



Admission to the College

1. Purpose

Lansing Community College (LCC) is an open-door community college admitting and serving applicants possessing appropriate preparation to benefit from programs and courses offered at the College.

2. Scope

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

3. Prerequisites

- 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

The Registrar's Office - responsible for reviewing admission applications and admitting students to the college.

5. Procedure

1. The prospective student will complete an admission application.

2. The Admissions and Records Specialist will review applications and make determinations on approval or denial.
3. If approved, applicants will receive a letter and an email providing information regarding the next steps.
4. If denied, applicants will receive a letter and an email stating the reason for the denial and explaining the appeal process.

6. Reference

n/a

7. Definitions

n/a



Standard Operating Procedure

Procedure Title: Admission to the College

Procedure #: RO.013

Revision #: 002

Unit Responsible: Registrar's Office

Individual Responsible: Registrar

Effective Date: 10/14/2022

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***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.