



Traditional Dual Enrollment Student Checklist

All links for this process are under "Steps to get started" at lcc.edu/dual

Step 1: Apply to LCC

Fill out the LCC Admissions Application to become an official student.

Step 2: Activate Your Account and Set Up Duo Mobile

- Use your Student ID (X00-) from your confirmation email (takes 1-2 days).
- Go to lcc.edu → click "MyLCC" (top right) → choose "Activate My Account" and follow the steps to set up your back up email and password
- Login in to confirm your account works
- Set up Duo Mobile once you get the enrollment link in your LCC inbox.

Step 3: Establish Placement Levels

Submit test scores or take placement tests:

- Submit PSAT / SAT / ACT scores OR take LCC placement tests
 - Submit scores to the Dual Enrollment Strategist or LCC Testing Services
- Visit the Testing Center website for uploads, hours, and practice questions

To view your placement levels:

- Log into MyLCC → Profile → Placement Levels
- Math: _____ Reading: _____ Writing: _____

Step 4: Complete the Dual Enrollment Approval Form (Dynamic Form)

Use the Dual Enrollment Dynamic Form to **register or drop** courses.

- Fill and submit the form:
 - Enter your personal and course information using the course catalogue link, select Register (or Drop)
 - Make sure you meet the placement level listed in the course description
 - Write down the CRN, Start and end date, meeting times, and format.
 - Then enter parent/guardian information, sign and submit at bottom of page
- Parent Section:
 - Parent will need to log in or sign up using the link in the email they receive
 - Fill out the form and indicate the school/ district responsible for payment
- Wait for School District approval and check your LCC email for enrollment confirmation

Dropping Courses

- Use the same process and form you used to register and instead indicate "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.

Questions?

Contact Rose Abou Assaly | Dual Enrollment Specialist
517-483-1343 | abouassr@star.lcc.edu

Waverly Community Schools DUAL ENROLLMENT FORM

Waverly

Student Name

High School

School Year

Student Personal Email Address

Student Cell Number

Grade Level

Postsecondary Institution

☐ Fall
(Sep to Dec)

☐ Spring
(Jan to April)

COURSE INFORMATION

*Dual enrollment courses cannot be a remedial, hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education. * Two credits of college enrollment equate to one high school period/class.*

Dual Enrollment Course Title	Type of Credit (High School, College or Both)	Course Number	College Credits	High School Periods *	Notes
	☐ HS ☐ College ☐ Both				
	☐ HS ☐ College ☐ Both				
	☐ HS ☐ College ☐ Both				
	☐ HS ☐ College ☐ Both				
	☐ HS ☐ College ☐ Both				
	☐ HS ☐ College ☐ Both				

Principal Signature

Date

Counselor Signature

Date

STUDENT / PARENT/GUARDIAN ACKNOWLEDGEMENT AND UNDERSTANDING

- I understand that I must schedule my college courses outside of my regularly scheduled courses at Waverly High School allowing adequate travel time should my college course be in-person / face-to-face.
- This dual enrollment form must be submitted prior to course registration at selected postsecondary institution.
- The student and parent/guardian are responsible for registering and/or withdrawing students at the postsecondary institution.
- Student is responsible for all college related activities, including, but not limited to: registration, scheduling, class progress, deadlines, communications with college and/or instructor, transportation, technology, textbooks, etc.
- A statewide formula is calculated annually to determine the maximum cost that WCS will bear for each dual enrollment course. Any costs over that amount are the responsibility of the student and parent/guardian.
- The final grade issued by the postsecondary institution will be reported as the final grade on the high school transcript.
- Should grades not be received at the conclusion of the semester, students will receive an "F" on their transcript until the college transcript is received by the high school.
- Students that do not earn credit in their dual enrollment course through withdrawal or failure will be required to refund WCS of all incurred costs by the close of the current school year and/or BEFORE enrolling in any other dual enrollment courses.
- In the case of an unauthorized withdrawal from the institution, the student will be issued a failing grade on the high school transcript and be responsible for all incurred fees.
- Dual enrollment grades do not replace previous grades.
- WCS is not responsible for transportation, enrollment, or course registration related to a dual enrollment course.
- Student must meet with counselor to review procedures, scheduling, costs, credits, and consequences of failure.
- My signature below grants authorization for my student to enroll in dual enrollment courses.

Student Signature

Date

Parent Signature

Date