East Lansing Public Schools Dual Enrollment/Postsecondary Application 2024-25 School Year

Student Name	Stud	ent Email	Date Grade
StudentPLAN/FStudentThe student	uest must align with student's EDP. 's attendance must be compliant with the SAT/MME/EXPLORE scores must be must be in good standing for graduation lent will submit a grade report from the	aligned with this request.	Fill this out for one semester only, Fall or Spring. Online registration will only be approved if this form is completed and turned in.
be adde <i>To be completed by the</i>	d to the transcript.		
ne School District will be read fees charged by the posts stitution requires payment i udents sign up for any count post-secondary institution I 48823. The district will	sponsible for 1/6 of the state foundations allow econdary institution as well as all books and a in full prior to the school portion being paid, t rse other than those which the school appro will bill the district directly for the determined	materials. Parents will pay the balance he institution will reimburse the parent ved (as listed below), the family will be allowance at: East Lansing School Di estions may be addressed to the Busin	be responsible for the remainder of the actual cost of the of the tuition directly to the institution. In the case the after the school has paid their allowance. Additional be responsible and billed for the entire cost of the co strict, Business Office, 504 Burcham Drive, East Lar ess Office (517) 333-7434. This application form mu
	lment coursework at a post-secondary institution is the to repay East Lansing School District tuit		gan State University, etc) and do not complete the cour
hat institution. The grade w		average using an unweighted scale. Ea	nigan State University, etc) will receive the grade issue st Lansing Public Schools does not change a grade issue ade Point Average.
part of a student's grade poi		ual enrollment course as an additional of	n a student's high school transcript and will be calculatelass outside of the school day, it is at the family's discr
Parent Signature		Da	ate
*_Is enrolled in the conumber of postsecon Number *_The course at the	of ELHS classes+ Number of c	secondary institution during the ear varies depending on when the college classes=Total number course not ordinarily taken as	district's regular academic year. The ey enroll in their first postsecondary course. ther of classes6 an activity course and is not offered by
	rse may be transferred to the student's his course has been discussed with the	<u> </u>	
Class selection to be		Postsecondary Institution	Lansing Community College Michigan State University
Semester:Fa	Il 2023Spring 2024		: Other
Name of Approv			- · · · -
			Period to Drop:
Section#:	Name of course:	Credits:	Period to Drop:
Section#:	Name of course:	Credits:	Period to Drop:
School Counselor	· Signature:		Date:
Office Use Only			
	ature		Date
Remitted to Central (Office for payment by:		Date:



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

High School Dual Enrollment Approval Form Checklist

The following steps <u>MUST</u> 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

-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 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 loc-testing-services@loc.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

itep 4: ☐ Check off when completed

ubmit 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.

ansing Community College is an equal opportunity, educational institution/employer.