



Traditional Dual Enrollment Frequently Asked Questions

ARR Responsible:

1. Payment Authorization
 - a. **How do I give my parents/guardians permission to pay my account?**
 - i. Due to FERPA, in order for your parents/guardians to be able to pay on your account, you would need to complete a Release of Information form online.
2. FERPA/Release of Information Form
 - a. **What is FERPA?**
 - i. FERPA stands for The Family Educational Rights and Privacy Act of 1974. FERPA is what protects a student's privacy and prohibits the dispersing of student information to those other than the student themselves without student authorization. For more information, enter **FERPA** in the search box on the LCC homepage, lcc.edu. Select **Resources for Parents – Lansing Community College**. Click on **FERPA (Family Educational Rights and Privacy Act)**.
 - ii. **Do my parents/guardians have access to my LCC records?**
 1. Parents/guardians do not have access to your LCC records. Parents/guardians can have access to your records, but only if you allow it by completing a Release of Information form on our website. This form gives your parent/guardian permission to call or come in person to ask questions about your account, but are still not able to log in as you, as only the student is allowed to know their username and password.
 - iii. **Can my parents inquire about my grades, attendance or other information?**
 1. If there is a **Release of Information** on file, then your parents or guardians can ask about your final grades, but not your in progress grades or your attendance. LCC is not officially an attendance taking institution, so we do not keep a detailed record of your attendance. In progress grades can only be seen by the teacher and the student. As LCC does not offer parent/guardian teacher conferences, there is not a way for them to obtain information about your in progress grades.

2.

3. Dual Enrollment Form – why every semester?

a. Why do I need to turn in a new dual enrollment approval form every semester?

- i. On the form, depending on what type of dual enrolled student the student is, the school must identify what classes have been authorized and what ones they will pay for. Due to billing authorization limitations, we are only able to have charges for one semester at a time. As such, the form needs to be submitted for each semester to reveal which classes have been authorized to be billed to the school.

4. Registration (how to look up courses) – ARR

a. How do I look up courses to be able to add classes?

- i. Log in to your LCC account:
- ii. Navigate to “myLCC” from the [LCC home page \(https://internal.lcc.edu/\)](https://internal.lcc.edu/).
- iii. Enter your username and password to login
 1. If you have not activated your account, please revisit the “Apply” section of this document.
- iv. Select “Banner” in the top right hand corner
 1. **NOTE:** Do not use your browser’s back button from this point forward; instead, use the links provided on the page such as “Return to previous menu” or others to navigate through the system
- v. Click “Student”
- vi. Click “Registration”
- vii. Click “Useful Information”
- viii. Click “Browse classes”
- ix. Click inside the “Subject” box to view the various subjects you can choose from.
- x. Select the desired “Subject” and click “Search”
- xi. Look through the various courses being offered, and find a course that meets your needs
 1. **NOTE:** You can move the columns over to extend the information in them
- xii. Find the course you wish to register for, and add it onto your dual



Dual Enrollment
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enrollment form.

- xiii. Repeat the process to add additional courses to your schedule
 - 1.
- xiv. Click “Sign Out” in the upper right corner to end your session

5. Holds? – ARR & Student Finance

a. What are some of the common holds I may see on my account?

- i. Holds are placed on student accounts for a variety of reasons. Many holds will prevent a student from being able to enroll in their desired courses. Some of the most common holds you may experience are:
 1. Need Parent/High School Permission Hold

- a. This hold prevents students from registering without their dual enrollment form.
2. Balance Due Hold
 - a. If your high school does not pay all of your tuition and fees, the student is responsible for the remaining amount due. If the student's bill is not paid in full for the previous semester, they will not be able to enroll until the balance is paid. For questions regarding account balances, please contact Student Finance at 517-483-1200, Option 3.
 - i. **NOTE:** High School Dual Enrolled students are not eligible to receive Financial Aid.
3. Orientation Hold
 - a. This hold should not currently be present for a dual enrolled high school student. Please contact the Registrar's Office to have the hold removed. Starting in Fall 2020, students first time dual enrolled students will be encouraged to attend a dual enrollment orientation. It is currently not required, but highly encouraged.
4. Student Financial Responsibility Hold
 - a. This hold goes into effect until the student has accepted financial responsibility for the courses that they wish to take and will reappear on a student's account every 3-4 months. Students may remove this from their account by completing the following steps:
 - i. Navigate to "myLCC" from the [LCC home page](https://internal.lcc.edu/).(<https://internal.lcc.edu/>)
 - ii. Enter your username and password to login
 - iii. Select "Banner" in the top right hand corner
 - iv. Select "Student" and then "Financial Responsibility Agreement"
 - v. Accept and submit