

Early College Add/Drop/Withdraw Form

2019-2020

For LMC Office Use Only

Registered By:
 Initials/Date: _____

LMC ID# _____

Student Type: H M

Residency: A B M

Cohorts: Allegan Bangor
 Berrien 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)

High School/Tech. Ctr/Academy responsible for payment

Printed Name of Billing Authorizer

Signature of Billing Authorizer

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 will be used to communicate any changes to the requested course registrations below)	Today's Date:	Graduation Year:

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)	List Credits	List Contacts (Dual Enrollment only)	High School/Tech. Center: Review Sign to authorize that this student should be registered in the class listed.

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)	List Credits	List Contacts (Dual Enrollment only)	High School: Drop or Withdraw from course? <i>Please see Early College Calendar for Drop/Withdraw timelines</i>	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 for "self pay" courses not covered by the school district (to be registered on separate form).

Parent Signature: _____

Date: _____

Student: _____

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

- 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 on high school transcript as a minimum listed below.**

	E (English/Writing)	R (Reading)	M (Math)
ACT	English 18 Writing/Language 27	Reading 17	Math 18
SAT	Or 5's on <u>all</u> 3 Essay Scores (Reading, Analysis & Writing)	Reading 26	Math 23 Or Math Composite 460
ACCUPLACER Classic (Administered Prior to April 6, 2018)	WritePlacer 6	Reading 80 OR WritePlacer 6	Arithmetic 58
ACCUPLACER Next Generation (Administered after April 6, 2018)	WritePlacer 6 OR WritePlacer 5 <u>and</u> Sentence Skills 250	Reading 263 OR WritePlacer 6 OR WritePlacer 5 <u>and</u> Sentence Skills 250	Quant/Alg/Stats 237
Compass	Writing 78	Reading 78	Pre-Algebra 46
SENIORS ONLY (Class of 2020) High School GPA	3.5 Unweighted Cumulative GPA Or 2.75 Unweighted Cumulative GPA <u>and</u> meets R based on	3.5 Unweighted Cumulative GPA	N/A

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

- 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.
- 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.
- 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).
- 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, 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 Admissions Office at admissions@lakemichigancollege.edu or 269-927-8626.
Admissions, Lake Michigan College, 2755 East Napier Avenue, Benton Harbor, MI 49022