Welcome Family & Friends!

Thank you for supporting your student’s choice to attend Lansing Community College. Transitioning to college life can be filled with excitement and uncertainty, for both parents and students. Our campus offers an array of resources to promote student success and keep you informed.

We chose the topics most relevant to you and organized them into sections:

- Paying for College
- Differences between HS & College
- College Terminology
- FERPA
- Campus Resources

This newsletter also references important deadline dates. Please use this as a guide for future semesters. Should you have any questions or need additional assistance, contact us at (517) 483-1957. You may also access online help at [http://www.lcc.edu/orientation](http://www.lcc.edu/orientation).

Welcome to Lansing Community College and Thank You for your support!
College Terminology

Associate Degree: Requires a minimum of 60 degree applicable units. LCC offers associate degrees in the areas of Science, Arts, Business, and General Studies.

Billing Hour: Represents an amount of time that a student spends in direct contact with an instructor or laboratory equipment.

Credit Hour: Represents an instructional unit that may be awarded on a student’s academic transcript after successful completion of a course.

Full-time or Part-time Enrollment: A full time student is enrolled in 12 or more credits hours per semester. A part time student is enrolled in less than 12 credits hours per semester.

Hybrid Class: Part of this class will meet in person on set dates and times; part of this class will be taught online.

Prerequisite: A requirement that must be satisfied before enrolling in a particular course; usually a prior course or placement test score.

Transcript: the official academic record for each student that can only be obtained through the Registrar’s office. Students may print an unofficial transcript through Banner.

Withdrawal: Students can withdraw from a course after the drop/add period and receive a ‘W’ on their transcript. Students should speak with their course instructor as well as the Financial Aid office, to make an informed decision.

Most classes in the fall and spring semesters are 16 weeks

Summer classes are usually 6-8 weeks

Plan Ahead!
Students should make an appt with their academic advisor approximately 8 weeks before registration of the following semester.

Dates to Remember

Nov 1       Online Orientation begins
Nov 29      Priority FAFSA due*
Nov 22      Freshman registration begins
Dec 13      Priority FA Documents due*
Dec 28      Admissions deadline
Jan 3       Orientation deadline
Jan 7       FA Book Advance
Jan 9       Registration deadline
Jan 13      First day of semester
Jan 19      End of 100% refund
Jan 26      End of 50% refund
Mar 3-9     Spring Break – No classes
May 12      Last day of semester

*Submitting your information by this date will ensure that your financial aid is processed in a timely manner.

“it is not in the stars to hold our destiny but in ourselves”
Campus Resources

LCC Library: Located in the TLC building, the library provides professional research assistance and access to current information sources. The library is available in person and online. (517) 483-1657 or www.lcc.edu/library.

Tutoring Services: Provides individual and small group instruction in many courses. Special topic workshops offered each month. (517) 483-1206 or online at www.lcc.edu/tutorial.

Disability Support Services: Located in the Gannon building, provides classroom accommodations to students with documented disabilities. For eligibility requirements contact this office at (517) 483-1924 or visit www.lcc.edu/odss.

Counseling: All students are eligible to receive free, personal and confidential assistance in dealing with life controlling issues. Students can make an appointment with a counselor at (517) 483-1924 or visit this office, located in the Gannon building, room 204.

Career & Employment Services: Career and employment advising opportunities are accessible by calling (517) 483-1172 or visiting the Gannon building, room 218.

Residency plays an important role in a student’s tuition. Visit www.lcc.edu/schedule/residency to learn more!

Paying for College

Funding your college education can seem like learning a new language. Here are a few simple guidelines to help you and your student make informed choices and plan for the future.

Apply early: Once your student has completed the FAFSA application, packaging aid can take up to 6 weeks or longer. In addition, you must file your FAFSA each school year to be considered for any type of aid (grants, loans, or work study). Be sure you are aware of the filing and document deadlines. Late submissions may result in delayed awards.

Apply for Scholarships: Most students tend to think that they have to be a super star athlete or straight ‘A’ student to be eligible for a scholarship. Not true! Lansing Community College awards hundreds of dollars in scholarship money to students through the LCC Foundation Office. The criteria vary, but some awards may be merit, talent, or degree of study based. Applications are accepted annually and more information may be found at http://www.lcc.edu/scholarships/application/.

Encourage: your student to check their email often! The Financial Aid Office will communicate through to your student directly through their LCC email account when an action step is required. Not responding to these requests may result in a delayed award.

“COMING TOGETHER IS A BEGINNING, KEEPING TOGETHER IS PROGRESS, WORKING TOGETHER IS SUCCESS”
FERPA

What is FERPA and why is it important? FERPA stands for Family Educational Rights and Privacy Act. This is a federal law that protects the privacy and rights of college students. College faculty and staff may not provide information, e.g. attendance, grades, financial status, academic progress, to anyone other than the student without written consent. This protects the student from illegal disclosure of information, bias, or prejudice. Information release forms are available at the Enrollment Services office and must be completed by the student.

The key to a successful college transition between parents and students is communication. If you want to know more about your student’s finances, what kind of grades they are getting, or their class schedule, ask!

For more detailed information about FERPA visit http://www.lcc.edu/schedule/student-rights.

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<tr>
<th>High School</th>
<th>Vs</th>
<th>College</th>
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<tbody>
<tr>
<td>Your classes are arranged for you</td>
<td>You arrange your schedule</td>
<td>You manage your time</td>
</tr>
<tr>
<td>Your time is structured by others</td>
<td>You manage your time</td>
<td>Professors often lecture nonstop &amp; expect attendance</td>
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<tr>
<td>Teachers provide reminders &amp; monitor class attendance</td>
<td>Textbooks can be expensive</td>
<td>Study time should be 2-3 hours for each hour of class</td>
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<tr>
<td>Textbooks are provided at little or no expense</td>
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<td>Extra credit options are not used to raise a grade</td>
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<tr>
<td>Study time may be as little as 1-3 hours per week, per class</td>
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<td>Exam review sessions are rarely offered</td>
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<tr>
<td>Extra credit options are often available</td>
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<td>Grad reqs are complex/vary based on field of study</td>
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<tr>
<td>Review sessions often conducted before an exam</td>
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<td>Year is divided into two separate 16 week semesters</td>
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<td>Guidance provided for graduation requirements</td>
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<td>School year is 36 weeks long</td>
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