

## Enrollment Checklist for International Guest Students

<input type="checkbox"/>	<b>Before you Apply</b>	<b>To Learn More</b>
	<ul style="list-style-type: none"> <li>Find LCC classes that interest you that will transfer to your college.</li> <li>Confirm with an Academic Advisor at your college if the class you want to take transfers back to your college and fits in your program.</li> </ul>	<a href="http://transfer.msu.edu">http://transfer.msu.edu</a>
<input type="checkbox"/>	<b>Complete an Application</b>	<b>See Guide to Applying to LCC on the back of this page</b>
	<ul style="list-style-type: none"> <li>Go to <a href="http://www.lcc.edu">www.lcc.edu</a> and click "APPLY" to apply for admissions online.</li> <li>International students attending another college wanting to transfer credits back to their college choose <b>International Guest F1 or M1</b>.</li> <li>After submitting your application, you may receive your student number (X00-----). Write down this important number. If your student number doesn't appear, your application is being reviewed.</li> </ul>	
<input type="checkbox"/>	<b>Activate Your Account</b>	<b>See the handout: How to Activate Your myLCC Account</b>
	<ul style="list-style-type: none"> <li>Go to <a href="http://www.lcc.edu">www.lcc.edu</a> and click on myLCC. Click on Activate My Account.</li> <li>Enter your LCC student number and birthdate.</li> <li>Agree to the Acceptable Use Policy. Set your password and recovery info.</li> <li>Click Submit and your username will display. Write down your username.</li> </ul>	
<input type="checkbox"/>	<b>Waive Prerequisites or Take Placement Tests</b>	<b>Download your unofficial MSU transcript at <a href="http://stuinfo.msu.edu">stuinfo.msu.edu</a></b>
	<ul style="list-style-type: none"> <li>If you have passed a college level writing, math, or liberal arts class at your college, you may be eligible to waive your Reading, Writing, and Math prerequisites. You also may be able to waive prerequisites with certain ACT or SAT scores or an Associates or higher degree.</li> <li>Complete a <b>Waiver form</b>. The requirements to waive prerequisites are listed on the back of the form. Submit an unofficial transcript or ACT/SAT score report with the Waiver form.</li> <li>If you don't meet the requirements for a waiver, you can take the reading, writing, and math placement tests at LCC East.</li> </ul>	<a href="http://www.lcc.edu/services/academic-resources/advising/waiver.html">www.lcc.edu/services/academic-resources/advising/waiver.html</a>  <a href="http://www.lcc.edu/services/student-support-services/starzone/testing/">www.lcc.edu/services/student-support-services/starzone/testing/</a>
<input type="checkbox"/>	<b>Register For Classes</b>	<b><a href="http://www.lcc.edu/schedule">www.lcc.edu/schedule</a></b>
	<ul style="list-style-type: none"> <li>Go to <a href="http://www.lcc.edu">www.lcc.edu</a> and click on myLCC. Log in with your Username and password.</li> <li>Select Banner → Student → Registration.</li> <li>Lists of LCC East course offerings are available at LCC East service desks.</li> </ul>	<b>See the handout: Registering for LCC Classes</b>
<input type="checkbox"/>	<b>Pay Your Bill</b>	<b>See the handout: Paying for LCC Classes</b>
	<ul style="list-style-type: none"> <li>Sign up for a payment plan or pay online through Banner.</li> <li>You can also pay by cash at the Main Campus, Student Finance Office.</li> <li>Check for payment deadlines so you will not be dropped from your classes for nonpayment.</li> <li>If you select a payment plan you will need to indicate where a potential refund will go. A bank account number may be needed.</li> </ul>	<a href="http://internal.lcc.edu/studentfinance/tuition/">http://internal.lcc.edu/studentfinance/tuition/</a>
<input type="checkbox"/>	<b>Complete the MSU Office of International Students and Scholars (OISS) Dual Enrollment Form</b>	<b><a href="http://oiss.isp.msu.edu/forms/">oiss.isp.msu.edu/forms/</a></b>
	<ul style="list-style-type: none"> <li>Return the Dual Enrollment form to the MSU OISS before the semester begins with required signatures from you and your academic advisor.</li> <li>NOTE: This form does NOT need to be turned in at LCC.</li> </ul>	