



LCC - Dual Enrollment To-Do Checklist

If you need assistance with any step - please contact Mrs. Anderson or Mrs. Gavin:

dawn.anderson@lansingcatholic.org or karen.gavin@lansingcatholic.org

- [Apply to LCC's Dual Enrollment Program](#) - Click "**1. Apply**" at the bottom of the page
 - **Fall Application Deadline: May 1st for Fall Classes**
 - Spring Application Deadline: ASAP in September 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.
- [Establish Placement Levels](#) - Click "**3. Assessment**"
 - Ask Mrs. Anderson to send your ACT/PSAT/AP Test scores to LCC (LCC requires minimum ACT scores of: Reading 18+, English 18+, Math 20+).
 - If you have not taken the ACT/PSAT test, you must take the Accuplacer at LCC.
 - LCC Testing Center: lcc-testing-services@lcc.edu
 - Accuplacer: <https://www.lcc.edu/services/testing/placement/index.html>
- [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 2025: 05/18/2025
or Class of 2026: 05/17/2026
 - Section 2 - Parent/Guardian Information
 - "Are you self-paying?" Select: NO
 - **Enroll in classes through the Dynamic Form:**
 - [Notes & Suggestions on classes to take at LCC](#)
 - **Enrollment Deadline for Fall Classes: May 24, 2024**
 - Enrollment Deadline for Spring Classes: October 25, 2024
- Complete and return the last page of the [Lansing Catholic High School's Policy and Credit Agreement Form](#).
 - LCHS Form Deadline: May 24 for Fall classes & October 25 for Spring classes
- Check your LCC account and email regularly for class information before the class begins.