

Lansing Community College Catalog

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Registration Procedures

Each semester Lansing Community College provides the Course Schedule which identifies courses offered for that semester. This information includes general information on the dates, times, and location of registration. Students may register for classes according to assigned registration times which are published online before the start of each registration period.

Some courses require basic skills proficiency levels which must be met prior to enrollment. Students are strongly encouraged to arrange for orientation, testing, and advising prior to registration.

Online Learning

Online learning provides quality electronically-supported education that is flexible, convenient and accessible to students without the traditional restraints of time or location. Students who are independent, highly motivated learners may find online courses a good fit. Online courses are not self-paced and follow a regular semester schedule. However, online learning students can adapt study and participation requirements to personal, family, or work schedules.

Students access class information and turn in assignments from home or work and have a direct connection to online instructors and advisors to assist them with online course needs. An online course fee is applied to all Online Learning sections. See the current Course Schedule or visit the [eLearning website](#) for more information about programs and registration.

The majority of online courses at Lansing Community College require one or more proctored exams. Proctored exams require students to travel to Lansing Community College or an approved off-campus proctoring location and may require additional fees. Please check your syllabus or contact your instructor to determine if you will be required to test in a proctored environment. If you have any questions or concerns regarding proctor requests or off-campus

testing, please contact the Testing Services office at (517) 267-5503 or by email at lcc_online_testing@lcc.edu. You can also visit the [Testing Services website](#).

Tuition and Fees

Residency

I. Eligibility for Paying Resident Tuition

1. A student who is not covered by any type of visa and meets one of the following qualifications may be eligible to pay resident tuition.
2. The following applies to students under 18 years of age:
 - i. The student's parents or legal guardians have resided within the LCC district for at least four consecutive months immediately preceding the student's first day of classes.
 - ii. The student is married and has resided within the LCC district at least four consecutive months immediately preceding the student's first day of classes.
 - iii. The student is unmarried and is recognized as 'emancipated' (receives no financial support from parent or legal guardian) and has resided within the LCC district for at least four consecutive months immediately preceding the student's first day of classes.
 - iv. The student is enrolled under the provisions of Act 245, Public Acts of 1935, as amended by Act 371, Public Acts of 1965 (students receiving benefits under the Michigan Veterans' Trust Fund).
 - v. The student is an employee of a business or industrial firm within the LCC district, and the employer agrees in writing to pay directly to the College all tuition and fees of the sponsored student for employer-approved classes.
3. The following applies to students 18 years of age or older:
 - i. The student has resided within the LCC district at least four consecutive months immediately preceding the student's first day of classes.
 - ii. The student is an employee of a business or industrial firm within the LCC district, and the employer agrees to pay directly to the College all tuition and fees of the sponsored student for employer-approved classes.
 - iii. The student is enrolled under the provisions of Act 245, Public Acts of 1935, as amended by Act 371, Public Acts of 1965 (students receiving benefits under the Michigan Veterans' Trust Fund).

II. Proof of Residency

Lansing Community College verifies the residency status of each student each semester by mailings sent to the current residence the student has on file with the college. Residency status may be adjusted for those students whose mail is returned to the college. Students declaring for a change of status will be required to provide proof of residency. Lansing Community College reserves the right to make the final decision on residency eligibility.

Residency is based on where a student has resided for at least four consecutive months immediately preceding the student's first day of classes. The following documents are acceptable as proof of residency, providing that the four consecutive months immediately preceding the student's first day of classes for which residency is being sought is covered.

Acceptable Document List:

- Student's valid MI driver's license showing current address
- Student's valid MI State Identification Card showing current address
- Credit card bill in student's name showing current address
- Utility bill in student's name showing current address
- Mortgage, lease, rental or other housing agreement in student's name showing current address
- Student's pay stub or earnings showing current address
- Student's account statement from a financial institution showing current address
- Student's health insurance, auto insurance, renter's or home owners insurance policy showing current address
- Federal, tribal, state or local government documentation in student's name showing current address
- Student's current motor vehicle registration form showing current address
- Paid property tax statement

III. Residency Classification

1. In-District Students* - Students who provide proof of residency within the LCC district for at least four consecutive months immediately preceding the student's first day of classes are charged in-district tuition.
2. In-State Students* - Students who provide proof of residency within the State of Michigan, but outside the LCC district for at least four consecutive months immediately preceding the student's first day of classes are charged in-state tuition.
3. Out-of-State* - Students who provide proof of residency in a state other than Michigan for at least four consecutive months immediately preceding the student's first day of classes are charged out-of-state tuition.
4. International Students - Students who have been admitted to the United States in a temporary, nonresident status are charged international tuition. Individuals who have refugee, immigrant, or resident alien status are not international students.
5. Foreign nationals who are enrolling in Virtual College courses and reside outside the United States or are admitted to the United States in a temporary, nonresident status will be charged international tuition. U.S. Nationals who are enrolling in Virtual College courses and are outside the United States will be charged domestic tuition.

**International Students are not eligible for the in-district, in-state, or out-of-state residency classifications.*

IV. Residency Status for Military Personnel and Dependents

Residency is based on the location of the present domicile of the applicant with the four-month requirement waived if the applicant can provide any of the documents listed below. This waiver is extended to the dependents (spouse and children) of the person named on the Department of Defense 214 or 899 who reside at the same address.

1. Department of Defense 214, Separation from Active Duty Form, showing separation date within 120 days from the first day of the semester.
2. Department of Defense 899, Change of Station Form, showing the Lansing area as the duty station.
3. Department of Defense 899, Change of Station Form, showing a change of duty station for the head-of-household to an overseas destination or as the result of an emergency mobilization.

V. Declaring for a Change in Residency Status

1. If the student feels that his or her residency status is not correct, the student may furnish the required proof of residency and the residency status will be corrected.
2. After acceptance into the College as a in-state or out-of-state resident, a student who has resided in the College district for at least four consecutive months immediately preceding the student's first day of classes and furnishes the required proof of residency can have his or her residency status changed.
3. If a change of residency status is approved by the published deadline date and the student is eligible for a refund, the difference between the previous residency status and the new residency status shall be refunded.
4. Adjustments in tuition due to a change in residency are not retroactive to previous semesters.

VI. Nonresident Owners of In-District Property

Nonresident students or their guardians owning property in the LCC district will receive credit once a year for property taxes paid in support of the College by himself or herself or his or her guardian. The taxes paid must be in support of the current academic year and the credit cannot exceed the differential between resident and nonresident tuition rates for the current academic year. To obtain this credit, the student must provide the Registrar's Office with the paid property tax receipt.

Payment of Tuition and Fees*

All students attending Lansing Community College must pay tuition and fees at the time of registration or by the published payment deadline. Failure to pay will result in an outstanding balance hold on your account. Failure to pay will result in your account being referred to a collection agency and credit bureau.

Note: Students with holds on their accounts must pay with secured funds, cashier check, money order, cash or credit card if they want the hold immediately removed.

The most current tuition and fees information is located at the [Tuition and Fees webpage](#).

**Tuition and fees are subject to change through the action of the board of trustees.*

Tuition and Fee Refund Policy

It shall be the College policy to refund tuition and fees according to the following, except where superseded by law, to a student who properly withdraws from a class.

Refunds

A student who properly withdraws from a class in accordance to the below schedule will be entitled to all or a portion of tuition and fee refund based upon the date of withdrawal. Refunds do not include non-refundable course fees or the registration fee. The first scheduled day of class is the first calendar day for purposes of this policy. Refunds are also based on when in the term the class begins and varies from class to class based on the first day for which the class meets. For specific dates, please visit the [Important Dates and Procedures webpage](#).

The student is responsible for withdrawing from a class. For more details on how to withdrawal from a class, you may call (517) 483-1200, visit the StarZone located in the Gannon Building or login into Banner.

Classes Canceled By College Administrative Action

In the event a class is canceled as a result of College administrative action, students in such class will receive 100% tuition and fee refund. Exceptions:

- non-refundable course fees are subject to refund only after verification of services/materials not received by student
- registrations fees are not refundable

Withdrawal For Military Students

Upon presentation to the college of deployment or extended training orders, students who are on military status and must withdraw from a course or from courses shall receive a 100% refund of tuition and refundable fees. The refund will be based on the form of payment method used by the student (cash, scholarship, tuition assistance, and the like). Students who experience a military withdrawal will not have the course or courses listed on their academic transcript.

Students who are on military status and who are receiving financial aid should be aware that withdrawing from a course or courses could impact their financial aid status. They are therefore strongly encouraged to consult with the LCC Financial Aid office as well as the LCC Veteran and Military Affairs office. Students who are on military status and receiving veteran benefits should be aware of the following:

1. LCC will be responsible for sending the refunded payment to the VA on behalf of the student for Chapter 33 or Chapter 30 benefits.
2. BAH payments for Chapter 33 or Chapter 30 will be stopped as of the drop date and the student may not be responsible for repaying BAH.
3. Chapter 1606 students will not be effected by this policy due to the payment of a monthly stipend only.

Withdrawal - Special Circumstances

Students who withdraw from a class after the refund period due to an emergency situation or an unexpected event may be considered for a refund of tuition and refundable fees based on the Lansing Community College Administrative Appeals process. However, if the student is receiving financial aid, a refund may not be issued due to Federal regulatory requirements.

Requests for a refund due to special circumstances must be submitted via the Student Dispute of Administrative Withdrawal from Class form on the [LCC Dispute Information webpage](#). Process.

Student Credit Requirements

Student credit requirements for Fall, Spring and Summer semesters are as follows:

Enrollment Status	Credits
Full-time enrollment	12 credits
Three-quarters enrollment	9 credits
One-half enrollment	6 credits

Canceled Classes

The College reserves the right to cancel classes which do not have sufficient enrollment. Students enrolled in classes that are canceled will have the opportunity to add another class or receive a refund.

Schedule Changes

During the schedule change period, and in accordance with procedures specified in the Course Schedule, a student may make changes in his or her schedule. A student may withdraw from a course before the end of the second week of the semester without academic penalty. Drops will not be processed after the deadlines published in the Course Schedule.

Schedule changes involve the following procedures which must be completely carried out by the student so that the student's records in the Registrar's Office may be accurately maintained:

1. Pick up a Registration Form during the registration process or in the Registrar's Office.

2. Fill out the form completely with information requested.
3. Return the form to the registration assistant or to the Registrar's Office for proper recording. Do not leave until processing of the form has been completed and a copy has been received.

Auditing Courses

A student who registers as an audit attends class regularly but does not take the final examination, does not receive an achievement grade, and does not receive credit for the course. Students wishing to audit must meet all prerequisites required for the course and indicate their intention to audit at the time they register for the course. Audited courses cannot be applied toward a degree or certificate and cannot be used to meet prerequisites.

The College allows students to change from credit to audit or from audit to credit by the end of the second week for 16-week classes (and other equivalent dates as specified for variable length courses). Students electing to change from audit to credit are responsible for having course work up to date at the time the change is made and must have instructor approval after the first week of the semester. Changes from credit to audit through the end of the second week for 16-week courses (and other equivalent dates as specified for variable length courses) do not require instructor approval. In addition, students should be aware that exercising this option may have an impact on their financial assistance or on student employment at the College. Any student balance due created by a change in total number of enrolled credits or change of course(s) to audit status must be paid by the student. Changes in audit or credit status must be requested by the student through the Registrar's Office.

Course Withdrawal Procedure

See the [Course Withdrawal Standard Operating Procedure](#)

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