

# Early College Registration & Authorization Form

## 2018-2019

**For LMC Office Use Only**

Registered By: \_\_\_\_\_  
 Initials/Date: \_\_\_\_\_

LMC ID# \_\_\_\_\_

Student Type:  H  M  
 Residency:  A  B  M  
 Cohorts:  Allegan  Bangor  
 Berrien  Van Buren

**For High School Use Only- signature authorizes registration, payment in full, and release if necessary from the high school for ALL courses listed on the registration form (please use separate self-pay form for courses being paid directly by the student)**

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High School/Tech. Ctr/Academy responsible for payment

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Printed Name of Billing Authorizer

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Signature of Billing Authorizer

**Please Complete the Form Below in BLACK or BLUE Ink Only**

Student Full Legal Name: (First, Middle, Last) (Ex: Rebecca not Becky)		Date of Birth:	Gender at Birth: <input type="checkbox"/> Male <input type="checkbox"/> Female
Permanent Address (Where you live):		High School:	Student Identified Gender:
City / State / Zip:		Graduation Year:	Student Phone #: <input type="checkbox"/> Cell <input type="checkbox"/> Other
E-mail: (Provided email will be used to communicate any changes to the requested course registrations below)			SS# (Required for first time registration) - -
Are you a member of an early/middle college program (5 <sup>th</sup> year)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you interested in attending Lake Michigan College after high school graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	
Citizenship: -Check one only- <input type="checkbox"/> US Citizen <input type="checkbox"/> Non-Citizen (Documentation may be required)		Ethnic/Racial Information:	
If not a US Citizen, please answer the following: Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Country- _____ Current Visa Type- _____		Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No Race: (Check one or more) <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Pacific Islander	

Student: List the CRN 5-digit # **required**	Student: List the Subject & Course # (ex: BUSA 100)	Student: List Schedule (M-F 8:30-10:00)	List Credit Hours	List Billing Hours	Instructor Authorizations (registration permission/ special approvals)

**PARENT:** I have read and understand the guidelines on the back of this form. I give permission for my student to participate in the Early College Program at Lake Michigan College. I understand I am responsible for all tuition and fees for "self pay" courses not covered by the school district (to be registered on separate form).

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STUDENT:** I have read and understand the guidelines on the back of this form. I give permission to my high school to release my transcript and test scores to Lake Michigan College. I also give Lake Michigan College permission to release Academic Information (including but not limited to Grades, Enrollment level, Course Selection, Attendance) and Student Account Information (Account charges/balances, billing, payments) to my high school.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# EARLY COLLEGE GUIDELINES

**Please read BEFORE signing the front of this form**

- Check prerequisites for the courses you wish to take and submit acceptable ACT, SAT, Compass, or AccuPlacer scores with your registration form.**

**\*Not all classes will require all three subject areas, and some courses require no scores at all.**

If the prerequisites list E, M, or R you must meet our college level English (E), Reading (R) and/or \*Math (M) proficiencies. Assessment scores should be submitted to meet these proficiencies. Please check prerequisite descriptions for each class. Proof of acceptable scores which must be received on an official score report or official high school transcript are required for processing. Please review the chart below for acceptable **minimum** test scores. \*Some courses require higher level math courses or higher test scores may be required beyond the minimums listed here.

	<b>E (English/Writing)</b>	<b>R (Reading)</b>	<b>M (Math)</b>
ACT	English 18	Reading 17	Math 18
SAT	Writing/Language 27	Reading 26	Math 23
	<b>Or</b> 5's on <u>all</u> 3 Essay Scores (Reading, Analysis & Writing)		<b>Or</b> Math Composite 460
ACCUPLACER Classic (Administered Prior to April 6, 2018)	WritePlacer 6	Reading 80 <b>OR</b> WritePlacer 6	Arithmetic 58
ACCUPLACER Next Generation (Administered after April 6, 2018)	WritePlacer 6 <b>OR</b> WritePlacer 5 <u>and</u> Sentence Skills 250	Reading 263 <b>OR</b> WritePlacer 6 <b>OR</b> WritePlacer 5 <u>and</u> Sentence Skills 250	Quant/Alg/Stats 237
Compass	Writing 78	Reading 78	Pre-Algebra 46
<b><u>SENIORS ONLY</u></b> <b>(Class of 2019)</b> High School GPA	3.5 Unweighted Cumulative GPA <b>Or</b> 2.75 Unweighted Cumulative GPA <u>and</u> meets R based on ACT/SAT or ACCUPLACER	3.5 Unweighted Cumulative GPA	N/A

- Discuss billing arrangements with your High School or Tech Center.**

Please speak with your High School Guidance Counselor or Tech Center Office to discuss payment policies. For high school payments, a billing authorization signature is required to bill for tuition and fees; the school will be billed in full for all course registrations. A separate form is required for 100% student/parent paid courses. Payment in the form of a check or money order must be attached in full at the time of registration. Partial payments are not accepted by the college for early college registrations.

- **High School Pay-Billing** Authorization required.
- **Student/Self Payment**-Separate self-pay form and payment required at the time of registration.

- Complete the Early College registration form.**

Registrations **MUST** be signed by the student, parent, and school district. Incomplete registrations will not be processed. Correction requests will be directed to the student's email on the front of this form.

- Classes taken for college credit will be recorded on a permanent college transcript.**

Unofficial transcripts, official transcript requests, schedules, and registration history can be accessed through the student's LMC WaveLink account. There is a fee associated with sending official transcripts. Please note that you will not receive college credit for a course unless you register (even if you sit through the course).

- Drop / Withdrawal Procedure.**

The official Early College Drop/Add/Withdraw Form must be completed and submitted to the Early College Office at Lake Michigan College for a class to be dropped or withdrawn from by the deadline. If a student does not follow the college's drop or withdrawal procedure, he/she will receive an 'E' grade on his/her college transcript. **Withdrawing from or failing college classes may cause a student to be ineligible for Federal Financial Aid after graduation.**

Questions? Contact the Admissions Office at [admissions@lakemichigancollege.edu](mailto:admissions@lakemichigancollege.edu) or 269-927-8626.  
Admissions, Lake Michigan College, 2755 East Napier Avenue, Benton Harbor, MI 49022