



# How to Enroll in the Concurrent Enrollment Program

## Complete a Lewis & Clark Application

1. You will need your address, phone number, social security number, and personal e-mail address to complete the application
2. Visit [www.lc.edu](http://www.lc.edu) and select the 'Apply Now' button
3. On the sign-in page select 'Create Account'
4. You will use a personal (not school) email to create your account
5. Student Type is 'Course Taker'
6. Entry Term is the semester you will attend college after graduation. ex: If you graduate high school in May 2023, the Entry Term will be Summer or Fall 2023
7. Academic Program is 'Course Takers - Course Enrollee'
8. Under 'Academic Plans' select Yes under the question 'Are you applying for the High School Partnership Program?'
9. Complete all sections and submit application

## Qualify for Concurrent Enrollment

A Lewis & Clark Community College representative will work with high school personnel and potential students to determine eligibility. Eligibility will be determined by using one of these methods

- Placement Testing is required for all students Freshman through Junior for transfer level courses
- SAT/ACT scores need to come from the official SAT/ACT test, no pre-test score will be accepted
- Seniors are eligible to use their GPA as placement for transfer level courses after their Junior year is complete. All students are eligible to use GPA for CTE level courses.
- Seniors can take the placement test if they are not eligible by GPA or SAT/ACT scores
- Homeschooled students are not eligible for placement based on GPA and must complete placement testing or provide valid SAT/ACT score

## Schedule a Placement Test at One of the Locations Below

Godfrey Campus - call 618-468-5232 or email [testingcenter@lc.edu](mailto:testingcenter@lc.edu)

Edwardsville Campus - call 618-468-5851 or email [nonelson@lc.edu](mailto:nonelson@lc.edu)

Carlinville Center - call 618-468-2275

Jerseyville Center - call 618-468-2273

## Register for Concurrent Enrollment Courses

After eligibility is determined, students must complete a Concurrent Enrollment Form, Parent/Guardian Memorandum of Understanding, and a Registration Card to finalize enrollment. These forms will be provided by the Lewis & Clark Community College representative. The student must obtain a signature from high school personnel to complete the packet requirements.

Lewis & Clark Community College coursework is not a substitute for high school or GED completion. High school age students must graduate from high school or successfully complete the GED to receive a degree from Lewis & Clark.

### **High School students may enroll in L&C courses with the following stipulations:**

- Students must take the college placement test or have ACT/SAT scores. Waivers may be made in unusual circumstances, such as taking a for-credit swim class, career development, or applied music class.
- Students must provide the signed Concurrent Enrollment Form from the appropriate high school official.
- Students must provide a signed Parent/Guardian Memorandum of Understanding.

### **Homeschooled students may enroll in L&C courses with the following stipulations:**

- Students must take the college placement test or have ACT/SAT scores. Waivers may be made in unusual circumstances, such as a for-credit swim class, career development, or applied music class.
- Students must provide the signed Concurrent Enrollment Form.
- Students must provide a signed Parent/Guardian Memorandum of Understanding.
- Students must meet with a Lewis & Clark representative.

### **Books**

- Students are responsible for purchasing textbooks and materials for their class.
- Textbooks can be purchased at the bookstore on the main campus or online at <https://www.bkstr.com/lclarkstore>.
- Students will need a copy of their Lewis & Clark class schedule.

### **Student ID & Password**

- Call the Help Desk at 618-468-4357 to get a user ID and password. This will be used to login to Blackboard, LC email, and wi-fi.
- Go to the Enrollment Center on the main campus or main office at the N.O. Nelson Campus to get a Student ID Card.

### **Parking Permit**

- Parking permits are only required if you are taking classes at the main campus in Godfrey.
- They are available at the Security Office on the main campus for no charge.



# Concurrent Enrollment Form

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

High School Name (or homeschool): \_\_\_\_\_

Valid Semester & Year (check only one)

Spring 20\_\_\_\_  Summer 20\_\_\_\_  Fall 20\_\_\_\_

Course Prefix & #	Course Title	Section Number

By signing below, you the student, give permission to share the above course grades with your high school and any payment or registration information with your parent/guardian listed here.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LCCC Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For High School Use Only (if homeschooled leave blank)**

- The classes listed above will be used on the student's high school transcript and the high school should be notified if the student wishes to drop the LCCC class.
- The classes listed above will not be used on the student's high school transcript. The student may withdraw from the LCCC class without the high school being notified.

HS Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Parent/Guardian Memorandum of Understanding

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## For a high school age student to attend Lewis & Clark Community College

- As parent/legal guardian of the student named above I understand and accept that by enrolling my student at Lewis & Clark Community College that they are subject to all the rules, regulations, and standards of conduct as described in the LCCC Student Handbook found here [https://www.lc.edu/\\_assets/pdfs/student-handbook.pdf](https://www.lc.edu/_assets/pdfs/student-handbook.pdf).
- I understand that the College is not required to exercise any special care or provide any special supervision on their behalf.
- I understand that they will be allowed the same privileges as any other Lewis & Clark Community College student. This includes access to student clubs and organizations and access to confidential legal, and health services. I accept full responsibility for monitoring my child's participation in these activities including participation in field trips and any other activities that may be sponsored by Lewis & Clark Community College.
- I understand that at no time will Lewis & Clark Community College request or require a faculty member or employee to alter or adjust the content in a class or activity based on the presence in that class or activity of a minor child. Therefore, I understand that my child may be exposed to material that is controversial, contains mature content, or may be required to participate in discussions or assignments regarding same.
- I understand that students with disabilities, who have IEP's or 504 Plans in high school, must complete an intake process with the Center for Access and Accommodations and provide required documentation from their local high school to be considered for any accommodations at Lewis & Clark Community College. I also understand that any accommodations my child receives at Lewis & Clark Community College will be determined in accordance with the College's procedures. Information regarding accommodations is available in the Center for Access and Accommodations Office.
- I understand that Lewis & Clark Community College complies with the Higher Education Act of 1965 as amended and the Family Educational Rights and Privacy Act. This means that the rights of the student supersede the rights of the parent when the student enters a post-secondary institution.

With my signature below, I verify this student meets the requirements described above, will abide by all rules described above, and that I have read and understand this acknowledgement. I agree to hold Community College District 536 (Lewis & Clark Community College) and its officers and employees harmless with regard to all liability for my minor child participating in LCCC offerings, activities, and programs.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LCCC Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_