

Face-to-Face Courses

- _____ Only use the customized registration form for this course that your instructor will distribute in class.
- _____ Please provide all information designated with an asterisk *. We must have your date of birth and social security number to properly identify you in our student database.
- _____ Give your completed registration form and payment (check or tuition waiver; no cash) for the course to your instructor. Your instructor will submit all registration forms and payments to LCSC.
- _____ The cost is \$50 per credit hour. If you cannot include payment with your registration form, it is your responsibility to ensure the course is paid for no later than 7 days after the start of the course. You have these payment options:
 - *Mail a check or tuition waiver to Student Accounts, Lewis-Clark State College, 500 8th Avenue, Lewiston, Idaho, 83501. Include your name and the name and numbers of the course you are paying for.*
 - *Pay in person on campus using cash, check, debit/credit card or tuition waiver. You can do this at Student Accounts located in Reid Centennial Hall, Room 102.*
 - *Pay online using your debit/credit card or checking account by logging in to WarriorWeb or calling Student Accounts at 208-792-2790.*
- _____ If you need to drop the course please e-mail the Registrar asking to be dropped. Please provide your name and the course and section number of the course your taking. Your transcript will show a W grade for the course you dropped. Refunds are not issued for in-service courses that are dropped after the course begins.
- _____ If you need help with:
 - *WarriorWeb - Contact IT's Help Desk at helpdesk@lcsc.edu or call 208-792-2231*
 - *The Registration Process – Contact the Registrar at registrar@lcsc.edu or call 208-792-2223*
 - *The Payment Process – Contact Student Accounts at studentaccounts@lcsc.edu or call 208-792-2790*
 - *All Other Questions – Contact the Teacher Education Division at education@lcsc.edu or call 208-792-2260*

Online Courses

- _____ Only use the customized registration form for this course sent to you by the instructor. You, and not the instructor, are responsible for ensuring you properly register and pay for this course.
- _____ Please provide all information designated with an asterisk *. We must have your date of birth and social security number to properly identify you in our student database.
- _____ Submit your completed registration form along with your payment to the Registrar no later than 7 days after the start of the course. The cost is \$50 per credit hour. You have these options:
 - *Hand deliver the registration form and your check or tuition waiver to the Registrar located in 106 Reid Centennial Hall on the campus of Lewis-Clark State College. If you are hand delivering your form, you can also pay for the course with cash or a credit card at Student Accounts in Reid Centennial Hall Room 102 after you submit your registration form and are in the system.*
 - *Mail the form and your check or tuition waiver to the Registrar, Lewis-Clark State College, 500 8th Avenue, Lewiston, Idaho, 83501.*
 - *E-mail the form or a scan/photo of the form to the Registrar at registrar@lcsc.edu and then pay for your course with your debit/credit card or checking account by logging in to WarriorWeb or calling Student Accounts at 208-792-2790.*
- _____ If you need to drop the course please e-mail the Registrar asking to be dropped. Please provide your name and the course and section number of the course your taking. Your transcript will show a W grade for the course you dropped. Refunds are not issued for in-service courses that are dropped.
- _____ If you need help with:
 - *WarriorWeb - Contact IT's Help Desk at helpdesk@lcsc.edu or call 208-792-2231*
 - *The Registration Process – Contact the Registrar at registrar@lcsc.edu or call 208-792-2223*
 - *The Payment Process – Contact Student Accounts at studentaccounts@lcsc.edu or call 208-792-2790*
 - *All Other Questions – Contact the Teacher Education Division at education@lcsc.edu or call 208-792-2260*