

Admission to the College

1. *Purpose*

Lansing Community College is an open-door community college designed to extend service to applicants possessing appropriate preparation to benefit from programs and courses offered at the college.

2. *Scope*

This procedure is relevant for all prospective students wishing to enroll in for-credit courses at Lansing Community College.

3. *Essential Information*

Determination and judgment of an individual's preparation and readiness to benefit from a course or program at Lansing Community College is the responsibility of the college's professional personnel. Admission to the college does not guarantee admission to a particular program or class.

First-time students can follow step-by-step instructions on the [LCC First-time College Student](#) webpage.

Persons who have completed the 8th grade by the first day of the semester and are enrolled in high school and are working to fulfill high school graduation requirements may be admitted to LCC under the High School Dual Enrollment Program. For information regarding this program, please go to the [High School Dual Enrollment](#) webpage.

High school graduates who are under the age of 18 will need to provide an additional form before they are able to enroll in classes. For information regarding the High School Graduate Under Age 18 approval form, please go to the [Not 18, but a High School Graduate?](#) page.

Transfer and Guest student applicants can find step-by-step instructions on the [LCC Transfer and Guest Student Checklist](#) page.

For information regarding international admissions, please visit the [International Admissions](#) webpage.

4. *Responsibilities*

The Registrar's Office - responsible for reviewing admissions applications and admitting students to the college.

5. Procedure

1. The prospective student will complete an admissions application.
2. The Admissions and Records Specialist will review applications and make a determination on approval or denial.
 - a. Note: Students who are coming from outside of the state will be required to verify their identity prior to registering for classes.
3. If approved, applicants will receive a letter and an email providing information regarding the next steps.
4. If denied, applicants will receive a letter and an email stating the reason for the denial and explaining the appeal process.



Lansing Community College - Standard Operating Procedure

SOP Name: Admissions to the College

SOP #: RO.013

Name of Committee: *Academic Procedure Advisory Committee*

Individual Responsible for SOP: *Registrar's Office*

Effective Date: Fall 2019

Initial Approval Date: October 4, 2019

Last Review/Update Date: October 4, 2019

Next Review Date: October, 2022

***Does this procedure support a Board Policy or a College Operating Policy? Yes**
If yes, identify: *College Operating Procedure*

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria? Yes**
If yes, identify: [2B, 4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.**