

Early College Add/Drop/Withdraw Form

2016-2017

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 <input type="checkbox"/> V <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> G <input type="checkbox"/> N <input type="checkbox"/> P	
Processed as: <input type="checkbox"/> Add <input type="checkbox"/> Add/Drop <input type="checkbox"/> Drop <input type="checkbox"/> Withdraw	
<input type="checkbox"/> Original Scanned to T-Drive	<input type="checkbox"/> Pre-requisites Verified and OK
<input type="checkbox"/> Over-ride, written approval attached	<input type="checkbox"/> Admin Drop, written approval attached

For High School Use Only
High School/Tech. Ctr/Academy responsible for payment
Printed Name of Billing Authorizer
Signature of Billing Authorizer

Student Full Legal Name: (First, Middle Initial, Last) (Ex: Rebecca not Becky)	Date of Birth:	Student Email:
High School:	Graduation Year:	Today's Date:

ADDING A COURSE:

Student: List the CRN 5-digit # **required**	Student: List the Subject & Course # (ex: BUSA 100)	Student: List Schedule (M-F 8:30-10:00)	High School: List Credits (Direct Credit)	High School: List Contacts (Dual Enroll)	High School: Dual Credit Is this class for College Credit ONLY or both High School and College Credit?	High School/Tech. Center: Review Sign to authorize that this student should be registered in the class listed.
					<input type="checkbox"/> College ONLY <input type="checkbox"/> High School AND College	
					<input type="checkbox"/> College ONLY <input type="checkbox"/> High School AND College	
					<input type="checkbox"/> College ONLY <input type="checkbox"/> High School AND College	

DROPPING or WITHDRAWING A COURSE:

Student: List the CRN 5-digit # **required**	Student: List the Subject & Course # (ex: BUSA 100)	Student: List Schedule (M-F 8:30-10:00)	High School: List Credits (Direct Credit)	High School: List Contacts (Dual Enroll)	High School: Drop or Withdraw from course? Please see Early College Calendar for Drop/Withdraw timelines	High School/Tech. Center: Review Sign to authorize that this student should be dropping or withdrawing from the class listed.
					<input type="checkbox"/> Drop <input type="checkbox"/> Withdraw	
					<input type="checkbox"/> Drop <input type="checkbox"/> Withdraw	
					<input type="checkbox"/> Drop <input type="checkbox"/> Withdraw	

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 not covered by my student's high school.

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:** _____

SCHOOL OFFICIAL: I release this student from our High School campus and allow this student to attend on-campus Dual Enrollment courses listed above.

School Official 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, or Compass scores with your registration form.

If the prerequisites list E, M, or R you must meet our college level English (E), Reading (R) and/or *Math (M) proficiencies. ACT, SAT, or Compass scores may 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. Not all classes will require all three subject areas. *Some courses require higher level math courses or higher test scores may be required beyond the minimums listed here.

Qualifying MINIMUM scores for Early College are:

	E (English/Writing)	R (Reading)	*M (Math)
ACT	English 18	Reading 17	Math 18
SAT (new)	Writing Test Score 27	Reading Test Score 26	Math Test Score 24
Compass	Writing 78	Reading 78	Pre-Algebra 46

NOTE: Students may take the Compass assessment a maximum of twice per semester. Please study prior to taking the assessment. Review materials can be found at www.lakemichigancollege.edu/assessment ; click on Assessment Services tab.

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. Registrations WILL NOT be accepted or processed without a billing authorization signature or other form of payment at time of registration. Students may be responsible for the cost of textbooks; please check with your high school.

High School Pay

- Billing Authorization required.
- Payment is due 30 days after receiving invoice from Lake Michigan College.
- High School will be invoiced for all students and classes listed on the registration form; any amount exceeding high school coverage is to be collected by the high school and put towards LMC invoice.

3. Complete the Early College registration form.

Registrations **MUST** be signed by the student, parent and school district. Be sure to confirm that the correct CRNs are listed and all course information is complete (including credits, contact hours and dual credit information). Incomplete registrations will not be processed.

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

Unofficial transcripts, schedules, and registration history can be accessed through the student's LMC WaveLink account. To request an official transcript, please use the Transcript Request form available through our website. 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 enrollment by the deadline. If a student does not follow the college's drop or withdrawal procedure, he/she will receive an 'E' grade on his/her college transcript.

Withdrawing from or failing college classes may cause a student to be ineligible for Federal Financial Aid after graduation.

Questions? Contact the Early College Office at earlycollege@lakemichigancollege.edu or 1-800-252-1562, ext. 8735.
Early College, Lake Michigan College, 2755 East Napier Avenue, Benton Harbor, MI 49022