



COLLEGE CATALOG

# Summer 2020

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Register online at [lcc.edu](https://lcc.edu)



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Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.

Lansing Community College is accredited by the Higher Learning Commission. The commission can be contacted at [hlcommission.org](http://hlcommission.org) or 800-621-7440. Its mailing address is 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604. The Downtown Campus of Lansing Community College is located in downtown Lansing. Student service offices are located at 422 N. Washington Square and can be contacted at [lcc.edu](http://lcc.edu) or 517-483-1957.





## Downtown Campus

- 1 Gannon Building (GB)
- 2 Academic and Office Facility (AOF)
- 3 Huron Building (HB)
- 4 Washington Court Place (WCP)
- 5 University Center (UC)
- 6 Abel B. Sykes, Jr. Technology and Learning Center (TLC)
- 7 Arts and Sciences (A&S)
- 8 Mackinaw Building (MB)
- 9 Dart Auditorium (DRT)
- 10 LCC Outside Amphitheater
- 11 Michigan Veteran's Memorial
- 12 Shigematsu Memorial Garden
- 13 Herrmann House (HH)
- 14 Rogers-Carrier House (RCH)
- 15 Health and Human Services Building (HHS)
- 16 Early Learning Children's Community (ELCC)
- 17 Paula D. Cunningham Administration Building (ADM) (Includes Board Room)
- 18 515 North Capitol
- 19 505 North Capitol

### Student Parking

**S1, S2, S3, S7, S15, S16, S22, S23, P** (Gannon Ramp)

**S26, S29** Accessible Parking

### Employee Parking

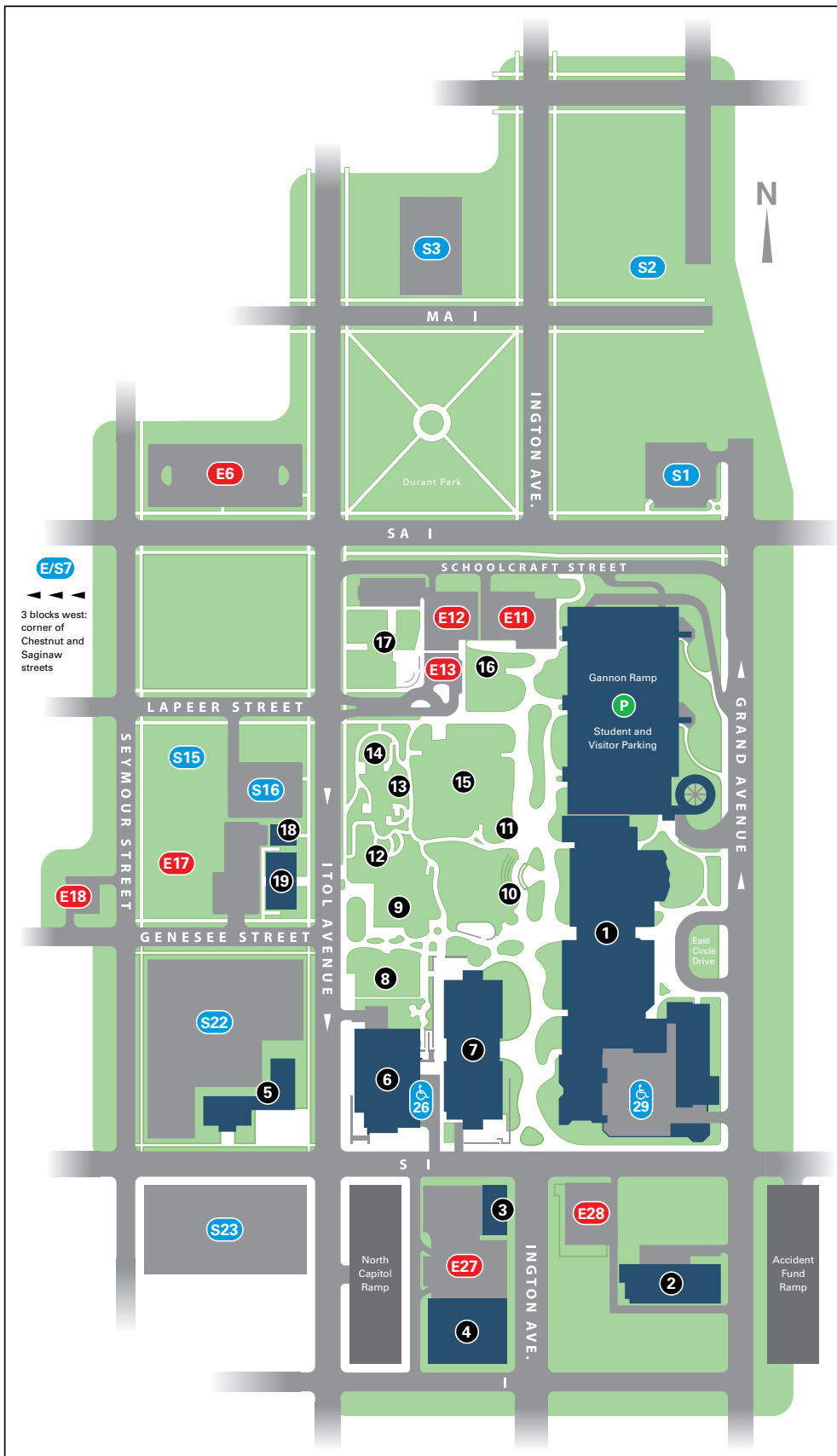
**E6, E7, E12, E17, E18, E27, E28**

**E11** Child Care Parking Only

**E13** Special Permit Parking

### Visitor Parking

**P** Gannon Ramp



If you have difficulty accessing this map please [visit LCC's Downtown Campus webpage.](#)



# Important tuition payment information

A college policy involving tuition and fee payments requires all students complete one of the following:

- **Pay tuition and fees in full.**
- **Sign up for an Installment Payment Plan (available to all students).**
- **Sign up for an Deferred Installment Payment Plan (available to students meeting established requirements).**
- **Submit Third Party authorization (if an employer, high school or agency is sponsoring a student's education). This does not include financial aid.**

Students who do not complete one of the above options by their payment due date will be dropped from all of their classes. Payment due dates are based on the day a student registers. Payments are due by the payment due date listed on the student bill. Student bills will be available to view in Banner Student Self Service. Students will be notified by an e-mail sent to their LCC e-mail address each time a new bill is generated. At a date published prior to the beginning of the semester, payment is due immediately upon registration.

## Installment Payment Plan

To help students meet their educational

expenses, LCC offers Installment Payment Plans as a convenient budget plan.

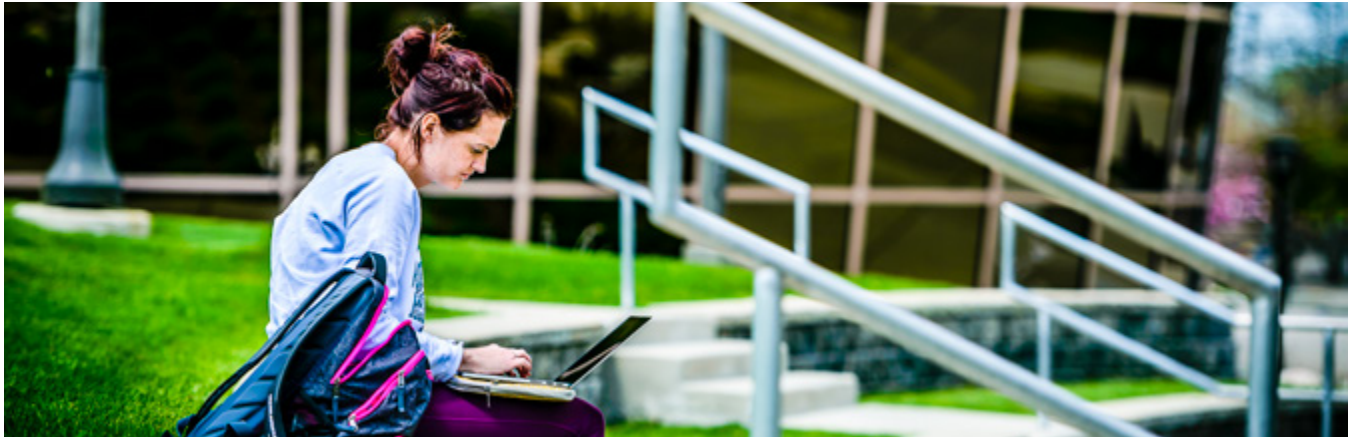
This is not a loan program. With the payment plan, students are able to pay their full semester student account charges without incurring accumulated debt.

There are no interest or finance charges assessed, and there is not a credit check required to participate. The cost to participate in the interest-free monthly payment plan is a minimal per semester, nonrefundable enrollment fee.

Students choosing to participate in the installment plan may pay for tuition and fees by automatic bank payment from a debit/ credit card using MasterCard, Visa, Discover or American Express. The Installment payment system will automatically withdraw a tuition payment on a stated date(s) of each month from the bank account or credit card the student designates for the payment plan.

**[Visit the schedule webpage](#) for more information.**

**For further details on payment plan deadlines and due dates, [visit the payment options webpage.](#)**



# Funding your education

## Free Application for Federal Student Aid (FAFSA)

Getting help with paying for college starts with completing the online Free Application for Federal Student Aid, commonly known as the FAFSA.

The federal student aid process includes retrieving data from a student's federal tax returns (or a dependent's parent's tax return) and other information through a secure federal Web site: [fafsa.gov](https://fafsa.gov)

FAFSA applicants will also be asked for a school code. Lansing Community College's school code is **002278**. Providing this number on the application permits the federal government to release student FAFSA information to LCC.

### **Federal Student Aid Identification (FSA ID)**

A FSA ID is a username and password that is needed during the FAFSA application process. The FSA ID serves as a legal signature for completing the FAFSA and should not be shared with anyone, including family members, school personnel, loan servicers or contact center agents. Parent(s) of a dependent student will also need to create a FSA ID in

order to sign the FAFSA electronically.

### **What's Next?**

LCC's Financial Aid Office then uses details from the completed FAFSA application to generate an award letter outlining student eligibility for grants (including Federal Pell grants and Federal Supplemental Educational Opportunity Grants), Federal Direct Student Loans, and work-study awards. The entire process can take four to six weeks so apply early! Please note the Financial Aid Office may request additional information before determining your awards. You are expected to check your LCC e-mail and myLCC account frequently to receive the most up-to-date financial aid communication and information.

Staff members in LCC's StarZone are available daily to answer questions and help students submit their FAFSA application.

### **Applying for Financial Aid?**

To apply for financial aid, electronically submit the 2019 - 2020 FAFSA by the priority FAFSA file date of April 1, 2020.

# Summer Registration

Summer 2020 Semester - Registration Begins Monday, April 20, 2020

| Teaching Periods          |               | Last Date for 100% Refund TUIION and FEES | Last Date for 50% Refund TUIION and SUPPORT FEE ONLY | Last Date to Change to Audit/ Credit | Last Date to Drop With No Grade | Last Date to Drop Course with a Record of a W & Last Date to Drop Online |
|---------------------------|---------------|---|--|--------------------------------------|---------------------------------|--|
| Standard Teaching Periods | [start - end] |   |  |                                      |                                 |  |
| Full Semester             | [5/18-8/10]   | 5/24                                      | 5/31   | 5/31                                 | 5/31                            | 8/4  |
| First 6 weeks             | [5/18-6/29]   | 5/24                                      | 5/31   | 5/31                                 | 5/31                            | 6/23   |
| 8 weeks                   | [6/5-8/2]     | 6/11                                      | 6/18   | 6/18                                 | 6/18                            | 7/26   |
| Last 6 weeks              | [6/30-8/10]   | 7/6                                       | 7/13   | 7/13                                 | 7/13                            | 8/4  |

| Variable-Start Courses                                  |                              |   |                       |   |  |                            |
|---|------------------------------|---|-----------------------|---|--|----------------------------|
| Community and Continuing Education (Non-Credit Courses) | [Section Specific]           | Please call 517-483-1415 for assistance.      |                       |   |  |                            |
| Open Entry Courses or Modules                           | [Based on learning contract] | Day prior to the learning contract start date | Per learning contract | Day prior to the learning contract start date | Day prior to the leaning contract start date | NONE                       |
| Less than 6 weeks                                       | [Section Specific]           | Day prior to the start of class               | NONE                  | Midpoint of class                             | Day prior to start of class                  | NONE                       |
| 6 weeks or more   | [Section Specific]           | 7 days into class                             | 14 days into class    | 14 days into class                            | 7 days into class                            | Day prior to the last week |

## How to Register

To register, Log into [myLCC](#) and click on the Banner link to drop or add course(s).

Note: Prerequisite overrides are managed within each [respective academic division/department](#).

Students can add classes based on the teaching periods. For important deadline details, see the charts above. Register early for best class selection! For additional information, call LCC at 517-483-1957 or toll-free at 1-800-644-4522. Refer to variable-date options list for classes beginning throughout the semester.

Many LCC courses are taught in a shorter timeframe than the traditional full semester teaching period and provide the same amount of credit. See the list above for the various start and end dates of the teaching periods.

Students must be admitted to the college and complete the required steps prior to registering.

Students should determine that all of the required course prerequisites have been met and seats are available.

## Adding a Class

Online registration is available until 10 minutes prior to when a face-to-face class begins (lecture, lab).

Online registration for online, online/hybrid and classes that state TBA as one of the meeting times is available until midnight (12:00 a.m.) the date the teaching period begins.

Once online registration ends for a course, follow the Late Registration and Schedule Adjustment Guidelines below.

## Late Registration and Schedule Adjustment Guidelines

Late registration at Lansing Community College is not allowed. Schedule adjustments are allowed within the first week of each part of term. Special circumstance may be considered after consultation with the instructor and the Academic Dean.

A schedule adjustment is defined as adding a course by a student with registration activity for the current semester. Adding an additional course, switching sections, and being reinstated into a section in which the student was previously registered in are all examples of schedule adjustments.

Late registration is defined as adding a course by a student that has not had any registration activity for the current semester.

## What is Registration Activity?

Examples of registration activity include:

- A student is registered in a section for the current semester
- A student dropped a section during the current semester
- A student was on a waitlist for a section during the current semester

## Procedure for Schedule Adjustments and Late Registration Requests

1. The student must complete the drop/add form found on the [Registrar's Forms webpage](#) and obtain the required approval/signatures based on the following scenarios.
  - a. Schedule adjustments during the first week of the part of term only require approval from the instructor.
  - b. Schedule adjustments during the second week of each part of term requires approval from both the instructor and the Academic Dean.
  - c. Late registration requests must obtain approval from both the instructor and the Academic Dean once the section begins.
2. The student submits the completed form to any of the division or department offices, the [StarZone](#) (located in the Gannon Building), or email the [Registrar's Office](#) (registrar@lcc.edu) for a final approval and processing.
  - a. Please note that some requests may be denied after obtaining approvals from the instructor and/or the Academic Dean due to seat availability, registration holds, or prerequisite errors. Students will be notified either in person or via LCC email if a request is denied.
3. The student will be notified either in person or via LCC email once request is approved and processed.

## Dropping a Class

Students are responsible for dropping all courses they are not planning to attend and are responsible for payment of classes in which they are enrolled. Students should not assume they will be dropped from a class or classes for nonpayment, as there are many factors which will determine whether and when a student is dropped for nonpayment. It is the student's responsibility to verify his or her enrollment status. To verify enrollment status, students can view their schedule on the LCC Website.

Students should drop online until the deadline for each teaching period. Refunds are available based on the Refund Schedule above.

**Please note:** Dropping a class may require you to pay money back to the College if you have received financial aid. Contact the Financial Aid office before dropping!



## Changing Grade Status: Audit/Credit

Students can change from audit to credit or credit to audit online until **Monday, May 31**. After that, students must request the change in person at a Student Service Center. Changing enrollment status may affect financial aid.

## Residency

The last day to request a change in [residency](#) status is Monday, June 29, 2020. You can view the [complete residency policy](#) and procedures on the [policies, procedures, and regulations webpage](#).

To submit a request to change residency, please select the Student Declaration of Residency form on the [Forms webpage](#).

## Refunds

Students are responsible for dropping all courses they are not planning to attend, and are responsible for payment of classes in which they are enrolled. Refunds are available based on the schedule above.

## Paying for Classes

[Pay your bill](#) to avoid having your classes dropped. Access your [LCC Student email Account](#) for important updates.

If you are unfamiliar with your LCC student e-mail account, visit the [Student Email Assistance](#) page for a step-by-step guide to getting started.

Because of federal regulations, Financial Aid can only pay for classes that are in your major or program of study. It is important to keep your major updated and only register for courses needed so you don't have to pay for classes without financial aid.

To update your major or program of study, access the [Change of Program Request form](#).

## Admissions Information

Call 517-483-1200 or visit [Admissions webpage](#). Visit the Admissions webpage for information on the types of admissions available. Prospective students must complete an admissions application before registering for classes. For a paper application, call the Admissions Office. All accepted applicants will receive a letter confirming their admission to LCC. Applicants who do not receive a letter within two weeks should call the Admissions Office or [email](#) (admissions@lcc.edu). For further information, call 517-483-1200.

## **Campus Visits**

Call 517-483-1999 (Downtown Campus)

Call 517-267-5452 (West Campus)

or visit [Campus Tours webpage](#)

Visit the Campus Tours webpage for information or to schedule your visit. We offer campus visits most weeks.

## **Center for Academic and Career Pathways**

Call 517-483-1999 or visit [Academic Advising webpage](#)

The Center for Academic & Career Pathways is your one-stop-shop for academic advising, career exploration and advising, and guidance for getting started at LCC. Our advisors are available four days a week for full 30-minute advising appointments. Students who would like to discuss detailed or complex topics should schedule an appointment by calling 517-483-1999. Drop-in advising is offered once a week for students who need guidance on quick, general issues.

## **Online Advising**

Visit [Online Advising webpage](#)

We now offer secure Online Chat as an advising option! Advisors are available via online chat on Mondays and Tuesdays. Online Advising is designed to assist students with general advising questions or to provide guidance through certain processes.

## **Career and Employment Services**

The Career and Employment Services department will help you find the career that fits your passion through career assessment, exploration and discovery, and will help you prepare for the job and internship search. Career and Employment Services offers opportunities to connect with employers through networking events, job fairs, and our [online job board](#).

## **Orientation**

Call 517-483-1999 or visit [Orientation webpage](#)

Visit the Orientation webpage for more information. New students are required to complete orientation prior to registering for courses. Orientation is free and can be completed online or in person. Returning, transfer, and guest students are not required to attend orientation, but may do so if they choose. For further information, call 517-483-1999.

## **Skills Assessment**

Call 517-267-5500 or visit [Testing Services webpage](#)

Before students can register for any course with a reading, writing or math skill level as a prerequisite, they must establish skill levels by submitting documentation to waive placement testing or by taking the placement tests. If you have graduated high school in the last three years or are a current senior who is in the last semester or trimester of their senior year, taken the SAT, ACT, CLEP, or AP exams, or have completed previous college coursework, please visit the Testing Services webpage for placement information and how to submit your unofficial transcripts or test scores for placement levels.

## **Establishing Skill Levels through Waiver**

Placement tests can often be waived from High School GPA, SAT, ACT, AP, and CLEP testing, or previous college coursework. Students seeking to determine if they have other test scores, completed courses, or degrees that may qualify for a waiver should visit the [Testing Services webpage](#) or visit the StarZone on the second floor of the Gannon Building. Waiver requests require one to three business days to process.

## **Establishing Skill Levels by Placement Exams**

Students must have a picture ID and an LCC student number to test. A student number is assigned after applying to LCC.

It takes approximately two hours to complete all three placement tests. Students may need more time if advanced math placement tests are taken.

- Reading and Writing placement levels do not expire.
- Math placement levels of 3 and 4 do not expire. Math levels of 5 and above are generally valid for two years.

For sample questions and study materials, visit the [Testing Services webpage](#) or [email](mailto:lcc-testing-services@lcc.edu) (lcc-testing-services@lcc.edu).

Testing is available at the Main Campus in the StarZone, located on the 2<sup>nd</sup> floor of the Gannon Building, until one hour before posted closing time. Testing hours vary between semesters. Call to verify hours of operation or visit the [Testing Services webpage](#). In addition to the downtown campus, placement testing is available at the following off-campus locations:

- Capital Area Michigan Works! (CAMW), 517-492-5580
- LCC East, 517-483-1860
- Livingston County Center at Parker Campus, 517-545-3522
- West Campus, 517-267-5452

## **Courses Needing Pre-approval**

Students registering in classes requiring course approval must obtain permission from the department prior to registration.

## **Prerequisite Courses and Placement Scores**

Prerequisites may include completion of other courses with a minimum grade and/or department approval. In addition, courses may require specific placement scores such as reading, writing, and math levels; ACT or SAT scores. Some courses may also include co-requisite courses, which must be taken with the course. Be sure to check the requirements for the course before registration. Students can find out if they meet required skill levels by taking placement tests. Students who do not meet the indicated prerequisites and placement scores will be unable to complete the registration process. Students who have met the requirements for the course through other methods such as transfer courses and/or experience should contact the department offering the course or submit a waiver request form. For a copy of this form or more information about waiver guidelines, visit the [Waiver Information webpage](#). Waiver requests require one to three business days to process.

## **Registration Information**

Visit the StarZone on the 2<sup>nd</sup> floor of the Gannon Building or call 517-483-1200, option 2. All registration for new, current or returning students should be done online. To register, visit the [Registration webpage](#) and follow the instructions.

Before registering, see The Center for Academic & Career Pathways section for important information.

Students needing assistance in registering for a User ID or accessing their account on the website should contact the LCC Help Desk at 517-483-5221 or via [email](mailto:lcc1@lcc.edu) (lcc1@lcc.edu).

## **Proof of Residency**

Lansing Community College verifies the residence of each student each semester by mailings sent to the current address the student has on file with the college. Residency status may be adjusted for those students whose mail is returned to the college from their current address on file. Students are responsible for knowing and understanding their residency status and must provide proof of residency if petitioning for a change of residency. Lansing Community College reserves the right to make the final decision on residency eligibility.

Please see the residency policy at the [Policies, Procedures and Regulations webpage](#).



## **Student Identification Cards (StarCard)**

New students registering at LCC should have their identification pictures taken for their StarCard after registering for classes. The StarCard serves as a student photo ID card, LCC Library card, and computer lab access card.

### **How do students get a StarCard?**

Students must be currently registered for classes before receiving a StarCard. Please bring a picture ID (driver's license, passport) for identification verification, along with your student number and username to assist issuing of your StarCard.

- StarCards are available at the StarZone located on the 2nd floor of the Gannon Building during our normal business hours.
- The fee to replace a lost, stolen, or damaged StarCard is \$15 and may be requested at the StarZone.

## **Parking**

Call 517-483-1798 or visit the [Parking at LCC webpage](#)

All full-time and part-time students have access to convenient parking that is provided by LCC. Parking is for use only when on campus for school-related business. LCC parking lots cannot be used when attending to unrelated LCC business such as off-campus employment. Permits are non-transferable and issued to a specific person for use. Parking permits used by someone other than the person to whom it was issued may result in a written violation and/or have their parking permit revoked. Parking on campus is enforced by LCC Police and Public Safety. Officers monitor areas across campus to help ensure the availability of parking and the safety of those entering and exiting parking areas by upholding the parking regulations. Parking permits are issued to LCC students, allowing them to park in the college's Lots, E/S7, S1, S2, S3, S15, S16, S22, S23 and Gannon Ramp at no additional charge. Permits will be mailed in August or you can visit Police and Parking Office after classes begin, Gannon Building, room 2110. Please bring a picture ID (driver's license, passport) for identification verification, a copy of your class schedule, along with your student number and username.

## **Auditing Classes**

A class taken as an audit results in no grade or credit for the student and is usually taken for purposes of self-improvement or general interest. Students wishing to audit must meet all prerequisites required for the course and indicate their intention to audit at the time they register for the course. Audited courses cannot be applied toward a degree or certificate and cannot be used to meet prerequisites.

The college allows students to change from credit to audit or from audit to credit by the end of the second week of classes (and other equivalent dates as specified for variable length courses). Students electing to change from audit to credit are responsible for having course work up-to-date at the time the change is made. Changes from credit to audit through the end of the second week for 16-week courses (and other equivalent dates as specified

for variable length courses) do not require instructor approval. Students should be aware that exercising this option may have an impact on their financial assistance or on student employment at the college. Any student balance due created by a change in credit or audit status must be paid by the student. Changes in audit or credit status must be requested by the student through the Office of the Registrar.

## **Financial Aid**

Visit the [Financial Aid webpage](#), the StarZone on the 2<sup>nd</sup> floor of the Gannon Building, or call 517-483-1200, option 1

### **LCC School Code 002278**

Financial aid is a resource available to assist students with their educational costs. To start the application process, electronically submit the [Free Application for Federal Student Aid \(FAFSA\)](#). To ensure financial aid awards are processed in a timely manner:

- Apply by the Priority FAFSA File Date. See the [Financial Aid Calendar webpage](#).
- Monitor your Banner account weekly through [myLCC](#).
- Submit any additional information needed by the Priority Document Submit Date. See the [Financial Aid Calendar webpage](#).

## **Eligibility Requirements**

To receive federal financial aid, a student must:

1. Have earned a High School Diploma, GED or be a Homeschooled graduate.
2. Be taking courses leading toward an eligible program of study.
3. Be a U.S. citizen or eligible non U.S. citizen.
4. Have a valid Social Security Number.
5. Be registered for Selective Service, if required.
6. Be making Satisfactory Academic Progress (SAP).
  - Cumulative GPA of a 2.0 or better in all courses attempted.
  - Cumulative completion ratio of 70% or better of all courses attempted (withdrawals, incompletes, audits, transfer credits, repeated courses, and all attempted courses are reflected in this calculation).
  - Completion of the declared program of study within the maximum timeframe permitted.
7. Not owe on a federal grant or be in default on a federal educational loan.
8. Not be receiving financial aid at another institution concurrently.

## **Financial Aid Supply Advance and Book Voucher**

Students who have authorized aid greater than tuition, fees, and other institutional charges will receive a maximum of a \$250 Supply Advance which will be sent to the student's selected refund delivery method through the TouchNet Student Account Center and a maximum of a \$600 Book Voucher which allows students the option to purchase books at the MBS Online Bookstore.

## **Financial Aid Disbursements and Refunds**

Financial aid will disburse to the student account during the third week of the semester. Students should refer to their Banner account for specific dates of when their financial aid will be disbursed. Important: Federal Direct Loan funds are disbursed in two installments each semester with the second disbursement occurring after the midpoint of the semester.

After the financial aid funds are disbursed to the student account, the student will receive a financial aid refund. The amount of the refund is determined by subtracting the amount of aid disbursed to the student account from the amount credited on the student account for tuition, fees, Supply Advance, Book Voucher and other institutional charges.

## **Scholarships**

For the most up to date information, go to the [LCC Scholarships webpage](#).

## **Stay Informed**

Students are expected to stay up-to-date on the status of their financial aid by:

- Checking their LCC email account.
- Accessing [myLCC](#) and checking their Banner account and D2L.
- Referring to the [Financial Aid Calendar](#) for Important Dates.
- Reviewing the LCC [Financial Aid webpage](#).

## **Veteran and Military Affairs**

Call 517-483-5246 or visit the [Veterans Services webpage](#)

The Lansing Community College Office of Veteran & Military Affairs provides specialized services, support and information to assist students in establishing eligibility for and receipt of VA education benefits. Our office assists in the submission of applications and supporting documents as well as certifying and reporting enrollment information to the VA to facilitate the receipt of benefits by eligible students. Benefits are for active duty, veterans, reservists, spouses and dependents. We can also assist students in obtaining reduced childcare costs, gaining college credit based on military training and experience, and employment opportunities throughout the Lansing Area. Our office also provides a Veteran Resource Center (VRC), available to all veterans, current service members, and spouses/dependents of veterans, which includes study rooms, a computer lab, tutoring room, and veteran lounge area. The lounge area comes complete with snacks, drinks, a large screen TV, a pool table and video game consoles. Through the VRC, counseling and academic advising services for veterans are available as well. Located in the Huron Building, HB 101, [email](mailto:lcc-veteran-affairs@lcc.edu) (lcc-veteran-affairs@lcc.edu), 517-483-5246.

## **State and Federal Laws Protect the Privacy of Your Records**

Providing a Social Security number to the college is voluntary. An individual's Social Security number will be used for keeping records, doing research, and reporting purposes. If students choose not to use their Social Security number, they will not be denied admission to the college. However, they may be denied certain services such as access to some financial assistance and tax reporting. The number may be used for the following:

- Identify and maintain student records at LCC
- Determine or verify eligibility for services, certify attendance, and report student status
- Maintain LCC databases and/or other financial aid programs
- Tax reporting purposes

Students will be assigned an ID number and username which they will need to access LCC records about themselves or to obtain services. Please read the statement under the Student Identification Cards section, which describes how student ID cards are to be used.

LCC complies with the Family Educational Rights and Privacy Act of 1974 which regulates the release of Social Security numbers and other personally identifiable information from educational records.

## **LCC Records Policy**

Lansing Community College shall not distribute student lists to non-college agencies except as required by law. In compliance with the Family Educational Rights and Privacy Act of 1974, Lansing Community College provides the following information:

1. Students and/or a parent of a student, if the student is a dependent, have the right to access, inspect, and review all educational records directly related to the student. Upon presentation of pictured identification and a written request from the student to the Registrar in the StarZone on the second floor of the Gannon Building, access to all educational records shall be provided within a reasonable period of time (not to exceed 45 days from the date the request is submitted).
2. Educational records include all information maintained by the College which is directly related to the student with the exception of:
  - a. Financial records of the student's parents.
  - b. Confidential letters of recommendation prior to January 1, 1975.
  - c. Confidential letters and recommendations associated with admissions, application for employment, or receipt of an honor or honorary recognition to which students have waived rights of inspection and review.
  - d. Educational records containing information about more than one student. However, the College must permit access to that part of the record which pertains only to the inquiring student.
  - e. Reports made by physicians, psychiatrists, or psychologists in connection with their treatment.
  - f. Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the originator.



- g. Records of the law enforcement unit of the College if compiled for law enforcement purposes.
  - h. Records which relate exclusively to individuals in their capacity as College employees.
- 3. Directory information may be released at the discretion of College officials for any student who has not submitted a completed Request to Prevent Disclosure of Directory Information form to the Registrar's Office. The disclosure prevention form remains in effect until the student provides a written release to the Office of the Registrar. Directory information includes but is not limited to:
  - a. Name of student
  - b. Dates of attendance
  - c. Enrollment status
  - d. Awards, degrees, or certificates received
  - e. Participation in officially recognized activities
  - f. Sport, weight, and height of members of athletic teams
  - g. Previous educational agency or institution attended
  - h. E-mail address
  - i. Students may submit a request to prevent disclosure of Directory Information located on the Registrar's Office forms page. The Family Educational Rights and Privacy Act is available upon request in the Registrar's Office and the Office of the Dean of Student Affairs Division.
- 4. Lansing Community College prohibits the release of personally identifiable information other than directory information from educational records without the student's written consent. Exceptions to this statement are listed below:
  - a. Academic and administrative officials, staff, and persons who have entered into a partnership or contract with Lansing Community College and whom the college has determined to have legitimate educational interest. Officials are defined as faculty, administration, support and professional employees, sworn officers of the police and public safety department as part of an investigation and other persons who manage student record information. An official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
  - b. Other educational institutions in which the student is enrolled or intends to enroll.
  - c. Individuals and organizations who provide financial aid or scholarships to the student.
  - d. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Health and Human Services, the Department of Veterans Administration, the Department of Education, and administrative heads of state and federal educational agencies authorized by law.
  - e. Accrediting organizations to carry out their accrediting functions.
  - f. Appropriate authorities in compliance with judicial orders and pursuant to lawfully issued subpoenas. The student shall be notified of any such orders or subpoenas unless the subpoena or order prohibits notification by the College. The College shall comply with the subpoena ten (10) days after an attempt to notify the student of the request.

- g. Appropriate parties in an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- h. Parents who have established the student's status as a dependent according to Internal Revenue Code of 1954, Section 152.
- i. An alleged victim of any crime of violence or the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of the crime.
- j. Military recruiters for the purpose of federal military recruiting as stated in Public Law 104-206, Section 509(2).

Lansing Community College will maintain a record of each disclosure of identifiable information from the external individuals or agencies listed above. The record will be maintained in the Registrar's Office and will include the date, the name and address of the requesting party, the information requested, and the reason for requesting the information. The College reserves the right to correct any error made on an academic record or evaluation and will notify the student in writing of any record or evaluation correction. Staff of the college are subject to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended.

Students have the right to request correction or amendment of information on educational records that are inaccurate, misleading or which violate privacy rights. Due process procedures for requesting correction or amendment to educational records are stated in the online College Catalog. Visit the Catalog Student Appeals webpage. Students who feel their rights under the Family Educational Rights and Privacy Act have been abridged may file complaints with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

## **Alternative Delivery**

Taking an alternative delivery class saves students time spent in a classroom setting or reduces drive time by selecting a class location closer to their home. This flexibility helps busy people balance work, family and school and still reach their career and academic goals. Try one or all of the alternative delivery options to find out what works best for your type of lifestyle!

## **Electronically-supported Education Options**

- **Online\***- If you are self-motivated, an independent learner, and have the ability to work without face-to-face contact with an instructor or classmates, taking a course online using LCC's Course Management System, D2L, will most likely work for you. Students enrolling in an online course should have existing computer skills or the ability to acquire such skills. Online instructors will follow a syllabus and set deadlines. It is up to the student to meet course requirements. Note: Some online courses may require a student to come to campus to complete an exam or give a presentation. Off-campus proctors can be set up if necessary through Testing Services. Additional fees may apply. See the [Online Course Testing webpage](#) for more information.

- **Online/Hybrid \*-** An online/hybrid course is one in which a portion of regularly scheduled classroom time is replaced with online course work and activities. This is a good option for students new to online learning or students who prefer a more structured learning environment but enjoy the flexibility that an online course provides as this type of course limits the number of times a student needs to be on-campus for class. Students spend part of their time face-to-face in the traditional classroom, lab, or worksite with an instructor and the other part participating online using the Course Management System, D2L.

\*All students who have not taken an online course before are encouraged to complete the [Learning Online at LCC Training](#) prior to beginning an online course. Students are automatically enrolled at the beginning of the semester if they are new to online learning at LCC. To be manually enrolled in the training, please contact via email the [eLearning Department](#) (lcc\_elearning@lcc.edu) or 517-483-1839.

## Other Alternatives

- **Variable Date and Late Start:** Variable date and late start classes enable you to finish a course at a different pace than the standard semester. Registration deadlines for these classes can be found in the Adding a Class section of this schedule book or online.
- **Weekend:** People who work full-time find weekend courses easier to fit into their busy schedules. Course lengths vary from one to three days, while many extend the entire semester.
- **Off-campus Learning Locations:** Off-campus learning locations provide quality learning experiences in various communities. Two extension centers—LCC East and the Livingston County Center—provide a wide range of academic classes and student services close to home or work. Other off-campus locations provide internship sites or practical training for specific occupations. For more information, visit the [LCC Locations webpage](#).
- **Michigan Colleges Online:** Additional online courses may be available through other Michigan community colleges via the Michigan Colleges Online. For more information, please contact via email [Academic Advising](#) (eadvising@lcc.edu) or 517-483-1904.
- **Online Learning (Non Credit):** The Community Education and Workforce Development Division offers a wide array of affordable and convenient online, non-credit classes. An expert instructor in his or her field teaches each course. These classes connect you to hundreds of professional and personal learning opportunities. Our online courses are affordable, fun, fast, convenient, and geared just for you. We encourage you to browse our catalog by visiting the [Community Engagement webpage](#).

## Online Learning Courses

### Online Courses:

- **Require self-motivation and some computer skills.** Online courses require students to complete course work with little formal direction from instructors, as well as access to and knowledge of using a desktop or laptop computer and a reliable Internet connection. Note: Students using tablets will still need access to a desktop or laptop computer in order to complete some assignments. Online courses CANNOT be completed using only a tablet (e.g. iPad).
- **Are flexible.** While assignments in a course have due dates, course work can usually be completed any time of the day or night. This allows students to work around personal, work, and family schedules.
- **Are NOT self-paced.** Students must complete course work within the deadline(s) set by the course instructor including discussions, quizzes, and assignments.
- **May require a trip to campus.** Some online courses may require a student to come to campus to complete an exam or give a presentation. Off-campus Proctors can be set up if necessary through Testing Services. Additional fees may apply. See the [Online Course Testing webpage](#) for more information.
- **Have technology requirements.** Online courses require a high-speed Internet connection (dial up Internet users may experience delays), word processing program, and various computer hardware and software.
- **May require textbooks.** Many online courses require students to purchase a textbook and/or an online access key. Textbook information is available through the [Textbooks and Bookstores webpage](#).

[Learning Online at LCC Training](#) is designed to prepare students for using D2L, the Course Management System. The training shows students what to expect in online and/or hybrid courses as well as making them aware of the expectations that come with being an online student. Students that are new to online learning at LCC are automatically enrolled at the beginning of each semester. To request to be enrolled manually, please contact via email the [eLearning Department](#) (lcc\_elearning@lcc.edu) or 517-483-1839. For instructions on how to access the training, please visit the [Learning Online at LCC webpage](#).

[The eLearning Student Resource Site](#) contains help pages with written step-by-step and video instructions for using the Course Management System, D2L.

**For more information about D2L**, please visit the [eLearning Student Resource website](#), contact via email the [eLearning Department](#) (lcc\_elearning@lcc.edu), using Live Chat, or by phone at 517-483-1839.

**For more information about online courses** including course offerings and availability, and general information about online courses, please contact via email the [Academic Advising](#) (eadvising@lcc.edu) or 517-483-1904.



## **Community and Continuing Education Course Offerings**

LCC has a long history of providing Community and Continuing Education (CCE) courses in the Greater Lansing area. We offer a variety of exciting and accessible lifelong learning opportunities that promote self-reliance, self-discovery, and individual/community well-being. Participants can gain new knowledge and skills related to their workplace or explore personal development as they enhance their quality of life.

### **Community Education**

Community Education offers learners of all age's access to lifelong learning opportunities that connect LCC's strengths with community needs.

The Adult Enrichment Program provides non-credit classes for adults who wish to continue to expand their horizons and explore new areas. Classes are designed for students who want to continue to learn new information on topics that directly impact their well-being or enhance their hobbyist's skills. Year-round, ongoing classes include topics such as technology, creative arts, personal safety, retirement planning, health and wellness. New classes are frequently added. Adult Enrichment is here to provide interesting and fun learning experiences that help you discover the "Best You." For up-to-date information, registration, and to check out the variety of courses, visit the [Adult Enrichment website](#) or call 517-483-1415.

The Youth Program offers both A+ and GATE (Gifted and Talented Education) classes for students in 2nd through 12th grade. The Summer Youth Program offers eight weeks of fun, hands-on classes taught by qualified college instructors, ranging from science, technology, engineering, math and the arts! Each class is approximately one week long; enroll in as many as you like! GATE courses are exciting classes which provide in-depth coverage and move at a fast pace for gifted students. GATE classes require a Recommendation Form from the child's school in order to enroll. Recommendation Forms are good for one year. A+ courses offer engaging classes for all students; no Recommendation Form required. These classes offer students high quality education that is Serious Fun! For additional information on Youth Program classes, visit the [LCC Youth Programs website](#) or call 517-483-1415.

### **Continuing Education**

The Continuing Education Program focuses on workforce development needs which build upon previous education and experience. These courses help adults develop new job skills; advance in one's career; qualify for professional licensure, re-licensure or certification; and explore personal development through vocational pursuits. For additional information on classes and registration, please visit the [LCC Continuing Education website](#) or call 517-483-1415.

### **Online Learning (Non-Credit)**

The Community and Continuing Education Programs offer a wide array of affordable and convenient online, non-credit classes. Each course is taught by an expert instructor, many of whom are nationally known. These classes connect you to hundreds of professional and personal learning opportunities. These online courses are affordable, fun, fast, convenient, and geared just for you. We encourage you to browse our catalog by visiting the [Non-credit Community and Continuing Education online registration website](#) or the [career training programs online registration website](#).

**Registration**

Registration is available through the [CCE program website](#). You will be asked to create an account that is separate from traditional student accounts. If you are having trouble registering, please call 517-483-9853 or 517-483-1415, Monday-Friday, 8 a.m.-5 p.m. for assistance.

# Directory of Campus Services

Various resource, program and service areas at Lansing Community College are listed below. For long distance calls dial 1-800-644-4522. Use area code 517 unless otherwise noted. In addition to calling for assistance,

details are available online on the [LCC website](#). To view more information, go to the keyword search on the LCC home page and enter the name of the area

| Department  | Location                             | Phone    |
|---|--------------------------------------|----------|
| Admissions .....                                    | GB-StarZone.....                     | 483-1200 |
| Advising and Career Pathways .....                  | GB-StarZone .....                    | 483-1904 |
| Arts and Sciences Division.....                     | A&S 1117 .....                       | 483-1010 |
| Athletics Department .....                          | GB 4155 .....                        | 483-1610 |
| Bookstores.....                                     | Various.....                         | 483-1957 |
| Business and Community Institute .....              | WCB M105 .....                       | 483-1857 |
| Capital Area Michigan Works .....                   | CAMW .....                           | 492-5580 |
| Career and Employment Services .....                | GB-StarZone .....                    | 483-1172 |
| Center for Student Access.....                      | GB-StarZone.....                     | 483-1924 |
| Center for Student Support.....                     | GB-StarZone .....                    | 483-1924 |
| Centre for Engaged Inclusion.....                   | GB 2204 .....                        | 483-1616 |
| Child Care.....                                     | Early LCC.....                       | 483-1100 |
| Child Care Grants.....                              | GB-StarZone .....                    | 483-1199 |
| Community Education (Adult Enrichment, Youth) ..... | WCB M105 .....                       | 483-1415 |
| Community Education and Workforce Development ..... | WCB M105 .....                       | 483-1415 |
| Computer Lab (Downtown Campus) .....                | TLC 100 .....                        | 483-1038 |
| Computer Lab (West Campus) .....                    | WCB M123 .....                       | 483-1638 |
| Contact Center (Downtown Campus).....               | 483-1957 (Toll Free: 1-800-644-4522) |          |
| Continuing Education.....                           | WCB M105 .....                       | 483-1415 |
| Disadvantaged/Tuition Incentive Program .....       | GB-StarZone .....                    | 483-1924 |
| Financial Aid.....                                  | GB-StarZone .....                    | 483-1200 |
| Honors Program .....                                | A&S 2335 .....                       | 483-1146 |
| Health and Human Services Division.....             | HHS 108 .....                        | 483-1410 |
| LCC East (East Lansing) .....                       | LCCEAST .....                        | 483-1860 |
| LCC Foundation .....                                | WCP 201 .....                        | 483-1985 |
| LCC TV .....  | TLC 030 .....                        | 483-1710 |

| <b>Department</b>                                   | <b>Location</b>   | <b>Phone</b>        |
|---|-------------------|---------------------|
| Learning Commons .....                              | A&S 1313 .....    | 483-1206            |
| Library.....  | TLC 200.....      | 483-1657            |
| Limited English Proficiency Program .....           | GB-StarZone ..... | 483-1924            |
| Livingston County Center, Parker Campus (Howell)... | LIVCEN.....       | 545-3522            |
| Lucero/Chavez Center.....                           | GB 3217 .....     | 483-9804            |
| Media Services .....                                | TLC 123.....      | 483-1670            |
| Native American Leadership Program.....             | GB-StarZone ..... | 483-1904            |
| Orientation .....                                   | GB-StarZone ..... | 483-1999            |
| Parking Services .....                              | GB 2110 .....     | 483-1798            |
| Police and Public Safety .....                      | GB 2110 .....     | 483-1800            |
| Recruitment and Outreach .....                      | GB-StarZone.....  | 483-1999            |
| Registrar's Office.....                             | GB-StarZone ..... | 483-1200            |
| Returning Adult Program.....                        | GB-StarZone.....  | 483-1199            |
| StarCard (student ID's).....                        | GB-StarZone.....  | 483-1200 (option 2) |
| Student Finance (payments) .....                    | GB-StarZone.....  | 483-1200            |
| Student Life and Leadership/Ombudsman .....         | GB 2202 .....     | 483-1285            |
| Student Affairs Division .....                      | GB 1204 .....     | 483-1162            |
| Support Services.....                               | GB-StarZone.....  | 483-1924            |
| Technical Careers Division .....                    | WCB M103.....     | 483-1336            |
| Testing Services .....                              | GB-StarZone.....  | 267-5500            |
| TRIO .....  | GB 1225 .....     | 483-1161            |
| University Center at LCC .....                      | UC .....          | 483-9700            |
| Veteran and Military Affairs .....                  | HB 101 .....      | 483-5246            |
| West Campus Evening College Office .....            | WCB M103.4.....   | 483-1336            |
| West Campus Student Services/Welcome Center .....   | WCB M106.....     | 267-5452            |
| WLNZ 89.7 FM .....                                  | TLC 001 .....     | 483-1710            |
| Women's Resource Center .....                       | GB-StarZone.....  | 483-1199            |
| Writing Center .....                                | A&S 2214 .....    | 483-1907            |





## LCC Police and Public Safety

**We're available 24 hours a day, seven days a week.**

**From any campus phone:**

■ Non-emergency dial 1800

■ Emergency dial 911

**From off-campus phones:**

■ (517) 483-1800

**Officers can also be called to escort you to your car or from building to building.**

This document is for informational purposes only and is not to be construed as a binding offer or contract between the college and the student. This document is subject to change without prior notice. The listing of the instructors' names in the semester class schedule is for informational purposes only and does not constitute a contract of employment or offer to employ any named instructor. Instructional assignments are subject to change in accordance with college policies as needs of the college may require. The college reserves the right to cancel classes which do not have sufficient enrollment. Students enrolled in classes which are cancelled will have the opportunity to add another class. Classes may be held in a different room at an off-campus location if there is insufficient space on campus. This document is intended to be used with the Catalog, which provides complete information on courses as well as college regulations and more details on the academic calendar and procedures.

### **Board of Trustees:**

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