu/financialaid/scholarships](http://www.labette.edu/financialaid/scholarships).

## 11. How can I apply for scholarships?

You must submit the LCC Scholarship Application. The application and more information may be found at [www.labette.edu/financialaid/scholarships](http://www.labette.edu/financialaid/scholarships). You must fill out a Scholarship Application every academic year. The Summer semester will have its own application.

## 12. How do I log in to RedZone?

Log in at [www.redzone.labette.edu/ics](http://www.redzone.labette.edu/ics). Your username is your LCC student ID number. If you do not know your password, click I forgot my password and a new password will be sent to your LCC student email address. For assistance, email [computersupport@labette.edu](mailto:computersupport@labette.edu) or call 620.820.1146.

## 13. How do I login to my Labette Student Email?

Access and instructions can be found at [www.labette.edu/email](http://www.labette.edu/email). Your user name is usually [firstname.lastname@student.labette.edu](mailto:firstname.lastname@student.labette.edu). Your password is usually your last name and the last four digits of your social security number (lastname####). For assistance, email [computersupport@labette.edu](mailto:computersupport@labette.edu) or call 620.820.1146.

## 14. Do I have to log-in to RedZone to order my official transcript?

No, you can go to [www.labette.edu/registrar](http://www.labette.edu/registrar) for information and the link to order your official transcript.

## 15. Where can I access my unofficial transcript?

You can access your unofficial transcript by logging onto your RedZone account. Click on Unofficial Transcript and Grade Report in the left column. Under Unofficial Transcript, click View Unofficial Transcript. If you need to print a copy, click the printer icon on the upper right side.

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## 16. How do I get my transcript? (sending an official copy to a different institution or ordering a copy for yourself)

Go to [www.labette.edu/registrar](http://www.labette.edu/registrar), in the third paragraph, click Official Transcript Request.

## 17. Who do I go to if I have a question?

You can ask text questions to 620-205-5301. You can also ask any LCC Faculty or Staff member, and if they don't know the answer then they will find someone who does!

## 18. Where is a quiet place to study?

Ideal on-campus study locations include the Thiebaud Theatre, Hendershot Gallery, LCC Library, and Student Success Center.

## 19. Where can I park?

You can park in any valid parking spot anywhere on campus or city streets. There are no parking permits required.

## 20. What are my on-campus food/meal options?

The Cardinal Café serves breakfast and lunch. They take cash and card. The LCC Pantry is open on Tuesdays and Wednesdays from 12pm - 1pm, to all current LCC students. The Pantry offers non-perishable food and grocery items. The Bird's Nest Bookstore also carries a small selection of snacks for purchase.  
[www.labette.edu/cafe](http://www.labette.edu/cafe)

## 21. How do I get involved on campus?

Visit the Student Life page on the website to view all your options. [www.labette.edu/studentlife](http://www.labette.edu/studentlife)

## 22. What do I do if I am struggling in a class?

To help with a specific subject matter, contact the Student Success Center to make an appointment with a peer tutor. [www.labette.edu/ssc](http://www.labette.edu/ssc)

## 23. How do I get a library access card?

Complete a request form from your RedZone. You can find the form on Redzone under the Library tab. This form should be turned in to Computer Support to receive an after-hours access key fob.

## 24. How do I change my schedule?

You will need to contact your advisor for help changing your class schedule. If you're unsure who your advisor is, you can go to the Advising Center in the Student Success Center, and speak with a general advisor.