

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

Student Name _____ Student Email _____ Date _____ Grade _____

Program Prerequisites

- The request must align with student's EDP.
- Student's attendance must be compliant with the ELHS attendance policy.
- PLAN/PSAT/MME/EXPLORE scores must be aligned with this request.
- Student must be in good standing for graduation.
- The student will submit a grade report from the secondary institution to the registrar if credit for the course is to be added to the transcript.

Fill this out for one semester only, Fall or Spring. Online registration will only be approved if this form is completed and turned in.

To be completed by the parent/guardian

The School District will be responsible for 1/6 of the state foundations allowance per semester course. Parents will be responsible for the remainder of the actual cost of tuition and fees charged by the postsecondary institution as well as all books and materials. Parents will pay the balance of the tuition directly to the institution. In the case that the institution requires payment in full prior to the school portion being paid, the institution will reimburse the parent after the school has paid their allowance. **Additionally, if students sign up for any course other than those which the school approved (as listed below), the family will be responsible and billed for the entire cost of the course.** The post-secondary institution will bill the district directly for the determined allowance at: East Lansing School District, Business Office, 504 Burcham Drive, East Lansing, MI 48823. The district will not reimburse the student or their family. Questions may be addressed to the Business Office (517) 333-7434. This application form must be filled out for each semester the student requests Dual (Postsecondary) Enrollment.

Students that take dual enrollment coursework at a post-secondary institution (Lansing Community College, Michigan State University, etc) and do not complete the course or fail the course will be responsible to repay East Lansing School District tuition and all associated fees in full.

Students that take dual enrollment coursework at a post-secondary institution (Lansing Community College, Michigan State University, etc) will receive the grade issued by that institution. The grade will be calculated into the students grade point average using an unweighted scale. East Lansing Public Schools does not change a grade issued by another institution nor can it alter the point value associated with the grade and how it is applied towards a student's Grade Point Average.

If a student takes the dual enrollment course as part of a their six-period school day, the grade will be reflected on a student's high school transcript and will be calculated as part of a student's grade point average. If a student takes and pays for the dual enrollment course as an additional class outside of the school day, it is at the family's discretion if they want the student's course and grade to be reflected on the transcript.

Parent Signature

Date

This section to be completed by the student's counselor.

- * The student has achieved the minimum required test scores require by the State of Michigan.
- * Is enrolled in the district and is also enrolled in the postsecondary institution during the district's regular academic year. The number of postsecondary courses a student may take per year varies depending on when they enroll in their first postsecondary course.

Number of ELHS classes _____ + Number of college classes _____ = Total number of classes _____ **6** _____
- * The course at the postsecondary institution is an academic course not ordinarily taken as an activity course and is not offered by the district or it has been determined that the course is not available to the student because of a scheduling conflict beyond the student's control.
- * Credit for this course may be transferred to the student's ELHS transcript.
- * The suitability of this course has been discussed with the student's counselor.

Class selection to be completed by student.

Semester: Fall Spring

Postsecondary Institution: _____ Lansing Community College
_____ Michigan State University
_____ : Other _____

Name of Approved course(s):

Section#: _____ Name of course: _____ Credits: _____ Period to Drop: _____

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Section#: _____ Name of course: _____ Credits: _____ Period to Drop: _____

School Counselor Signature: _____ Date: _____

Office Use Only

Administrator Signature _____ **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 **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

-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 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.