PLEASE KEEP FOR YOUR RECORDS

1. **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.

2. For classes taken at the high school, payment is due by October 4 for fall classes; by March 7 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.

3. 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.

4. 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 http://www.lcsc.edu/media/187891/AddDropForm.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 http://www.lcsc.edu/techprep/high-school-faculty/grading-process-withdrawals/. A “W” will be recorded on my college transcript.

5. 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.

6. Credit transfer is determined by the receiving institution.

7. 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 on registration form).

8. 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 As a result of dropping the class(es), the student will have a permanent transcript showing a grade of “W” (withdrawn) for the dropped class(es).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).

9. By enrolling in Tech Prep eligible courses, I will be recognized in the Idaho Tech Prep program.

10. 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 http://www.lcsc.edu/financialaid/satisfactory-academic-progress-policy/ for more information.

   The student and parent’s signature on the attached Registration form signifies they have read and understand these policies.
Pre-College
Admission & Registration Form

Students applying for Lewis-Clark State Dual Credit courses offered at their high school 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, and payment for Dual Credit must be received by the payment deadline.

Name: ____________________________
Legal Last       Legal First    Middle    Preferred
__________________________  __________________________  ______________________
Semester: ____________________________
☐ Fall  ☐ Spring  ☐ Summer  Year_______
Mailing Address: ____________________________
Address
and
/or
PO Box  City  State  Zip
__________________________  ____________________________  ____________________________  ____________________________
Gender: ☐ Male  ☐ Female  ☐ Other, if “other” continue.
Ethnicity (optional): Are you Hispanic or of Spanish origin? ☐ Yes  ☐ No
Race (select one or more): ☐ American Indian/Alaska Native  ☐ Black/African American  ☐ Hawaiian/Other Pacific Islander  ☐ White  ☐ Asian  ☐ International
Citizenship: ☐ U.S.  ☐ Other, if “other” continue.
Resident Alien: ☐ Yes  ☐ No  ☐ Other, if “other” continue.
If “Yes,” please attach copy of Resident Alien Card. If “No,” what type of Visa do you hold? ____________
Current Grade Level: ☐ 9 ☐ 10 ☐ 11 ☐ 12
Anticipated Graduation Date
__________________________  ____________________________
Date of Birth (required): MM/DD/YYYY
__________________________  ____________________________  ____________________________
Email: ____________________________

Example: CHEM  Course  Section  Title  Credits
CHEM 111  HSL1  Principles of Chemistry 1  4

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 student’s readiness to take college courses. I understand it is the responsibility of the high school, not Lewis-Clark State, to apply the above classes toward high school graduation requirements.
High School Name (do NOT abbreviate) ______________________________________________________________________________
High School Counselor’s Signature _______________________________________________________________________  Date: ______________

Privacy Laws of Educational Records: Information Release
Lewis-Clark State College is required by the Family Educational Rights and Privacy Act (FERPA) to keep student records confidential. Without your express permission, we cannot share your student records with anyone but you (or appropriate college employees, high school counselors, or dual credit instructors). By signing below you are allowing LCSC to disclose your academic and financial records to the parent/guardian(s) noted below. Without your signature, your parents cannot contact the college on your behalf. For more information: http://www.lcsc.edu/registrar/data-privacy/.

For Student and Parent/Guardian to Complete:
I have read the information page regarding Dual Credit/Tech Prep at LCSC and understand the conditions of enrollment and the expectations of participation in either program. By enrolling in Tech Prep eligible courses, I will be recognized in the Idaho Tech Prep program. I have also read and understand the FERPA statement above.
Student Signature: ____________________________  Date: ______________  Parent’s Phone #: ____________________________
Parent/Guardian Name (print) ____________________________  Signature: ____________________________

Date of Registration: ____________________________  Registrar’s Initials: ____________________________  LCSC Advisor: ____________________________  Date: ____________________________