

## Orientation

Students are expected to attend orientation. For more information on ways to complete orientation and to sign up for a session visit [lcc.edu/orientation/](http://lcc.edu/orientation/) or call (517) 483-1957. Reading, writing and math levels must be established prior to orientation. Complete orientation before registering for classes.

## Now you're ready to register for classes.

Watch the Lansing Community College website at [lcc.edu](http://lcc.edu) to find out when registration for classes will open. You may register online or visit one of our campuses for assistance. Register early; classes fill quickly. Once you have finished signing up for your classes, be sure to print a copy of your LCC class schedule.

## Paying for your classes...

If your school will be paying for any portion of your tuition and fees, now is the time to submit a **Dual Enrollment Billing Authorization** form. This will enable LCC to bill your school directly. This form must be submitted by your payment due date. Any portion not covered by your school is also due by your payment due date.

## Summary Checklist

- Develop an educational plan with your parents/guardians and high school counselor.
- Apply for admission to Lansing Community College at [lcc.edu](http://lcc.edu).
- Establish your reading, writing and math levels by submitting a copy of your ACT score report or by taking the LCC placement tests.
- Submit the required approval forms.
- Claim your account (TUID, email).
- Complete orientation.
- Register for your classes at [lcc.edu](http://lcc.edu).
- Submit a completed **Dual Enrollment Billing Authorization** form if your school will be paying for a portion or all of your tuition and fees and pay any remaining balance by your payment due deadline.



# High School Dual Enrollment



**Enrollment Services**  
**(517) 483-1200**

## Who's eligible for high school dual enrollment?

Dual enrollment is for high school students who are working towards their high school diploma. Students must have reached the age of 14 and have completed the 8th grade by the start of the college semester for which they intend to enroll.

## How do I get started?

Begin by talking with your parents/guardian and your high school counselor to develop an educational plan. You'll want to be sure to ask your counselor about your school's requirements and policies regarding dual enrollment, course selection, and payment for tuition, fees, and books. These requirements and policies vary from school to school. Some students and parents find it helpful to also meet with an LCC Academic Advisor. Call LCC Advising at (517) 483-1904 to make an appointment.

## How do I become a dual enrolled high school student at LCC?

The first step is to apply for admission to Lansing Community College. The best way to do this is by visiting our website at [lcc.edu](http://lcc.edu). The online application can also be completed at the Student Services Centers found at any of our locations. Staff are available to assist you at these locations.

A paper application may also be downloaded from our website, completed and mailed. Using the online application expedites the admission process.

Students need to apply for admission **one time only**. Be sure to apply for the semester for which you intend to start attending LCC.

## I've applied, now what?

It takes about 2 weeks to receive your acceptance letter, but you **do not** have to wait for your letter to proceed.

The next step will be establishing your reading, writing and math levels. Many of our courses have prerequisite levels. These can be established in one of two ways. One way is by taking the placement tests at one of our Assessment Centers. There is no fee for the tests. For testing hours and answers to other questions about testing, please contact the main campus Assessment Center at (517) 267-5500. You will be required to present a picture ID at the time of testing.

ACT scores can also be used to establish reading, writing and math levels. English and reading scores must be 20 or higher; math scores must be 22 or higher. A copy of the ACT score report must be submitted to Enrollment Services for the levels to be added to the student's record.

## Required approval forms

Prior to registering for classes, students must have the required approval forms on file with LCC. The various forms can be found online at [lcc.edu/admissions/dual/forms](http://lcc.edu/admissions/dual/forms). Select the form that will fit your situation when the semester begins. Students who are 16-17 years of age but have not completed the 10th grade should use the 14-15 year old form. The **High School Recommendation** portion is required only for the first semester of taking LCC classes. High school students who have reached the age of 18 by the start of the semester are not required to submit an approval form.

The 14-15 year old form has an additional section for LCC Instructional Department Review. These signatures are acquired by the LCC Dual Enrollment Specialist once the form has been submitted and reading, writing and math levels have been established. Do not complete this section. You will be contacted regarding the department's decision once it has been made. Please allow extra time for this process.

## Claim your account at lcc.edu

Take the time now to log into LCC to claim your TUID, set up your password, and know how to access the system. If you encounter any issues in attempting to login, contact the LCC Help Desk at (517) 483-5221 for assistance.