





Registrar's Office  
Lansing Community College  
411 N. Grand Ave.  
Lansing MI 48933  
Phone (517) 267-5806  
[LCC-HSDualEnrollment@lcc.edu](mailto:LCC-HSDualEnrollment@lcc.edu)

## High School Dual Enrollment Approval Form Checklist

The following steps **MUST** be completed in order. Skipping steps may result in your dual enrollment form being denied. All steps are to be completed by the student.

**Step 1:**  Check off when completed

Apply to LCC at [www.lcc.edu](http://www.lcc.edu)

-You will receive an email to the email you provided on your application with your LCC student number and instructions to Activate your account.

**Step 2:**  Check off when completed

Activate your account

-Follow the link in the email from Step 1, using our LCC student number to set up your LCC username and password

OR

-Go to [www.lcc.edu](http://www.lcc.edu) and select "myLCC" in the upper right corner.

-Underneath the Login button click "Activate my account" to set up your LCC username and password. You will need your LCC student number. If you need assistance with this, please contact the LCC Help Desk at 517-483-5221. Once you have your username and password set up, continue on to Step 3.

**Step 3:**  Check off when completed

Establish your placement levels (new/first time students)

-Submit your pSAT, SAT, or ACT scores to our testing center by emailing them to [lcc-testing-services@lcc.edu](mailto:lcc-testing-services@lcc.edu)

-Once your test scores are evaluated, you will be sent an email to your LCC student email by the testing center that your levels are established. Once you have received an email that your scores were accepted, go on to Step 4. If your scores are not accepted, you will need to take the placement test.

OR

-Sign up to take your placement test. For information on how to sign up for the placement test please visit <https://www.lcc.edu/services/testing/placement/> You will receive your levels once you complete our test

-Once levels are established, continue on to step 4

**Step 4:**  Check off when completed

Submit your Dual Enrollment Approval form online.

-Steps 1-3 MUST be completed or your form will be denied

-Consult with your high school counselor to know what classes to register for based on your placement levels established in Step 3.

-Check your LCC email for if the form is approved or not. If accepted, check your schedule to see if all your classes were accepted or not. Your form may be approved without all classes being approved.