High School Dual Enrollment
Processes & Tips

Apply

1. Learn about High School Dual Enrollment at Lansing Community College
   a. General information regarding high school dual enrollment can be found on our [High School Dual Enrollment](https://lcc.edu/community/college-credit-in-hs/dual.html) (https://lcc.edu/community/college-credit-in-hs/dual.html) website.
   b. Discuss with your parent/legal guardian and your high school counselor if this is the right fit for you.
2. Credits and Tuition Costs
   a. Determine if credit will be granted for the class or classes you wish to enroll in and how much of the total cost will be covered by your school.
   b. You can find information regarding tuition and fees on our [Tuition and Costs](https://www.lcc.edu/admissions-financial-aid/tuition-and-costs/) (https://www.lcc.edu/admissions-financial-aid/tuition-and-costs/) webpage.
   c. **NOTE**: The student is financially responsible for any amount not covered by the high school.
3. Apply to LCC (www.lcc.edu)
   a. Click the "Apply" icon
   b. Under the login button, select "First Time User Account Creation"
   c. Create your login and PIN and select "Login"
   d. For "Application Type" select "High School Student (Age 14+)" from the drop down menu
   e. For "Admission Term" select the first semester you plan to attend LCC from the drop down menu
   f. Be sure to provide an accessible email address in the application process
   g. Once you submit the application, you will be assigned a student number with the format of (X00------). Within 1 business day you will receive your student number via email to the address you provided in your application. An acceptance letter will be mailed to the address you provided within 2 weeks.
      i. **NOTE:** If you have previously applied to LCC, do not reapply.
      ii. For assistance logging in, contact the LCC Help Desk at (517) 483-5221
   h. Establish your college placement levels
      i. Placement levels must be obtained and prerequisites met before you register
      ii. Students may submit their high school transcripts and/or ACT/SAT scores (pre-SAT scores as well) for evaluation. High school seniors must be in their last semester/trimester in order for us to use the high school GPA to establish placement levels. Their college placement levels will be assigned as appropriate. You can view our [Assessment Level Chart](https://internal.lcc.edu/assessment/pdf/placement-level-equivalency-chart.pdf) (https://internal.lcc.edu/assessment/pdf/placement-level-equivalency-chart.pdf) on our website.
      iii. If students cannot provide their transcripts or ACT/SAT scores, or are not satisfied with their levels, they may come to campus and complete placement testing in the college's testing center. Please visit the [Testing Center](https://lcc.edu/services/student-support-services/starzone/testing/) (https://lcc.edu/services/student-support-services/starzone/testing/) webpage for more information.
      iv. To view your placement levels:
         1. Use your LCC username and password to log in to Banner
         2. Once logged in, select "Student"
         3. On the student page, select "Student Records"
         4. From the drop down options, select "View Test Scores"
   v. Complete the dual enrollment approval form

Complete High School Dual Enrollment Form

1) Registration Priority Deadline
   a. It is recommended that students submit their form for registration by 8:00AM five (5) business days before the course starts. Any later than this, the student may not be able to get into their desired course
2) Placement levels must be established before the dual enrollment form can be completed
3) The student clicks on the link for the dual enrollment form for the semester they wish to register for, taking them to the Dynamic Form.

Welcome to Dynamic Forms

Let's get started, Joseph.

The Dual Enrollment Approval Form form needs to be completed.

✏ Complete This Form
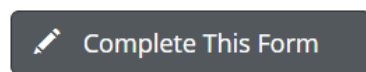
You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

4) In this next step, the students are filling out their personal information (DOB, address, school name, anticipated graduation date), the classes they wish to sign up for, the class's information (course type [Online, Online Real Time, Face to Face], start and end dates) and their parent's information (name, email, phone number). They then sign it by clicking to sign and simply will type their name in. They then go down to the bottom of the form (like the instructions under their signature line say to do) and submit. Everything with a red * must be completed and the form won't let you submit without completing it (as you'll notice, everything has the * on it except for the second line of CRNs and beyond as we can't require them to sign up for two or more classes).
5) The students have to put the CRN of the specific course they want to register for as this is the only way for us to get permission to register them for it. The student also has to confirm the name of the course (this helps insure they put the right CRN), and also has to answer if they give permission to put in another course of the same type if that CRN is full. If the student selects "Yes," and the course is full, we can then put them in a different section of the same course type (explained more later). If the student answers "No" and the class is full, they can't be put in another section.

LANSING COMMUNITY COLLEGE | **STUDENT AFFAIRS**

High School Dual Enrollment Approval Form
Summer 2021

Registrar's Office | Gannon Building - StarZone
411 North Grand Avenue | Lansing, Michigan 48933
Phone: 517.483.1200 | Fax: 517.483.9688

Term Code (Office Use Only):   202130

Section 1:   Student Information

To be completed by High School Student

First Name: *[   ]   Last Name: *[   ]   Student Number: *[   ]

Date of Birth:
*[   ]   LCC Email Address: *[   ]

Home Address Line 1: *[   ]

Home Address Line 2: [   ]

City: *[   ]   Zip Code: *[   ]

High School Name: *[   ]   Anticipated Graduation Date: *[   ]

Graduation date **MUST** be in the future.

*You must enter at least one course. (The CRN Number has 5 digits)

The CRN can be located in the LCC Course Catalog

Course Reference Number (CRN)	Course Name (BIOL 200)	If CRN is full, permission to put in any available section of same course type.	Are you Registering or Dropping a course?
*[ ]	*[ ]	*-- Choose -- ▾	*-- Choose -- ▾
[ ]	[ ]	-- Choose -- ▾	-- Choose -- ▾
[ ]	[ ]	-- Choose -- ▾	-- Choose -- ▾
[ ]	[ ]	-- Choose -- ▾	-- Choose -- ▾
[ ]	[ ]	-- Choose -- ▾	-- Choose -- ▾
[ ]	[ ]	-- Choose -- ▾	-- Choose -- ▾
[ ]	[ ]	-- Choose -- ▾	-- Choose -- ▾
[ ]	[ ]	-- Choose -- ▾	-- Choose -- ▾
[ ]	[ ]	-- Choose -- ▾	-- Choose -- ▾
[ ]	[ ]	-- Choose -- ▾	-- Choose -- ▾

Course Reference Number (CRN)	Course Name (BIOL 200)	Select Course Format (Online, Online Hybrid etc)	Course Start Date	Course End Date
*	*	-- Choose --	*	*
		-- Choose --		
		-- Choose --		
		-- Choose --		
		-- Choose --		
		-- Choose --		
		-- Choose --		
		-- Choose --		
		-- Choose --		
		-- Choose --		

Parent Email

Parent/Guardian First Name: *[   ]   Parent/Guardian Last Name: *[   ]

Parent/Guardian Email: *[   ]   Parent/Guardian Phone number: *[   ]

**Please note, the email entered here, will be required for Parent/Guardian to log into form.

Section 1: Student Signature

*
(click to sign)
_____   _____
Signature   Date

6) Once they submit the form, the STUDENT gets an email to their LCC email that looks like the email below:

Reply   Reply All   Forward   IM
Fri 10/16/2020 10:58 AM
N   notify@ngwebsolutions.com
Dual Enrollment Approval Form has been submitted
To   brewerj1@lcc.edu

Dear Joseph Brewer,

Your Dual Enrollment Approval Form has been received.

Your Next Step: You MUST inform your parent/guardian that they must complete their portion of the form. The link will be emailed to their email, which you supplied on the form.

You will be notified when your request has been processed.

Sincerely,

Registrar's Office
Lansing Community College

7) Here's what the PARENT'S email looks like:

Dear Your Mom,

Joseph Brewer has submitted a form for you approval. Please verify information is correct, sign and submit.

In order to view the form, you will need to create a free account with Dynamic Forms. That link can be found: https://dynamicforms.ngwebsolutions.com
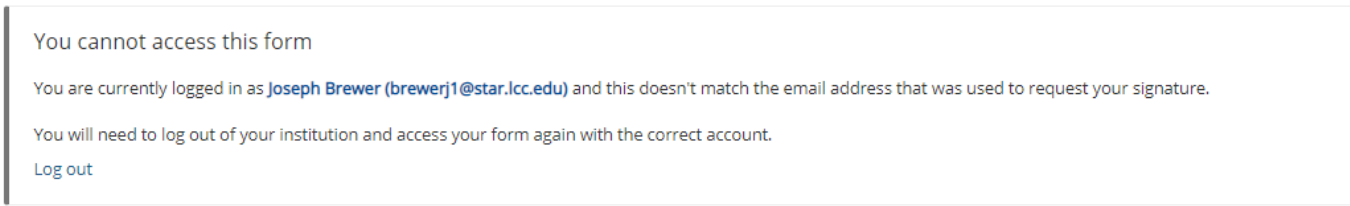
Once the account has been created, you will be taken to a screen where you will select the "Complete Form" button. Once the school has been selected and the form electronically signed, you will then scroll to the bottom of the page and "Submit Form".

Sincerely,

Registrar's Office

Click here to complete your section of the form.

8) It is at this point that the PARENT 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 like the following:

> You cannot access this form
>
> You are currently logged in as **Joseph Brewer (brewerj1@star.lcc.edu)** and this doesn't match the email address that was used to request your signature.
>
> You will need to log out of your institution and access your form again with the correct account.
>
> Log out

a. The parent simply needs to click "Log Out" and it will log the student out. They will then need to go back to their email and click the link to fill out their section of the form.

9) It 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.

> Log In
>
> Sign in to complete the **Dual Enrollment Approval Form** form as requested by **Lansing Community College.**
>
> **User Name**
>
> User Name is required
>
> **Password**
>
> Password is required
>
> Log In
>
> Create New Account   Forgot User Name?   Forgot Your Password?

10) If they click on "Create New Account" they would see the following:
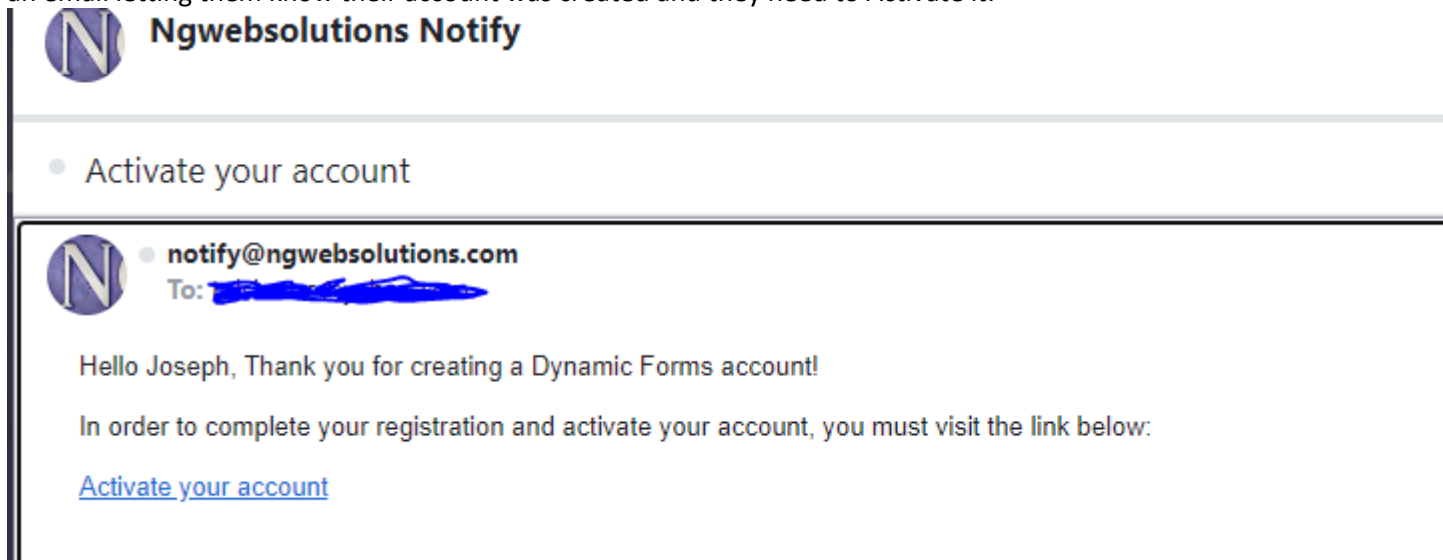
Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

———————————————————————————— Please complete all of the information below ————————————————————————————

| Username * | 👤 | Enter a Username | ⚠ Username is a required field |

Username restrictions:
- Must be at least 8 characters long
- Must contain at least one letter.

| Set Password * | 🔒 | Choose a password |

| Confirm Password * | 🔒 | Confirm your password |

Password restrictions:
- Must be at least 8 characters long
- Cannot contain your username.
- Must contain 3 of the 4 types of characters below:
  - upper case letters
  - lower case letters
  - numbers
  - special characters: @ & $

| First Name * | 👤 | Enter your First Name here |

| Last Name * | 👤 | Enter your Last Name here |

| E-mail Address * | ✉ | Enter your Email Address here |

| Confirm E-mail Address * | ✉ | Confirm your Email Address here |

| Secret Question * | 🔒 | -- Please select -- |

| Secret Question Answer* | | |

| Answer Hint * | | |

Create Account

11) The parent simply needs 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:

Ngwebsolutions Notify

Activate your account

notify@ngwebsolutions.com
To: ▓▓▓▓▓▓▓▓▓

Hello Joseph, Thank you for creating a Dynamic Forms account!

In order to complete your registration and activate your account, you must visit the link below:

Activate your account

12) 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:

Welcome to Dynamic Forms

Let's get started, Joseph.

The Dual Enrollment Approval Form form needs to be completed.

✏ **Complete This Form**

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

13) 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 select if the classes are for the summer or if they are self-paying for them. If the courses are not for summer, or if the parent/guardian is not self-paying, they will then click on the "School District Responsible for Payment" section, as that's who is paying/approving for the classes. They then click to sign, type their name, and scroll down to the bottom and click submit:

Section 2: Parent/Guardian Information

Parent/Guardian First Name: * My

Parent/Guardian Last Name: * Mom

Street Address *

City: *

Zip Code: *

Parent/Guardian Email: * tplshmoe@yahoo.com

Parent/Guardian Phone number: * (517) 483-1200

Is this for summer semester? * Yes

Are you self-paying? * No

Please select the school district where your student reports to:

School District Responsible for Payment: * -- Please Select --

Section 2: Parent/Guardian Signature

*

(click to sign)

Signature   Date

14) 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.

Section 3:   School District Approval

Designee's Full Name: * _____   Designee's Title: * _____

Designee's Email: * _____   Deesignee's Phone number: * _____

Student is requesting to do the following with course(s):   Register

Course Reference Number (CRN)	Course Name	# of Credits/ per course	If CRN is full, permission to add available section of same course type.	Confirm course(s) are Traditional or HS Advantage	Register/ Drop	Select CourseFormat (Online, Face-to-Face etc)	Course Start Date	Course End Date
12345	BIOL 200	4	Yes	* -- Choose --	Register	ON	08/18/2022	12/15/2022
				-- Choose --				
				-- Choose --				
				-- Choose --				
				-- Choose --				
				-- Choose --				
				-- Choose --				
				-- Choose --				
				-- Choose --				
				-- Choose --				

Counselor: Optional Notes

Are you a State-Approved Non-Public School? * -- Choose --

* ☐   We certify that all courses on this form are for traditional dual-enrollment and are not part of the LCC High School Advantage program.

15) 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 label that specific course as High School Advantage; 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" or "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.

16) 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.

17) 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.
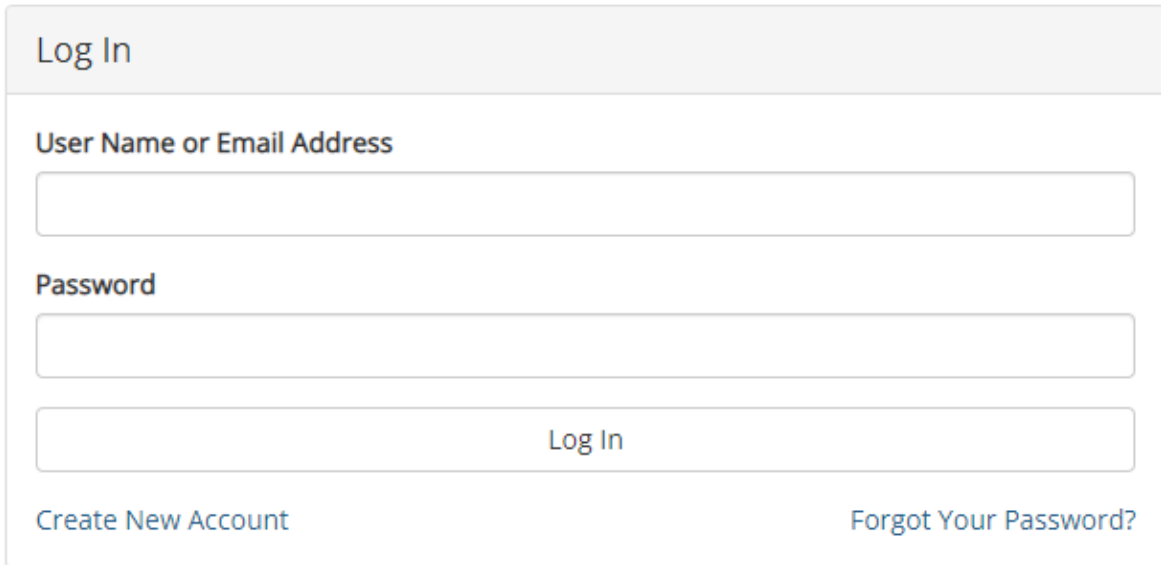
    NOTE: If putting multiple classes down, and the student was only able to get into one course, the form would still be approved as we could get them into something. The email sent to the student would tell them which courses they were registered for and which they weren't. The student should report this back to their counselor.

    a. It is the student's responsibility to know what classes they are registered for.

# How can I check on a past dual enrollment form I signed?

The following steps can be done by the parent/guardian or the high school

1) You can log back into Dynamic Forms at any time to check on any form that you have already signed. A quick link to Dynamic Forms can be found here: https://dynamicforms.ngwebsolutions.com/Account/Login

Log In

User Name or Email Address

Password

Log In

Create New Account   Forgot Your Password?

2) You will use the same username and password that was used to sign the Dynamic Form initially. In the upper right corner, select "My Forms." From here you can either click on all currently pending forms (ones you haven't signed yet) or "Forms History" to see past forms. Select "Forms History" to look up old forms.

My Forms ▾

- ⏲ Pending / Draft Forms
- ⟳ Forms History
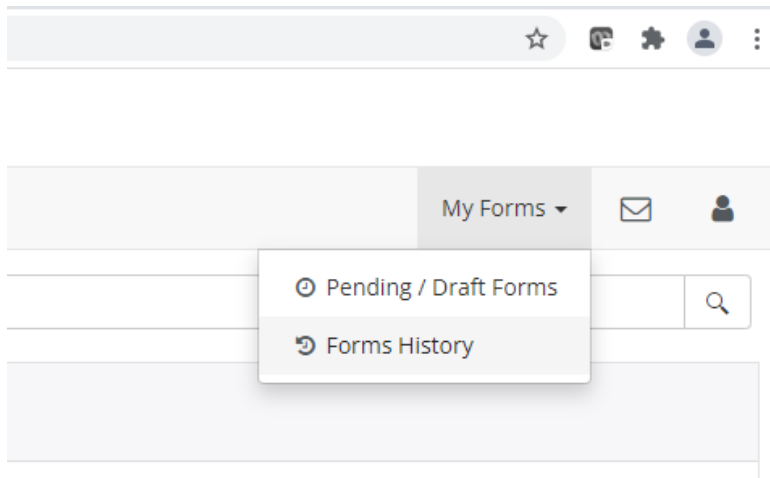
1. From here, you can sort by the student's name (Form Started By) or by the date it was signed on (E-Signed Date). Select the "PDF" icon to view the form. Form here, you can see every step the form has gone through, as well as the outcome (including the approval/denial comments results).If you would like a parent/guardian or other person to have access to your student record, please fill out our Release of Information (https://lcc.edu/admissions-financial-aid/registrar/forms.html/).

Release of information

    a. This form is completed entirely online. To ensure a higher level of security for our student's, the Release of Information form requires students to provide their designees':

        i. Full Name (First, Middle, and Last)
        ii. Relationship to the Student
        iii. Date of Birth

    b. A student will be required to select a five number/letter PIN
        i. This PIN should be the same for each designee

    c. This information will be required and verified (including PIN) when a designee requests information on the student's behalf.
        i. **NOTE:** We will not request a PIN to release student information to high school counselors as high school counselors are already considered approved designees.

Review Course Offerings

1. View LCC's course offerings in the Banner on our registration page. You can get to our registration page by searching "registration" in our search box and selecting the desired semester you are looking for information, or on our Registrar's page by clicking "Register For Classes" (https://lcc.edu/admissions-financial-aid/registrar/registration/index.html). From there, you'll click to select the semester you wish to look up classes for. As long as the classes have been published, you will see a "Course Descriptions" button. You will click on this to look up class availability and course details in Banner.

    a. Course details include:
        i. Required prerequisites - prior courses and/or placement levels required before taking the course
        ii. CRN Number – a 5 digit code used to locate a course while registering
        iii. Schedule Type – i.e. lab, lecture, online, Online Real Time (ORT), hybrid, worksite, etc.
        iv. Credit/Billing Hours
        v. Days and Times
        vi. Instructor and Location

2. Make note of your desired course(s) CRN number to prepare for registration.

Review Course Materials

If you would like to review what course materials are needed for classes that you are interested in taking, please visit the [LCC Bookstore website](#).

1. You may begin viewing what materials are needed for your classes at least two weeks prior to the start date of the semester.

Common Account Holds

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 the student form registering on their own, as they must do the Dual Enrollment Dynamic Form to register for classes.
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 by phone at 517-267-5806 or email LCC-HSDualEnrollment@lcc.edu 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/)
      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

Looking Up Courses: Banner Student System

1. Log in to your LCC account:
   a. Navigate to "myLCC" from the LCC home page (https://internal.lcc.edu/).
   b. Enter your username and password to login
      i. If you have not activated your account, please revisit the "Apply" section of this document.
2. Select "Banner" in the top right hand corner
   a. **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
3. Click "Student"
4. Click "Registration"
5. Click "Useful Information"
6. Click "Browse classes"
7. Click inside the "Subject" box to view the various subjects you can choose from.
8. Select the desired "Subject" and click "Search"
9. Look through the various courses being offered, and find a course that meets your needs
   a. NOTE: You can move the columns over to extend the information in them
10. Find the course you wish to register for, and add it onto your dual enrollment form.
11. Repeat the process to add additional courses to your schedule

For registration assistance please visit the StarZone in the Gannon Building, visit a satellite campus, or call 517-483-1200, option 2. For technical assistance please call the LCC Help Desk at 517-482-5221.

Additional Resources

- The LCC Everything Directory (https://www.lcc.edu/services/directory/)
- Division/Department Contact Information (https://internal.lcc.edu/schedule/preapproval/contact/)

Success Tips for College Students

How long is a semester?

A semester is 16 weeks during the fall and spring. The summer session is 8 weeks long. There are some classes during the fall and spring semesters that do run for less than 16 weeks (14 weeks, 8 weeks), so be sure to notice the start and end dates of your classes when registering.

How much time will I spend in class?

If you take a 3 credit hour class, you will be in class for 3 hours each week. You will also be expected to spend at least twice as many hours each week studying and doing homework outside of class. So, one class will take approximately 10 hours each week.

How do I withdraw from a class?

You must officially withdraw from a course. This is done by filling out a new dual enrollment form, specifically asking for your desired course to be dropped (your parent/guardian and high school counselor must approve the drop). Make sure to discuss your desire to withdraw from your class(es) with your high school counselor prior to actually dropping, as your counselor has final say in you dropping your course.

What mistakes do most dual enrolled students make?

- Not attending class
- Not turning in assignments on time
- Assuming that missing several classes due to high school obligations, like sporting events is a valid excuse
- Not withdrawing from class
- Not following the class syllabus the instructor provides

What is a class syllabus?

A class syllabus is a detailed list of student expectations for the class written by the instructor or department. A class syllabus will outline the material to be covered in the course, timelines, attendance expectations and grading information.

Do I have to go to class; may I turn in an assignment late?

It depends on your instructor's policy on missed classes. Make sure to check the syllabus and don't be surprised if their policy is not to accept any late assignments or have a minimum number of absences before your grade is affected.

What if I have a function at the high school I just can't miss?

First, check the syllabus for the instructor's policy on missed classes. Second, contact the instructor to let them know you will not be attending and why. Inquire about making up the missed work. The instructor does not have to make any special accommodations for you missing a class so don't be surprised if you simply cannot turn in an assignment late or make up a test.

What will instructors expect from me?

Expectations are the same for all students to:

- Attend class regularly
- Actively participate
- Ask questions
- Be prepared for tests and quizzes
- Read the textbooks
- Do your homework even if you don't have to turn it in
- Turn in assignments on time
- Take notes in class
- Talk to your instructor after class and during office hours
- Use the learning support services available to you for academic success

How do I get my student identification card?

After a student is registered for their course(s), they can request a StarCard by completing the StarCard Request Form. Students can find information about their student ID card on the StarCard information page [LCC StarCard](#) Students are required to pick up their card in person after requesting it.

Where do I buy my textbooks?

LCC has partnered with MBS Online Bookstore for students to get their books through. After you sign up for classes, you can click on the bookstore information in your Banner account to be sent to our virtual bookstore. The website will automatically load the books you need based on the classes you are enrolled in. You do not have to get the books through this website, though it is the only way to find out what books are needed. You will be able to view what books are required for your classes at least 2 weeks before the start of your class(es).