

Dual Enrollment at Lansing Community College Checklist

All links for this process are under "Steps for Success" on lcc.edu/hsdualenrollment

☐ Apply to LCC

- Fill out our admissions application to become an official LCC student!

☐ Activate Your Account

- Use the Student ID (X00-) in your confirmation email.
- Go to lcc.edu → click "**MyLCC**" (top right) → choose "**Activate My Account**" and follow the steps to set up your login and password.

☐ Establish Placement Levels

- Submit your PSAT/SAT/ACT scores or take LCC's placement tests.
- Visit the Testing Center website for uploads, hours, and practice questions.
- To view your placement scores:
 - o Log into **MyLCC** → click "**Profile**" → check under "Placement Levels".

Math: _____ Reading: _____ Writing: _____

☐ Fill out the Dual Enrollment Approval (Dynamic) Form

- Fill out your part of the Dual Enrollment Form
 - o Check the "Course Offerings" page to find classes you're interested in
 - o **Make sure you meet Placement Level under "Course Description"**
 - o Take Note of the CRN and course information
 - o Fill in parent information and Submit
- Have parent sign form and indicate whether they are "self-paying" or if the school district is responsible for payment
- Wait for the School District Approval and Enrollment result.
- Check your LCC email for the outcome of enrollment.

Dropping Courses

- Use the same Dynamic Forms you used to register.
- Instead of choosing "Register," select "Drop."
- Drops are backdated to the day the student submits the form.

Drop – Leaving a class BEFORE the Drop/Add Deadline. You may get a full, partial, or no refund depending on the date. The class won't appear on your transcript.

Withdraw – Leaving a class AFTER the Drop/Add Deadline. A "W" will appear on your transcript, and no refund is given.