



Traditional Dual Enrollment Student Frequently Asked Questions

➤ FERPA/Release of Information Form

1. What is FERPA?

FERPA stands for [The Family Educational Rights and Privacy Act of 1974](#). FERPA is what protects your privacy and prohibits the dispersing of your information to others without your authorization. For more information, visit the LCC [Privacy of Student Records](#) page.

2. Do my parents/guardians have access to my LCC records?

Parents/guardians do not have access to your LCC records. You may complete the [Release of Information](#) form to give your parent/guardian access to your records. This form gives your parent/guardian permission to call to ask questions about your account. They are not able to log in as you, as only you are allowed to know your username and password.

3. What is the Release of Information Form?

Completing the online [Release of Information](#) form authorizes LCC to discuss your academic/financial information with your designee. In accordance with [The Family Rights and Privacy Act \(FERPA\) of 1974](#), LCC cannot discuss your academic and/or financial information with your parents, spouse, or guardian without filing out the [Release of Information](#) form. By completing this dynamic form, you authorize LCC to discuss this information with your designee. **Note:** This form can also be used to add, red, remove, or change your designee(s).

4. Can my parents inquire about my grades, attendance or other information?

Your parent/guardian can ask about your final grades if you have completed the [Release of Information](#). They cannot receive information about 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.

5. How do I give my parents/guardians permission to pay my account?

Due to FERPA, in order for your parents/guardians to be able to make a payment on your account, you would need to complete a [Release of Information](#) form.

➤ Dual Enrollment Approval Form

1. What is the Dual Enrollment Approval Form?

The Dual Enrollment Approval Form is a document that is required for high school students, which allows them to take college classes.

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

Students use the dual enrollment form in order to be enrolled in their courses each semester. As the classes are semester specific, a new one is needed each semester.

3. How do I know what type of Dual Enrolled student I am?

- **“Traditional Dual Enrollment”** students are high school students taking college classes either for high school credit and college credit or just for college credit.
- **“State-Approved Non-Public High School”** students are high school students that attend a non-public high school and the State of Michigan is paying for all or a portion of your college credits.
- **“High School Advantage”** students are high school students taking a college course that is completely set-up and paid for by the high school and are taught in the high school buildings (and online) by LCC faculty.
- **“Self-Payment Non-Home School”** students are high school students taking college classes and paying for out-of-pocket.
- **“Self-Payment Home School”** students are home school students taking college classes and paying for out-of-pocket.

4. Do I still have to fill out this form if my high school is not paying for the classes I am taking?

Yes, you still need to fill out the form. The student's parent/guardian will select “Self-Payment Non-Home School” in the parent section.

➤ Student Finance

1. What does my Student Billing Statement show me?

Student billing statements will show your Course Schedule as well as the charges associated with your enrollment. Statements will auto generate at different times throughout the semester. Please review your LCC Student email frequently, as an email will be sent each time a new statement is available. Any questions regarding billing statements can be directed to Student Finance at (517) 483-1200.

- **NOTE:** Not all students may receive a billing statement due to the type of Dual Enrollment program they are in.

2. How do I access my Student Billing Statement?

Student that do have a billing statement can access their most recent billing statement in myLCC. Statements are generally generated the following business day after a student registers for classes.

- **NOTE:** Not all students may receive a billing statement due to the type of Dual Enrollment program they are in.

- To access your Student Billing Statement:
 - Log in to your [myLCC account](#)
 - Select “Banner” in the top right hand corner
 - Select “Student”
 - Select “Student Finance”
 - Select “Student Statement”
 - Select “View Statement”

➤ [Holds](#)

1. What are “Holds”?

Holds are placed on student accounts for a variety of reasons. Many holds will prevent you from being able to enroll in your desired courses.

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

Some of the most common holds you may experience are:

- Need Parent/High School Permission Hold
 - This hold is removed when LCC receives your completed [Dual Enrollment Approval Form](#) and the form is processed by the Registrar’s Office
- Balance Due Hold
 - If your high school does not pay any or all of your tuition and fees, you (the students) are responsible for the remaining balance due. If your bill is not paid in full for the previous semester, you will not be able to enroll until the balance is paid. For questions regarding account balances, please contact Student Finance at 517-483-1200
 - **NOTE:** High School Dual Enrolled students are not eligible to receive Financial Aid.
- Orientation Hold
 - This hold is for traditional new students and does not apply to dual enrolled high school students. Please contact the Registrar’s Office to have the hold removed if you see it on your account.
- Student Financial Responsibility Hold
 - This hold is in effect until you have accepted financial responsibility for the courses that you wish to take and will reappear on your account every 3-4 months. You may remove this from your account by completing the following steps:
 - Log in to your [myLCC account](#)
 - Select “Banner” in the top right hand corner
 - Select “Student”
 - Select “Financial Responsibility Agreement”
 - Read the text
 - Check the “Accept” box
 - Submit

➤ Course Selection

1. How do I know what classes to choose?

Please work with your high school to determine your school's approved college courses for high school credit. If you are taking classes at LCC while in high school, but not for high school credit, please work with [LCC's Academic Advising](#) to determine your Program Pathway.

2. What if I am home schooled?

Please work with your preferred high school counselor to determine your approved college courses for high school credit. If you are taking classes at LCC while in high school, but not for high school credit, please work with [LCC's Academic Advising](#) to determine your Program Pathway.

➤ Class Registration

1. How do I add and drop classes?

- Dual enrolled students will add and drop courses via the dual enrollment approval form. A new form will be needed for any changes being requested after the initial request.
- Students will need to look up what courses are available by looking them up in Banner.
- Log into "myLCC" on our home page, and after logging in select "Banner" in the top right hand corner
 - **Tip:** 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" to navigate through the system.
- Click "Student"
- Click "Registration"
- Click "Registration Tasks"
- Click "Look Up Classes"
- Select the semester you are wishing to register for and click "Submit"
- Select the desired "Subject" and click "Course Search"
- Identify the course and select "View Sections"
- Look through the various options, making sure to find the course that best fits your needs
- Copy the blue CRN number down and input it on your dual enrollment along with the "Subj" and "Crse" information (ie, CRN: 12345, BIOL 201)
 - You will also put in the course type (Online, ORT, Face to Face) and the dates of the course on the dual enrollment form.
- Repeat the process to add additional courses to your schedule
 - You may also select to be put in another section of the class if the first requested course is full.
 - **NOTE:** The style of teaching will remain the same; an online course can only be replaced with another online course.

- Once all your desired courses have been inputted on your dual enrollment form, you will put in your parent/guardian's information.
- Sign the form and submit.
- Have your parent/guardian check their email to create their account to fill out the student's dual enrollment form
- In the parent/guardian's email, the parent/guardian must click “Click here to complete your section of the form” in order to fill out the form. If the student is still logged in, there will be an error. If this happens, simply log out and relick the link
- Click “View My Tuition and Fees” to see the full cost of the course(s)
- The link will then take them to the Log In page. They will either log in if they have an account or click “Create new Account.” If they forgot their username or password, they can click on those links at this time as well.
- If they click on “Create New Account” then they simply need to fill out all the information on the account creation page, and they will then be sent an email letting them know their account was created and they need to Activate it
- The parent will then need to click “Activate your account.” This will make it so they can actually use it. Now that they have done that, they need to go back to the ORIGINAL email with the link to complete the form, as they have yet to do that. They will then log in with their newly created username and password, and see the following once they do
- After clicking “Complete this Form,” they will see everything the student filled out. They will then need to scroll down to the parent section (as they cannot edit the student’s section) and fill out their information. They will then select if these courses are for the summer semester or if they are self-paying.
 - If it is a summer course and the parent/guardian is paying for it, they will then sign the form and submit it. The form will then be sent directly to LCC for processing. If it is not a summer course, the parent/guardian will select what School District is responsible for paying for the courses.
 - NOTE: If the parent/guardian is self paying for a non-summer course (fall or spring), they will still select a school district as the school needs to approve the student taking courses on top of their regular high school classes regardless of who is paying.
 - If the course is not a summer course, or the parent/guardian is not paying for the summer course, the parent/guardian will then select what school district is responsible for paying for the classes.
 - The parent/guardian will then sign and submit
- Once the parents submit the form, an email is sent to the high school they selected was responsible for payment. They will receive an email just like the parent’s email, instructing them to complete the form. If the high school has not made a username with Dynamic Forms, they are to follow the exact same steps the parent followed. Once they have their account, they have to complete their section of the form.

- Some schools do both Traditional and High School Advantage courses, but the students may be confused as to which courses they are taking as a “Traditional” student and which ones as a “High School Advantage” student. For this reason, counselors have a dropdown box next to each course where they must approve the course as a “Traditional” course. If the student selected a course that is not traditional, the counselor would deny that specific course; this allows us to still use the one form and not make the student resubmit. They must also check a box indicating that the classes being approved are traditional dual enrollment and are not part of LCC’s High School Advantage (NOTE: it’s important to mention that it’s “LCC’s” High School Advantage as some high school’s refer to their individual programs as High School Advantage).
 - a. If the high school selects “High School Advantage – Denied” for any course, we will not register the student for that course; even if it’s not an actual high school advantage course, we use this same drop down for denying a course to make things simple right now.
- After the school approves the individual classes, they must then complete their payment section. The schools are asked if they are a Non-Public School or not, as Non-Public (private) schools fill out different invoicing information. The school’s invoicing information will then need to be completed based on how they answer that question.
- Once the school submits, an email is sent to the dual enrollment email that there is a form for LCC to complete. Once LCC adds the student to their course, an email will be sent to the student’s LCC email to alert them that their form has been processed or denied. The email will include the status of “registered” or “denied” for each class the student put on their form. If denied, it will say why it was denied as well.
 - NOTE: If putting multiple classes down, and the student was only able to get into one course, the form would still be approved as we could get them into something. The email sent to the student would tell them which courses they were registered for and which they weren’t. The student should report this back to their counselor.
 - It is the student’s responsibility to know what classes they are registered for.

➤ General LCC Student Information

1. How do I know what textbooks I need and where do I get them?

- To view your [LCC textbook](#) requirements in Banner:
 - Log in to your [myLCC account](#)
 - Select “Banner” in the top right hand corner
 - Select “Student”
 - Select “Registration”
 - Select “Registration Tasks”
 - Select “Bookstore Information”
 - This will bring you to the MBS page:
 - Under the heading “To access MBS with your data, select a term” – choose the semester you are attending.
 - The next page will list course materials required for each of your registered courses.
 - Once you view your textbooks, you can add them to your cart and order them or you can order them from your preferred textbook retailer.

2. Do I have LCC Student Email?

Yes, in fact you have TWO LCC Student Email Accounts!

- LCC Student Gmail
 - When you start at LCC you are issued an LCC student email account. This is the primary way that LCC will contact you, so it’s important to check this often.
 - To access your student email:
 - Log in to your [myLCC account](#)
 - Click the “Student Email” link at the top right of the page
 - Student Email tips:
 - Your student email is your username@mail.lcc.edu
 - Your student email address is listed under the profile tab of your myLCC account
 - Your student email is hosted through Gmail
 - You may want to forward your student email to your personal email, so you get all emails in one place. You may also be able to set it up on your cell phone, so that you can get the emails directly on your phone.
- LCC D2L (Desire2Learn) Email
 - D2L is your online classroom. If you are in an online class, this is where all classwork (including discussion boards, assignments, quizzes, etc.) will be. If you are in a face-to-face class, you will also use D2L to view grades, submit assignments, and view instructor notes/announcements or other resources.
 - You have an email account in D2L that is different than your student email. This is where you will communicate with your instructor.
 - To check your D2L email:
 - Log in to your myLCC account
 - Click the “D2L” link at the top right of the page
 - Click the envelope at the top right of the page
 - D2L Email tip:
 - You may want to forward your D2L email to your LCC student email, so that you receive all emails in one place.

3. Can I park for free at LCC?

- LCC parking costs are included in your tuition and fees so you don't have to worry about paying to park while you are on campus.
- Your parking permit will be mailed to you at the start of the semester. If you do not receive one, check with the [Police, Public Safety and Parking](#) in room 2110 of the Gannon Building, by phone at (517) 483-1798 or by email at parkingservices@lcc.edu.
- CATA offers student bus passes if you prefer to take the bus to campus. They also offer services between Downtown and West campus.
- **TIPS:**
 - East, West, and Livingston County campuses have their own parking lots. They are less busy than the Downtown campus.
 - Parking is busiest (and hardest to find) at peak class time: 10am-2pm. Register for earlier/later (or even Friday) classes to avoid parking headaches!
 - Check the [LCC Parking Map](#) before the semester starts, so you can know your parking lot options.

4. *What is a StarCard and how do I get one?

- Your [LCC StarCard](#) is a:
 - Student ID Card
 - Library Services Card
 - Computer Lab Access Card
 - Fitness Center Access Card
- Student StarCards are available at the StarZone of the Gannon Building. Please bring a picture ID (driver's license, passport) for identification verification.
 - Lost, stolen, or damaged StarCards will be re-issued for a fee of \$15.
 - *Please Note: LCC campus are currently closed due to coronavirus. Star Cards will be available once the campuses re-open.

5. What type of information do I need to know about LCC Campus Safety?

- Your health, safety and wellbeing are the College's primary concern.
- LCC Police are on campus 24 hours per day, 7 days per week in order to ensure a safe learning environment for everyone. LCC police are on campus to assist students in a number of different ways including:
 - Providing battery jump starts and opening locked cars, at minimal cost.
 - Parking information and directions.
 - Giving safety and law enforcement lectures; maintaining a vigorous college wide safety program.
 - Rendering emergency first aid. All of our officers are trained by the Red Cross.
 - Making emergency notifications after normal working hours.
 - Maintaining LCC's Lost & Found service.
 - Making and issuing all college door keys and opening doors in emergency situations after hours.
 - Investigating all criminal incidents on campus.

- [LCC's Police and Public Safety](#) has taken a proactive approach to student safety by implementing the [Rave Guardian App](#). It supports users with immediate assistance through real-time interactive features that create a virtual safety network of friends, family, and LCC Police and Public Safety. Rave Guardian APP Features:
 - **Panic Button** – Direct immediate connection to Campus Safety with GPS location and personal profile information.
 - **Tip Texting** – Enables anonymous, two-way, crime tip reporting through text and images.
 - **Personal Guardians & Safety Timer** – Students can identify Campus Safety, friends, roommates, and family as “Guardians” when setting their Rave Guardian Safety Timer. During a timer session, Guardians and Campus Safety can check status of the student. If the Safety Timer is not deactivated before it expires, Campus Safety is automatically provided with the user’s Rave Guardian profile to proactively identify and check in on the individual.
 - **Safety Profile** – Student-created Safety Profiles contain information such as residence details and medical conditions. When a student requires assistance – on or off campus – student Safety Profiles are displayed to Campus Safety and Smart911 enabled 9-1-1 centers Nationwide.
5. As a Dual Enrolled Student, do I have to follow the [LCC Student General Rules and Guidelines and Student Code of Conduct](#)?
- Yes, all LCC students are required to follow the [Student General Rules and Guidelines and Student Code of Conduct](#)
 - The Office of Student Compliance (OSC) at Lansing Community College exists to enforce the [Student General Rules and Guidelines](#) and Student Code of Conduct.
 - Every student attending LCC must abide by these regulations and failing to do so will result in due process.
6. The following violations of the Student Code of Conduct are just eight of the nineteen that will result in OSC intervention:
- Disruption or obstruction of college activities, administration or teaching
 - Physical abuse, assaults, threats, intimidation and harassment (FYI: this includes messages sent via text messages, emails or any other electronic format)
 - Theft or other abuse of computer facilities and resources
 - Violation of any college policy, rule or regulation or syllabus
 - Academic Dishonesty- Cheating and plagiarism are not tolerated at LCC
 - Conduct that is disorderly, lewd, or indecent
 - Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties