How to Complete an Admissions, Registration & Records Dynamic Form

All of our Dynamic Forms require logging in for completion. Go to http://www.internal.lcc.edu and sign into your MyLCC account.

If you need assistance logging in, please contact the Help Desk as 517-483-5221.

Once logged in, open a new tab and go to https://www.internal.lcc.edu/registrar/forms/. This will show you the list of forms from the Registrar’s Office.

Click the name of the form you would like to complete. NOTE: Not all forms will be Dynamic, and therefore cannot be completed online.

When you click a Dynamic Form, it will open the electronic form to complete.

Your First and Last Name, Student Number, and Username will auto-populate, as you are logged in.
A majority of the form you will need to type in, select statements, or upload documents yourself.

NOTE: If you do not have any active phone numbers, you can input all 9's in the phone number field to continue.

Example:

Click Next to continue. NOTE: A few forms will allow you to Save Progress, so you can collect necessary documentation and return later.

Before submitting, you will need to type your name to sign then complete the reCAPTCHA.

**Electronic Signature**

Please read the Disclosure/Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

- **Any**
- **Person**

![reCAPTCHA](image)
Click Sign Electronically to submit.

You will receive an email, to your LCC student account, stating the form has been received.

At any time, you can check on your Pending or Past Forms, as well as continue any drafts. When logged into MyLCC, go to the School tab. Under Student eToolbox, click Dynamic Forms.

This will take you to a Dynamic Forms menu. Click either Pending/Draft Forms or Forms History to view.

Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History.
If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!