

Pre-College Admission & Registration Form

TECH PREP
Tech Prep
208.792.2418
208.792.2568 fax

DUAL CREDIT
New Student Recruitment
208.792-2378
208.792.2761 fax

Office Use Only
ID# _____
S A N

Students applying for Lewis-Clark State Dual Credit/Tech Prep courses must complete this application and registration form for each semester they wish to participate. This form must be approved by the appropriate official(s) at the high school before being submitted to LCSC. If registering for more than 7 credits, contact New Student Recruitment at 208.792.2378. Incomplete applications will not be processed.

Name: _____				Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year _____	
Legal Last	Legal First	Middle	Preferred		
Mailing Address: _____				Phone: _____	
Address and/ or PO Box				Home () _____	
City				Cell () _____	
State					
Zip					
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female				Ethnicity (optional): Are you Hispanic or of Spanish origin? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Race (select one or more): <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> White <input type="checkbox"/> Black/African American				Social Security Number (required): _____	
<input type="checkbox"/> Hawaiian/Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> International				_____	
Citizenship: <input type="checkbox"/> U.S. <input type="checkbox"/> Other, if "other" continue.			Current Grade Level: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
Resident Alien: <input type="checkbox"/> Yes <input type="checkbox"/> No			Anticipated Graduation Date _____		
If "Yes" please attach copy of Resident Alien Card.			Date of Birth (required): MM/DD/YYYY		
If "No" what type of Visa do you hold? _____			/ /		
Email: _____					

Dept <small>Example:</small> CHEM	Cat # 111	Section HSL1	Title Prin/Chemistry 1	High school faculty signature required for each course if student does not meet the minimum age requirement. (See below)	Credits 4

Office Use Only Date of Registration _____ Registrar's Initials _____	Office Use Only LCSC Advisor: _____ Date: _____
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For High School Counselor to Complete:

I certify the above student is at least 16 years of age by the 10th day of LCSC's term **OR** has completed half of his/her high school graduation requirements **OR** is at least 15 for Dual Credit courses, 14 or 15 for Tech Prep courses **AND** has obtained required high school faculty signatures. I certify the students readiness to take college courses. I understand it is the responsibility of the high school, not Lewis-Clark State College, to apply the above classes toward high school graduation requirements.

High School Name (do not abbreviate): _____
High School Counselor's Signature: _____ Date: _____

For Student and Parent/Guardian to Complete:

I have read the information regarding Dual Credit/Tech Prep at LCSC and understand the conditions of enrollment and the expectations of participation in either program:

- I am responsible for paying any and all dual credit fees when due.** Students taking classes at the high school will pay \$65 per credit, students taking classes on LCSC's campus will receive a discounted rate, students taking classes online will pay regular part-time fees.
- For classes taken at the high school, payment is due by the last business day of September for fall classes; by the last business day of February for spring classes. Refunds have the same deadlines. On campus and distance learning courses follow institutional deadlines and refunds. Fall/spring fee payment deadlines are the 5th day of the semester.
- If fees are not paid in full by the payment deadline, a \$100 late fee will be applied **OR** the class schedule may be cancelled. Payment/refund information excludes Tech Prep.
- The grades I earn will become part of my permanent college record. If I drop a dual credit class, I must withdraw from the class by filling out the add/drop form at LCSC (www.lcsc.edu/registrar/Forms/Add%20Drop%20Form.pdf). A "W" will be recorded on my college transcript. If I drop a Tech Prep class, I must have my instructor fill out a Tech Prep withdrawal form that can be found at (www.lcsc.edu/techprep/grades.htm). A "W" will be recorded on my college transcript.
- I hereby give permission for Lewis-Clark State College to release college grades to the high school and if applicable to the Idaho Tech Prep program.
- Credit transfer is determined by the receiving institution.
- I must be 16 years of age by the 10th day of LCSC's term **OR** have successfully completed one-half of my high school graduation requirements. Students under 16 years of age must receive special permission (see high school counselor signature section).
- Some classes require the completion of two semesters to earn college credit. A decision not to complete both semesters will require the student to officially drop or withdraw from class(es) at LCSC. As a result of dropping the class(es), the student will have a permanent transcript showing a grade of "W" (withdrawn) for the dropped class(es). Tech Prep requires students to pass with a "B-" or better. Students not meeting this requirement will receive an "NC" (No Credit).
- By enrolling in Tech Prep eligible courses, I will be recognized in the Idaho Tech Prep program.
- Please note that multiple dual credit and/or Tech Prep grades of "NC, W, F, or K" can affect a student's Satisfactory Academic Progress (SAP). SAP is a condition of receiving financial aid as a full-time college student. Please go to www.lcsc.edu/orientation/online/financial/sap.htm for more information.

Student Signature: _____ Date: _____
Parent/Guardian Signature: _____ Date: _____

Area Code Phone (required)