



# 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 (<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 Placement Testing’s webpage for more information (<https://lcc.edu/services/testing/placement/>)
    - 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”

# Complete High School Dual Enrollment Form

1. Fill out a copy of the High School Dual Enrollment Form
  - a. A completed approval form must be submitted for each semester of enrollment prior to registering for classes.
  - b. High schools are expected to put projections of costs that they will pay, and submit a second form or email about any changes if needed
    - i. Reasons for needing a second form:
      1. Student changes classes
      2. Projections were too high/low
      3. Funding changes
  - c. Submit completed forms by email to [lcc-hsdualenrollment@lcc.edu](mailto:lcc-hsdualenrollment@lcc.edu), by U.S. Mail to the Registrar's Office (address listed on the form), or in person at the StarZone in the Gannon Building.
  - d. Please allow a minimum of three business days for processing. Incomplete or incorrectly completed forms may take longer
2. If you would like a parent/guardian or other person to have access to your student record, please fill out our [Release of Information \(https://lcc.edu/admissions-financial-aid/registrar/forms.html/\)](https://lcc.edu/admissions-financial-aid/registrar/forms.html/).
  - 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, 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.

## Register

1. The student is responsible for registering for their courses.
  - a. This is not done by Lansing Community College, the student's parents, or the student's high school.
  - b. Students are also responsible for dropping unwanted courses and being aware of refund deadlines.
2. Registration Availability
  - a. Lecture registration is available up until 10 minutes before the start of the first class.
  - b. Online registration is available up until midnight before the start date of the first class
    - i. Waitlist – if a course is full, you may request to be added to the waitlist. If a seat opens in the course, the student will receive notice to their LCC email indicating they have 24 hours to register for the course. If the student misses the 24 hour window, the next student on the waitlist will be contacted.
  - c. Step-by-step registration instructions are provided at the end of this document, or students may visit the StarZone in the Gannon Building or an off-campus learning center for one-on-one assistance. Students are also encouraged to register with their high school counselors to make sure they are registering for the courses that best fit them.

## 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 is removed when LCC receives the student's completed dual enrollment form and the form is processed.
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](mailto:LCC-HSDualEnrollment@lcc.edu) to have the hold removed. Starting in Fall 2020, 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://www.lcc.edu/). (<https://www.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

# Web Registration: Banner Student System

1. Log in to your LCC account:
  - a. Navigate to “myLCC” from the [LCC home page \(https://www.lcc.edu/\)](https://www.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 “Registration Tasks”
6. Click “Add or Drop Classes”
  - a. **NOTE:** If the student has not yet completed their “Financial Responsibility Agreement,” they will be prompted to do so at this time. Once they complete it, the system will let them go on to their next step.
7. Begin selecting courses:
  - a. If you know the 5-digit CRN for the class you would like to register for, enter the CRN number and click “submit changes” to register for that class.
  - b. If you do not know the CRN, click the “Class Search” button to look for the CRN
    - i. Select the desired “Subject” and click “Course Search”
    - ii. Identify the course and select “View Sections”
    - iii. Register for the desired CRN by checking the box to the left of the section, then scroll down and click “Register”
    - iv. Repeat the process to add additional courses to your schedule
  - c. If the section is full and you want to see if there is a waitlist, write down the CRN and return to “Add or Drop Classes” under “Registration Tasks”
    - i. Enter the CRN in the box at the bottom and click “Submit Changes”
    - ii. You will receive a “Registration Add Error”
    - iii. If the waitlist option is available for this class there will be an “Action Box”
    - iv. Under the “Action Box”, click on the drop down arrow, select waitlist from the drop down menu, and click “Submit Changes” at the bottom.
      1. When a seat opens in the course, the student will receive notice to their LCC email indicating that they now have 24 hours to register for the course. If the student misses the 24 hour window, the next person on the waitlist will be contacted.
8. Click on “Registration Tasks” at the bottom of the page when you are finished registering.
  - a. To confirm and print your schedule, click on “View My Class Schedule”
  - b. Click “Return to Previous”
  - c. Click “View My Tuition and Fees” to see the full cost of the course(s).
    - i. The student is responsible for any portion of the bill not covered by your high school.
9. Click “Sign Out” in the upper right corner to end your session

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 517-483-5221.

## Additional Resources

- [The LCC Everything Directory \(https://www.lcc.edu/services/directory/\)](https://www.lcc.edu/services/directory/)
- [Division/Department Contact Information \(https://internal.lcc.edu/schedule/preapproval/contact/\)](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 online in your Banner account. Make sure to discuss your desire to withdraw from your class(es) with your high school counselor prior to actually dropping, as your counselor can help you best understand the impact of dropping your course(s).

## ***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?***

New students enrolling at LCC can have their identification pictures taken for their StarCard after they register for classes. The StarCard is your student photo ID card, LCC Library card, and Computer Lab access card. To obtain your StarCard stop by the StarZone in the Gannon Building. A picture ID is required to obtain a StarCard (can be a high school ID, work badge, driver's license, state ID, or even your yearbook).

## ***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).