



# DUAL CREDIT REGISTRATION FORM

Registration Deadline: \_\_\_\_\_

Payment Deadline: \_\_\_\_\_

## REQUIRED STUDENT INFORMATION

**Attention IDAHO Students:**  
Make sure you are in the Advanced Opportunities Portal for the classes listed below.

Term Applying For: FALL  SPRING  SUMMER  Year: \_\_\_\_\_

LEGAL LAST NAME	LEGAL FIRST NAME	MIDDLE NAME	PREFERRED
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<b>SOCIAL SECURITY NUMBER (Required)</b>	<b>DATE OF BIRTH (Required)</b> Mo/Day/Year	GENDER M <input type="checkbox"/> F <input type="checkbox"/>
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MAILING ADDRESS	CITY	STATE	ZIP
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EMAIL	CONTACT PHONE NUMBER
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<b>ETHNICITY (OPTIONAL)</b> ARE YOU HISPANIC? <input type="checkbox"/> YES <input type="checkbox"/> NO SELECT ONE OR MORE OF THE FOLLOWING RACES <input type="checkbox"/> AMERICAN INDIAN/ALASKAN NATIVE <input type="checkbox"/> WHITE <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> BLACK/AFRICAN AMERICAN <input type="checkbox"/> HAWAIIAN/OTHER PACIFIC ISLANDER <input type="checkbox"/> ASIAN	<b>U.S. CITIZENSHIP</b> <input type="checkbox"/> U.S. <input type="checkbox"/> OTHER if other continue  <b>RESIDENT ALIEN?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes: Please attach a copy of Resident Alien card</i> <i>If no: What type of VISA do you hold? _____</i>	<b>HIGH SCHOOL/ INSTITUTE</b>  <b>GRADUATION YEAR</b>	<b>POTENTIAL CAREER PATH</b>
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COURSE #	SECTION	TITLE	CREDITS	TOTAL \$ Cost for Class
EXAMPLE: BIO 111	HSDL7	Principles of Biology	4	

### SIGNATURES

*I understand the information provided on the back of this form (including FERPA) and that these courses will be recorded on my college and high school transcripts and that I am responsible for submitting payment by the deadline. Progress and attendance at LCSC on-campus courses are the student's responsibility. Performance in these courses may affect graduation in the high school as well as use of Advanced Opportunities funding, or future financial aid.*

_____	_____	_____
Student Name (please print clearly)	Student Signature	Date
_____	_____	_____
Guardian/Appointee Name	Guardian/Appointee Signature	Date
_____	_____	_____
Guardian/Appointee Relationship	Guardian/Appointee Phone Number	
_____	_____	
Counselor Name (please print clearly)	Counselor Phone Number	Counselor Email (please print clearly)
_____	_____	_____

### Send Forms to Early College Programs

Upload forms to: <https://lcsc.leapfile.net/> • Fax forms to: 208-792-2052

Contact Early College Programs: Email: [dualcredit@lcsc.edu](mailto:dualcredit@lcsc.edu) • Phone: 208-792-2280 • [www.lcsc.edu/early-college-programs](http://www.lcsc.edu/early-college-programs)

## IMPORTANT DUAL CREDIT INFORMATION

- Students are responsible for paying all Dual Credit fees before the Lewis-Clark State College payment deadlines.**
  - Idaho students taking Dual Credit courses will pay \$75 per credit.
  - Washington students taking Dual Credit courses will pay 25% of the part-time per credit rate. (These fees may change each year.)
  - The student is also responsible for all course fees and textbooks.

**WAYS TO PAY:**      **Visit [www.lcsc.edu/student-accounts/payment-options](http://www.lcsc.edu/student-accounts/payment-options) for more information.**

  - **Mail:**      **Lewis-Clark State College Student Accounts, 500 8th Avenue, Lewiston, ID 83501**
  - **Online:**    **Log into WarriorWeb. Click Student Accounts and “Make a Payment”**
  - **Phone:**    **Call (208) 792-2790 to pay by debit or credit card.**
    - **American Express, Discover, MasterCard, VISA or E-check payments accepted.**
    - **A non-refundable service fee will be assessed, in addition to any balance paid with this method.**
2. If fees are not paid in full by the payment deadline your class schedule will be canceled. If classes are canceled for non-payment, a \$100 reinstatement fee will apply. Contact your counselor for further details.
3. Payment of fees does not guarantee receipt of college credit. An official LCSC transcript with a passing grade equates to college credit at our institution, but does not guarantee that the credit will be accepted at other institutions. **It is the student’s responsibility to check with the receiving institution to verify that Dual Credit classes will transfer.**
4. Progress and attendance in LCSC on-campus courses are the responsibility of the student and performance in these courses may affect graduation and Advanced Opportunities funding. **NOTE** - Multiple poor Dual Credit grades including “NC, W, F, K, or below satisfactory passing” can affect a student’s Satisfactory Academic Progress (SAP). SAP is a condition of receiving financial aid as a full-time college student. (<https://www.lcsc.edu/financial-aid/financial-aid-policies/satisfactory-academic-progress-policy>)
5. If a student fails to earn credit or successfully complete a course for which the department has paid a reimbursement, the student must pay for and successfully earn credit before Advanced Opportunities will pay any further reimbursements for the student. (Speak with your counselor to learn more details.)
6. The grades you earn will become part of your permanent college transcript. If you drop or withdraw from a Dual Credit class you must fill out the add/drop form with your counselor’s signature. Any drop after the deadlines will result in a W on your transcript and no refund will be issued.
7. **Some classes require the completion of two semesters to earn college credit. If you do not drop prior to the drop deadline for Dual Credit you will receive a W on your transcript and receive no refund. If Advanced Opportunities funds are being used, your account will be frozen and you will be responsible for those fees (out of pocket) before you are able to use Advanced Opportunities funding again.**
8. I hereby give permission to Lewis-Clark State College to use any video, photographs, or audio taken for promotional materials. I also verify that the cell number is accurate and will be used by LCSC for texting me alerts, important updates, and deadline reminders. Standard messaging and data rates apply. Students can opt-out at any time by texting (stop).
9. **Privacy Laws of Educational Records Release: 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).
10. By signing this form, you are allowing LCSC to disclose your academic and financial records to the parent/guardians, appropriate college employees, high school counselors and Dual Credit instructors. Without your signature, your parents cannot contact the college on your behalf. For more information: <http://www.lcsc.edu/early-college-programs>

***The student and parent signatures on the Registration Form signify that they have read and understand these policies.***

***Access WarriorWeb by logging on at: [www.lcsc.edu/warriorweb](http://www.lcsc.edu/warriorweb)***

- *Verify that you are registered for the right classes • View your online statement and make a payment*
- *Check your grades/view your transcript • Request your official transcript*

### **WARRIORWEB & LCMail**

**WarriorWeb:** Username: Typically, usernames are your first initial, middle initial, last name. (For example, John David Smith would be jdsmith.)  
Password: Your eight-digit, or six-digit, date of birth entered without dashes or spaces.  
(For example, 01/01/2005 would be entered as 01012005 or 010105.)

**LCMail:**      Username: Typically, usernames are your first initial, middle initial, last name.  
LCMail email addresses are formatted as [username@lcmail.lcsc.edu](mailto:username@lcmail.lcsc.edu).  
Password: Your eight-digit, or six-digit, date of birth entered without dashes or spaces.  
(For example, 01/01/2005 would be entered as 01012005 or 010105.)

***\*If you are unsure what your username or password are, please use the link for “Forgot your user name or password”.\****

If you experience issues attempting to log in or with the instructions above, please go to <https://www.lcsc.edu/it/accounts-passwords> or call the IT Help Desk at (208) 792-2231 for assistance.