

DUAL CREDIT GUIDELINES



Thanks for your interest in dual credit courses! Below you'll find all the steps you need to take to enroll in LMC's dual credit courses at your high school or tech center.

- 1. REVIEW YOUR ACT/SAT SCORES.** You'll need to send us your scores when you register for class. Don't have scores? Take the ACCUPLACER® assessment at one of our campuses. Visit the assessment page at lakemichigancollege.edu/assessment for details.
- 2. CHECK YOUR COURSE PREREQUISITES.** For some classes, you'll need to meet our Math(M), English(E), or Reading(R) scores. Please check your classes for prerequisites, then compare your test scores to the table below. Some courses may require higher math scores than those listed on the table. Please check the course handout for details.

QUALIFYING MINIMUM TEST SCORES

	E (English/Writing)	R (Reading)	M (Math)
ACT	English 18	Reading 17	Math 18
SAT	Writing Test Score 27	Reading Test Score 26	Math Test Score 24
ACCUPLACER®	WritePlacer 6+ Reading 80	Reading 80	Arithmetic 58
COMPASS	Writing 78	Reading 78	Pre-Algebra 46

- 3. Discuss billing arrangements with your high school or tech center.** Please talk with your high school or tech center office to discuss payment policies. For high school payments, a billing authorization signature is required to bill for tuition and fees. Registrations will not be accepted or processed without a billing authorization signature or other form of payment at time of registration.
- 4. Complete the Early College registration form.** Attach your test scores. The registration form must be signed by you, your parent/guardian, and the school district. Also, make sure the course registration number (CRN), and course information is complete before turning in the form to your school or tech center office by the registration deadline.
- 5. Confirm registration through Wavelink.** Once your form has been processed, you'll be able to view your schedule through your LMC Wavelink account. Processing can take time, but if you don't see your schedule within one week, feel free to contact us. To access Wavelink, click on **myLMC** in the upper right area at lakemichigancollege.edu, then click on the Wavelink icon.
- 6. If you need to drop or withdraw.** Sometimes, students need to drop or withdraw from class. If you need to do so, please talk with your counselor first, and then submit an Early College Drop/Add/Withdraw form. This form is available at your high school or tech center and must be submitted by LMC's drop/add/withdraw deadline to avoid receiving an 'E' on your college transcript. Withdrawing or failing college classes may cause you to be ineligible for federal financial aid once you graduate high school.
- 7. If you need college transcripts.** Your college courses will be added to your college transcripts. Please use the Purchase an Official Transcript link in Wavelink to order and pay for official college transcripts. Unofficial transcripts, schedules, and registration history are also available in Wavelink.

Questions? Contact the Early College Office at earlycollege@lakemichigancollege.edu or (800) 252-1562 ext. 8735.

CAMPUSES

Napier Avenue
2755 E. Napier Avenue
Benton Harbor, MI 49022

Bertrand Crossing
1905 Foundation Drive
Niles, MI 49120

South Haven
125 Veterans Boulevard
South Haven, MI 49090

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lakemichigancollege.edu

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LMC EARLY COLLEGE

IMPORTANT DATES & DEADLINES

2016-2017



Semester - Dual (Direct) Credit Classes

(held at HS or tech center, not LMC instructor)

FALL 2016 COURSES - SEMESTERS

September 29 — Fall Dual Credit Registrations Due

October 24 — Last day to drop with 100% refund

November 28 — Last day to withdraw with a guaranteed "W"

SPRING 2017 COURSES – SEMESTERS

March 6, 2017 — Spring Dual Credit Registrations Due

March 27 — Last day to drop with 100% refund

April 17 — Last day to withdraw with a guaranteed "W"

Trimester - Dual (Direct) Credit Classes

(held at HS or tech center, not LMC instructor)

FALL 2016 1ST TRIMESTER COURSES

September 29 — Fall Dual Credit Registrations Due

October 24 — Last day to drop 1st trimester courses with 100% refund

November 28 — Last day to withdraw with a guaranteed "W"

SPRING 2017 3RD TRIMESTER COURSES

April 11, 2017 — 3rd Trimester Dual Credit Registrations Due

April 17 — Last day to drop 3rd trimester courses with 100% refund

May 6 — Last day to withdraw with a guaranteed "W" 3rd trimester courses

SPRING 2017 2ND TRIMESTER COURSE

February 2, 2017 — 2nd Trimester Dual Credit Registrations Due

February 23 — Last day to drop 2nd trimester courses with 100% refund

March 6 — Last day to withdraw with a guaranteed "W" 2nd trimester courses

How to Set Up Your Wavelink Account

(Wavelink access will be available once your registration is processed)

1. Log on: to lakemichigancollege.edu.
2. Top of the page select "**myLMC**," then click WaveLink icon.
3. Click the "First Time User Setup" link.
4. Enter **at least two** of the following:
 - 8-Digit LMC ID
 - SSN (no dashes)
 - Date of Birth (MM/DD/YY)
5. Click "Submit" and your account information should appear. If it does, click "yes." If it does not, repeat step 4.
6. After you click "yes," your WaveLink username will appear. Write it down somewhere safe.
7. Create a password and security question, then click "done."
8. You will return to the main screen. In the WaveLink login box, enter your new username and password.
9. If you have trouble logging on to Wavelink, please contact the LMC IT Helpdesk at Ithelpdesk@lakemichigancollege.edu or (269) 927-8189.

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