

Early College Registration & Authorization Form

2022-2023

For LMC Office Use Only Registered By: Initials/Date: _____ LMC ID# _____ Student Type: <input type="checkbox"/> H <input type="checkbox"/> M Residency: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> M Cohorts: <input type="checkbox"/> Allegan <input type="checkbox"/> Bangor <input type="checkbox"/> Berrien <input type="checkbox"/> Van Buren	For High School Use Only- signature authorizes registration, payment in full, and release if necessary from the high school for ALL courses listed on the registration form (please use separate self-pay form for courses being paid directly by the student) <hr/> <p style="text-align: center;">High School/Tech. Ctr/Academy responsible for payment</p> <hr/> <p style="text-align: center;">Printed Name of Billing Authorizer</p> <hr/> <p style="text-align: center;">Signature of Billing Authorizer</p>
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STEP 1: Scan the QR code or follow the link to complete the online early college application; IF YOU HAVE PREVIOUSLY ENROLLED IN LMC COURSES MOVE ON TO STEP 2.



<https://mylmc.force.com/apply>

Check One:

- I have created an online account and completed the early college application.
- I have previously taken courses at LMC.

STEP 2: Please Complete the Form Below in BLACK or BLUE Ink Only

Student Full Legal Name: (First, Middle Initial, Last) (Ex: Rebecca not Becky)	Date of Birth:	High School:
E-mail: (Provided email needs to match email used on online application & will be used to communicate any changes to the requested course registrations below)	Today's Date:	Graduation Year:
Cell Phone:	Are you a member of an early/middle college program (5 th year)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Required List the CRN 5-digit # **required**	List the Subject & Course # (ex: BUSA 100)	Student: List Schedule (M-F 8:30 -10:00)	List Credit Hours	List Billing Hours (Dual Enrollment)	Instructor Authorizations (registration permission/ special approvals)

PARENT: I have read and understand the guidelines on the back of this form. I give permission for my student to participate in the Early College Program at Lake Michigan College. I understand I am responsible for all tuition and fees for "self pay" courses not covered by the school district (to be registered on separate form).

Parent Signature: _____

Date: _____

STUDENT: I have read and understand the guidelines on the back of this form. I give permission to my high school to release my transcript and test scores to Lake Michigan College. I also give Lake Michigan College permission to release Academic Information (including but not limited to Grades, Enrollment level, Course Selection, Attendance) and Student Account Information (Account charges/balances, billing, payments) to my high school.

Student Signature: _____

Date: _____

EARLY COLLEGE GUIDELINES

Please read **BEFORE** signing the front of this form

1. **Check prerequisites for the courses you wish to take and submit acceptable ACT, SAT, Compass, or AccuPlacer scores with your registration form.**

***Not all classes will require all three subject areas, and some courses require no scores at all.**

If the prerequisites list E, M, or R you must meet our college level English (E), Reading (R) and/or *Math (M) proficiencies. Assessment scores should be submitted to meet these proficiencies. Please check prerequisite descriptions for each class. Proof of acceptable scores which must be received on an official score report or official high school transcript are required for processing. Please review the chart below for acceptable **minimum** test scores. ***Some courses require higher level math courses or higher test scores may be required beyond the minimums listed here please refer to individual course information for more details.**

*Review Materials can be found at www.lakemichigancollege.edu/assessment under “How can I prepare?”

	E (English/Writing)	R (Reading)	M (Math)
ACT	English 18	Reading 17	Math 18
SAT	Writing/Language 27 Or 5's on <u>all</u> 3 Essay Scores (Reading, Analysis & Writing)	Reading 26	Math 23 Or Math Composite 460
ACCUPLACER Next Generation	WritePlacer 5	WritePlacer 5	Quant/Alg/Stats 237
SOPHOMORES and older High School GPA	2.5 Cumulative GPA <u>after</u> freshman year of high school Freshman: Must meet one or more score above	2.5 Cumulative GPA <u>after</u> freshman year of high school Freshman: Must meet one or more score above	N/A – All students must meet one or more score above

2. **Discuss billing arrangements with your High School or Tech Center.**

Please speak with your High School Guidance Counselor or Tech Center Office to discuss payment policies. For high school payments, a billing authorization signature is required to bill for tuition and fees; the school will be billed in full for all course registrations. A separate form is required for 100% student/parent paid courses. Payment in the form of a check or money order must be attached in full at the time of registration. Partial payments are not accepted by the college for early college registrations.

- **High School Pay-Billing** Authorization required.
- **Student/Self Payment**-Separate self-pay form and payment required at the time of registration.

3. **Complete the Early College registration form.**

Registrations **MUST** be signed by the student, parent, and school district. Incomplete registrations will not be processed. Correction requests will be directed to the student's email on the front of this form.

4. **Classes taken for college credit will be recorded on a permanent college transcript.**

Unofficial transcripts, official transcript requests, schedules, and registration history can be accessed through the student's LMC WaveLink account. There is a fee associated with sending official transcripts. Please note that you will not receive college credit for a course unless you register (even if you sit through the course).

5. **Drop / Withdrawal Procedure.**

The official Early College Drop/Add/Withdraw Form must be completed and submitted to the Early College Office at Lake Michigan College for a class to be dropped or withdrawn from by the deadline. If a student does not follow the college's drop or withdrawal procedure, the student will receive an 'E' grade on their college transcript. **Withdrawing from or failing college classes may cause a student to be ineligible for Federal Financial Aid after graduation.**

Questions? Contact Early College at earlycollege@lakemichigancollege.edu or 269-927-6278.
Early Middle College, Lake Michigan College, 2755 East Napier Avenue, Benton Harbor, MI 49022