

LCC - Dual Enrollment To-Do Checklist

If you need assistance with any step - please contact Ms. Nichols or Mrs. Gavin: <u>renee.nichols@lansingcatholic.org</u> or <u>karen.gavin@lansingcatholic.org</u>

- Apply to LCC's Dual Enrollment Program Click "1. Apply" at the bottom of the page
 - o Fall Application Deadline: May 1 for Fall Classes
 - Spring Application Deadline: October 13 for Spring Classes
- Activate your LCC Account Click "2. Activate"
 - You will use the LCC student # that is in your acceptance email when it asks for the unique ID. (You will also need your LCC Student Number for taking the Accuplacer test.)
 - Your username will appear after you complete the account activation steps.
 - Email Mrs. Gavin your LCC ID number (it usually starts with X008...)
- Establish Placement Levels Click "3. Assessment"
 - Ask Mrs. Gavin to send your ACT/PSAT/AP Test scores to LCC (LCC requires minimum ACT scores of: Reading 18+, English 18+, Math 20+).
 - o If you have not taken the ACT/PSAT test, you must take the Accuplacer at LCC.
 - LCC Testing Center: <u>lcc-testing-services@lcc.edu</u>
 - o Accuplacer: https://www.lcc.edu/services/testing/placement/index.html
 - Check your LCC Account in 1-2 days to see your LCC Reading, Math, and Writing Levels and email those levels to Mrs. Gavin and Ms. Nichols.
- Complete the digital Dual Enrollment Approval Form Click "4. Approval Form"
 - This form is where you will register for your courses.
- Important Notes for completing the Application and Approval Form:
 - Section 1: Student Information:
 - Select: High School Student (14+)
 - High School Name: Lansing Catholic High School
 - Graduation Date: Class of 2026: 05/17/2026 or Class of 2027: 05/23/2027
 - Section 2 Parent/Guardian Information:
 - "Are you self-paying?" Select: NO
 - Enroll in classes through LCC's Dynamic Form:
 - Notes & Suggestions on classes to take at LCC
 - Enrollment Deadlines: Fall Classes: May 1, Spring Classes: October 13
- Complete and return the last page of the <u>Lansing Catholic's Dual Enrollment Guidebook</u> before your class begins to Mrs. Gavin.
- Check your LCC account and email regularly for class information before the class begins.