



## Standard Operating Procedure

**Procedure Title:** Admission to the College

**Procedure #:** RO.013

**Revision #:** 003

**Unit Responsible:** Registrar's Office

**Individual Responsible:** Registrar

**Effective Date:** 02/02/2024

**Initial Approval Date:** 10/04/2019

**Last Review/Update Date:** 02/02/2024

**Next Review Date:** 02/2027

**\*Does this procedure support a Board Policy?** No

**If yes, identify:** n/a

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

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

**If yes, identify:** [2B, 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.



## **Admission to the College**

### **1. Purpose**

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To ensure that all students applying for admission to Lansing Community College (LCC) are treated equitably in accordance with our commitment to open enrollment.

### **2. Scope**

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This procedure applies to all prospective students wishing to enroll in courses at LCC utilizing the Banner system and to Registrar's Office staff.

### **3. Prerequisites**

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- Determination and judgment of an individual's preparation and readiness to benefit from a course or program at LCC is the responsibility of the College's professional personnel. Admission to the college does not guarantee admission to a particular program or class.
- First-time students can follow step-by-step instructions on the [LCC First-time College Student](#) webpage.
- Persons who have completed the 8th grade by the first day of the semester and are working to fulfill high school graduation requirements may be admitted to LCC under the High School Dual Enrollment Program. For information regarding this program, please go to the [High School Dual Enrollment](#) webpage.
- Transfer and Guest student applicants can find step-by-step instructions on [the LCC Transfer and Guest Student Checklist](#) webpage.
- Individuals who are admitted to the United States in a temporary, non-resident status (any type of visa) are considered international students. For information regarding international admissions, please visit the [International Admissions](#) webpage.

### **4. Responsibilities**

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Student Record Support Specialists (SRSS) – responsible for reviewing admission applications and admitting students to the college.

Prospective Student – responsible for submitting application and, if necessary, additional documentation.

## **5. Procedure**

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1. The prospective student will complete an admission application.
2. SRSS will review applications and make determinations on approval or hold in the case that the application is suspected to be fraudulent.
3. If approved, applicants will be sent an acceptance letter with information regarding the next steps of the enrollment process. The Acceptance Letter is sent to the applicant's physical address via U.S. Mail as well as personal email address provided on their application.
4. If held, applications are purged after 35 calendar days, unless the student contacts LCC for clarification.
  - a. If an applicant requests clarification, they are asked for additional documentation to verify identity.
  - b. Once additional documentation has been received, it is reviewed by the SRSS. If the documentation is approved, the application will be processed.

## **6. Reference**

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[LCC Admission Application](#)

## **7. Definitions**

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n/a