



Standard Operating Procedure

Procedure Title: Traditional Dual Enrollment Program

Procedure #: RO.024

Revision #: 000

Unit Responsible: Registrar's Office

Individual Responsible: Registrar

Effective Date: 06/10/2022

Initial Approval Date: 06/10/2022

Last Review/Update Date: 06/10/2022

Next Review Date: 06/01/2025

***Does this procedure support a Board Policy?** Yes

If yes, identify: [3.110-Dual Enrollment Program](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria?** Yes

If yes, identify: [1A, 1B, 3A, 3D, 4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation?** No

If yes, identify: n/a

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Traditional Dual Enrollment, BP 3.110

1. Purpose

The College recognizes that there are instances where high school students are academically ready to earn college credit. In order to serve the community in these cases, the College will provide qualified students with educational enrichment through Traditional Dual Enrollment.

2. Scope

This procedure applies to qualified high school students seeking Traditional Dual Enrollment at Lansing Community College (LCC).

3. Prerequisites

Traditional Dual Enrollment is designed to provide an opportunity for qualified high school students, who have completed the eighth grade, to earn college credit. Local area high schools choose to participate in the traditional Dual Enrollment program. High School credit may or may not be granted at the discretion of the participating high school.

Students are recommended to work with their school counselor when choosing courses for traditional dual enrollment with LCC.

Although college-level courses earned at LCC may be eligible to transfer to many other colleges and universities, there is no guarantee that traditional dual enrollment credits will be recognized by any educational institutions, or employers.

LCC does not monitor the student's high school enrollment and/or courses, so we cannot verify if they are enrolled in courses that count towards their high school completion.

LCC offers assistance in-person and by phone to help the student add and drop courses. Students are also encouraged to work with their high school counselors when selecting courses and dropping a class.

4. Responsibilities

Registrar or designee is responsible for processing Traditional Dual Enrollment forms.

5. Procedure

1. Students should apply online as a High School Student ten (10) business days before the desired course(s) begin. If assistance is needed, the student should meet with their high school counselor.
2. Students will need to activate their LCC account to get access to their email and important information from the College. To activate their account, the student will need the LCC Student ID number they received after they applied. This number is emailed to the student via the email provided on the application within 24 hours of the application being processed.
3. Placement levels, and sometimes prerequisite courses, are required in order to submit and process the Approval Form. There are a few methods for students to establish placement levels:
 - a. Upload their SAT/ACT scores and/or high school transcripts and email them to [Testing Services](#).
 - LCC also accepts PSAT scores.
 - High School transcripts can only be accepted for high school seniors during their second semester or third trimester of their senior year.
 - b. If the student is not able to provide any of the above documents, they can take LCC's placement tests. The student can visit [Testing Services](#) webpage for more information.
4. High school and homeschooled students are required to complete and submit the Traditional Dual Enrollment Approval Form found on the [High School Traditional Dual Enrollment](#) webpage.
 - a. A completed Approval Form must be submitted for each semester of enrollment in order to register for courses. The Approval Form must be filled out completely and correctly, for all sections that apply to the student.
 - b. The Approval Form will be forwarded to the parent/guardian's email for completion of the parent/guardian section.
 - c. The Approval Form will be forwarded to the high school official responsible for approval for all Fall and Spring course(s), regardless of who is responsible for payment, and all Summer course(s) for which the high school is paying for the courses. For non-homeschool and self-paying students during the summer semester, the Approval Form will be forwarded to the Registrar's Office for processing.
 - d. The Approval Form will be reviewed and completed by the high school official responsible for approval. The billing information and courses the school is covering must be included on the form.
 - e. The high school will submit the Approval Form to the LCC Registrar's Office to register the student for course(s). There should be an allowance of a minimum of three (3) business days for processing.

5. All new traditional dual enrolled students will be encouraged to go to a specially designed orientation video on the [High School Traditional Dual Enrollment](#) webpage to help bridge the gap between high school and college.
6. If scheduled changes are needed, the student is responsible for registering, as well as dropping unwanted courses, by completing a new Approval Form. As students are responsible for dropping unwanted classes and being aware of the refund dates, it is strongly recommended that they speak with their high school counselor before dropping a course. Students must not depend on being dropped for non-payment or non-attendance to avoid outstanding balances or failing grades.

6. Reference

[High School Traditional Dual Enrollment](#) webpage

- [High School Traditional Dual Enrollment Processes & Tips](#)
- [Traditional Dual Enrollment Student Frequently Asked Questions](#)

The Release of Information form is located at the [Registrar's Forms](#) page. If desired, this form is completed entirely online. This information will be required and verified (including the PIN) when a designee calls on the student's behalf. To ensure a higher level of security for students, the Release of Information form requires the student to provide their designees':

- Full Name (first, middle initial, and last)
- Relationship to the Student (Parent, Step-Parent, Sibling, etc.)
- Date of Birth
- A student-selected 5-number/letter PIN (This number should be the same for each designee).

For information on High school advantage, Early College, High School Completion Program please refer to the [College Credit in High School](#) webpage or contact the office via [email](#).

7. *Definitions*

Dual Enrolled Student Types:

- **Traditional Dual Enrollment** - students are high school students taking college courses either for high school credit and college credit or just for college credit.
- **State-Approved Non-Public High School** - students are high school students attending a non-public high school and the State of Michigan is paying for all or a portion of their college credits.
- **Self-Payment Non-Homeschool** - students are high school students taking college courses and paying out of pocket.
- **Self-Payment Homeschool** - students are homeschool students taking college courses and paying out of pocket.