



High School Partnership Instructor Manual



Table of Contents

Overview of Dual Credit	1
High School Liaison List	2
Enrollment Services Contact Information	3
Dual Credit Student Information	4
Dual Credit Grade information	5
High School Partnership Web Page	6
Dual Credit Course Approval Process	7
Request to Teach Dual Credit Form	8
Instructor Information Form	9
Dual Credit Course Outline Format	10 – 12
Qualifications for Dual Credit Instructors	13
Annual Dual Credit Course Renewals	14
Dual Credit Course Placement Information	15 - 16
Adding and Withdrawing Student	17
Dual Credit Grade Correction form	18
How to Submit Midterm and Final Grades	19 – 27
Dual Credit End of Semester Surveys	28 – 29
Dual Credit Student Letter	30

BRIEF OVERVIEW OF DUAL CREDIT COURSES OFFERED IN PARTNERSHIP BY HIGH SCHOOLS AND COMMUNITY COLLEGES

In Illinois, dual credit programs between high schools and their community colleges take many forms:

1. Community college courses taught by qualified high school teachers during the high school day for dual credit (high school and community college credit).
2. Community college courses offered just for high school students during the normal school day at either the high school or at the community college and taught by either a qualified high school or community college instructor for dual credit.
3. High school students attend their community college during the school day for dual credit.
4. High school students attend their community college outside of the school day and with high school permission earn dual credit.
5. High school teachers bring high school students to the community college and teaches a community college course for dual credit.

The incentives for offering dual credit programs may be obvious:

1. College course enrich the academic experience for able high school students.
2. High schools and community colleges maximize their resources to better utilize and to save high school students and their family's time and money toward a college degree.
3. Expanded partnerships between high schools and community colleges ensure a seamless transition for high school students.
4. The quality of these dual credit courses is exceptionally high as teams of high school and community college faculty work to keep them challenging and to ensure fair assessment of student learning.

Guidelines for dual credit:

1. Instructors must be qualified, whether they are high school or community college teachers.
2. Students must meet all college criteria and follow all college procedures for enrolling in credit courses, including taking necessary placement tests.
3. Non- Compliance Policy - If a Dual Credit Instructor fails to comply with the Lewis and Clark course expectations, the Instructor and Principal of the respected high school will be notified in writing of the instructor's non-compliance. The Program Coordinator will then meet with the Dual Credit Instructor to discuss the area(s) of concern and offer assistance. If the Instructor's non-compliance continues, the instructor will be removed from the Dual Credit Program and students will not receive LCCC credit for the Course.

LEWIS & CLARK High School Liaisons

COMMUNITY
COLLEGE

DISCOVER

Cathy Laramee, Coordinator

P: [\(618\) 468-5856](tel:6184685856) claramee@lc.edu

- Alton High School
- Bethalto-Civic Memorial High School
- East Alton/Wood River High School
- Roxana High School

Heather Amburg, Coordinator

P: [\(618\) 468-2274](tel:6184682274) hamburg@lc.edu

- Brussels High School
- Calhoun High School
- Carrollton High School
- Greenfield High School
- Jersey Community High School
- North Greene High School

Cora Gill, High School Liaison

P: [\(618\) 468-2276](tel:6184682276) cogill@lc.edu

- Bunker Hill High School
- Carlinville High School
- Gillespie High School
- Southwestern High School
- Staunton High School

Tim Bell, Manager, N.O. Nelson Campus

P: (618) 468-5855 tbell@lc.edu

- Edwardsville High School
- Marquette Catholic High School
- Metro East Lutheran High School



High School Partnership Contacts

High School Partnership Office

Yvette McLemore, Director	618-468-5050	ymclemor@lc.edu
Amy Stephens, Secretary	618-468-5051	aschweitzer@lc.edu

Macoupin County Education Center

Cora Gill, High School Liaison	618-468-2276	cogill@lc.edu
Laura Stayton, Assistant	618-468-2275	lstayton@lc.edu

Tri-County Education Center

Heather Amburg, Coordinator	618-468-2274	hamburg@lc.edu
Johngy Loellke, Assistant	618-468-2273	mloellke@lc.edu

NO Nelson Campus

Tim Bell, Manager NO Nelson	618-468-5855	tbell@lc.edu
Cathy Laramee, Coordinator	618-468-5856	claramee@lc.edu
Melissa Mullen, Assistant	618-468-5252	mmullen@lc.edu

Dual Credit Student Information

The High School Partnership / Dual Credit program at Lewis and Clark Community College offers qualified high school students an opportunity to earn college credit at the same time that they earn credit in some high school courses. These courses have been "articulated" through a joint agreement between the College and the High School. All dual credit transfer courses have been articulated with a minimum of three baccalaureate institutions in Illinois. The majority of the transfer courses are either IAI GECC courses or IAI Majors courses. All career and technical education courses offered for dual credit must remain at the 100 level (first year of an AAS or certificate program).

- Lewis and Clark Community College charges a transcription fee of \$10 per credit hour for all dual credit classes.
- You don't have to go to Lewis and Clark Community College after high school to use your college credit. Each semester hour of credit you earn may be transferable to another college or university.
- Many dual credit courses transfer as core level requirements (general studies); others may transfer as electives. (Some vocational courses may not transfer at all, depending on your program of study.) Contact the college or university you plan to attend to learn more about how they apply transferred credit. To learn more about how credit transfers between colleges in Illinois, visit www.itransfer.org.
- Most dual credit courses require you to score appropriately on the College Placement Test. Only students who achieve required minimum scores may register for college credit.
- When you complete a dual credit course, your grade will be entered on your Lewis and Clark transcript. You may view your grade report or an unofficial copy of your transcript by using your credential to log into Self Service.

Dual Credit Eligibility

All students who seek enrollment in transfer level general education courses will need to have an appropriate college placement, ACT or SAT score in English, reading, and/or mathematics. All students who seek enrollment in career courses must have the appropriate GPA. See [Dual Credit Courses with Prerequisites](#) for requirements.

Multiple ways to request a transcript:

- Electronic Request & Delivery – Place your order through the [National Student Clearinghouse \(NSC\)](#)
 - This service costs \$3.50 and has an estimated delivery time of 2 business days or less.
- Email* - [Download the request form](#) and follow the instructions on the form. Email the completed form to enroll@lc.edu.
- Fax* - [Download the request form](#) and follow the instructions on the form, then Fax it to the Enrollment Center at (618) 468-2310.
- In Person* - Fill out a transcript request form at the Welcome Center on the Godfrey campus or any CEC location.

Withdrawal Procedure

If you decide that you do not want college credit for your course for whatever reason, you may withdraw with a "W" on your transcript by the withdrawal date. Please contact your high school counselor or LC Liaison.

For more information about the High School Partnership/Dual Credit program at Lewis and Clark Community College, visit our Web site at www.lc.edu or contact one of the Community Education Center Coordinators.

High School Partnership Coordinators

Heather Amburg, Coordinator – 618-468-2274
100 Lincoln, Rt. 16, Jerseyville, IL 62052

Tim Bell, Manager – 618-468-5855
Cathy Laramée, Coordinator-618-468-5856
600 Troy Road, Edwardsville, IL 62025

Cora Gill, High School Liaison– 618-468-2276
18400 Shipman Road, Carlinville, IL 62626

Questions & Answers About Your Grades!

- Q: Now that the semester is about over, how do I get my grades for my Dual Credit course?
- A: Since printed grade reports are no longer mailed to students, grades for all Lewis and Clark students, including high school students enrolled in Dual Credit courses, are accessible on the BlazerNet Student Web Services system on the Lewis and Clark web site (www.lc.edu). If you'd like a written report mailed to you, call the campus Enrollment Center at 468-2222.
- Q: What is Self Service and how do I access my account?
- A: Self Service is an online student services database where Lewis and Clark students can view their Class Schedule, Unofficial Transcript, and Grades. If you do not know your log in and password, you can contact the helpdesk at 618-468-4357 for help.
- Q: When will my grades be available?
- A: Grades for the Fall semester will be posted by the end of January and for the Spring semester by the end of June. If you have never accessed your BlazerNet account before, you may test your access anytime. If you experience problems, contact the Enrollment Center at 468-2222.
- Q: How can I get an "official" transcript from Lewis and Clark to send to a college I'm thinking about going to next year?
- A: Ways to request a transcript:
- Electronic Request & Delivery – Place your order through the [National Student Clearinghouse \(NSC\)](#)
 - This service costs \$3.50 and has an estimated delivery time of 2 business days or less.
 - Email* - [Download the request form](#) and follow the instructions on the form. Email the completed form to enroll@lc.edu.
 - Fax* - [Download the request form](#) and follow the instructions on the form, then Fax it to the Enrollment Center at (618) 468-2310.
 - In Person* - Fill out a transcript request form at the Welcome Center on the Godfrey campus or any CEC location.
- Q: I'm thinking about going to Lewis and Clark after I graduate. What should I do next?
- A: Since you're already enrolled as a Lewis and Clark student through the High School Partnership program, all you need to do is make an appointment to see an Academic Advisor on campus to learn more about what degree programs are available and plan your class schedule.
- You can make an appointment by calling the Enrollment Center at 468-2222.

For more information, call

Lewis and Clark
Student Welcome Center

Lewis and Clark Community College
5800 Godfrey Road
Reid 1200
Godfrey, IL 62035
(618) 468-2222

[High School Partnership Web Page](#)



The High School Partnership Web Page contains the following links:

[Program of Study](#)

[College Placement Test information](#)

[Dual Credit Course list with Prerequisites](#)

[College Placement Tests](#)

[High School Partnership Schools & Courses](#)

[Apply for Dual Credit](#)

[Register for Dual Credit Course](#)

High School Partnership (HSP) Approval Procedures.

- ❖ **Instructor Approval:** The high school instructor will submit the request to teach dual credit sheet along with their Resume' and a copy of their college transcripts to the HSP office. Transcripts may come from the Superintendent's or ROE office (unofficial copies are accepted).
- ❖ When the documents are received in the LC HSP Department, the high school instructor approval form is attached to their resume' and transcripts and sent to the appropriate Dean for review and consideration.
- ❖ If the Dean has approved the instructor to teach the requested class, the dean will complete the instructor approval paperwork and the instructor will be informed. The instructor will then be asked to submit a course outline for the class(es) they are requesting to teach for dual credit.

If the Dean does not approve the instructor, a denial letter will be sent to the high school principal and the instructor stating the reason for the denial.
- ❖ Once the course outline has been received in the HSP office, it will be forwarded along with a course approval form to the appropriate LC program coordinator for review and consideration.
- ❖ If the LC coordinator approves the course curriculum/course outline they will complete the course approval paperwork and the high school principal and instructor will receive an approval letter via email.
- ❖ If the LC program coordinator does not approve the instructor, a denial letter will be sent to the high school principal and the instructor stating the reason for the denial.
- ❖ Once all approval documents are signed and letters sent, the dual credit class will be added to "High School Courses and Classes" document on the HSP web site.
- ❖ **Professional Development:** All HSP instructors are required to attend annual discipline specific professional development activities to continue their partnership.
- ❖ Site visits are conducted by the appropriate LC program coordinator to ensure the dual credit course is the same as the course offered on campus. The LC program coordinator will schedule a time with the dual credit instructor to visit the class.



Request to Teach Dual Credit

Instructor Name				
High School				
Instructor Email				
Courses to be Taught				
HS Course Name				
When will class be taught (FA, SP or Yearlong)				

Educational History:

Degree or Certificate	Date Acquired

- ☐ Transcripts are attached
- ☐ Resume is attached
- ☐ I am a current HSP instructor and my Resume and Transcripts are on file with the HSP office

Instructor Signature  Date 

Please send this sheet along with your personal documentation to:

LCCC/ High School Partnership
Amy Stephens, Secretary
NU L120 - 5800 Godfrey, Rd., Godfrey, IL 62035 (618)468-5051
aschweitzer@lc.edu



HSP INSTRUCTOR INFORMATION
2025-2026 Academic Year

Name		School	
ID or SS#		Date of Birth	
Home Address		City/State/Zip	
Phone Number		School Email	

Race/Ethnic:

- Are you Hispanic or Latino? *(or are you of Spanish origin?)*
☐ Yes Hispanic or Latino ☐ No Hispanic or Latino
- Are you from one or more of the following racial groups? *(Select all that apply)*
☐ American Indian or Alaska ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White ☐ Choose not to Respond
- Please identify your primary racial/ethnic group. *(Select one)*
☐ American Indian or Alaska ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White ☐ Choose not to Respond
- Are you in the United State on a Visa – Nonresident Alien?
☐ Yes in the United States on a Visa. Provide Home Country of Origin
☐ Not in the United States on a Visa

Educational History:

- Institution Date Acquired
Degree or Certificate: Major
 - Institution Date Acquired
Degree or Certificate: Major
 - Institution: Date Acquired
Degree or Certificate Major
- ☐ Transcripts are attached or submitted to the Lewis and Clark HSP office
- ☐ Resume is either attached or submitted to the Lewis and Clark HSP office.

Instructor Signature: Date

LCCC/ High School Partnership
Amy Stephens, Secretary
Fobes 2500 - 5800 Godfrey, Rd., Godfrey, IL 62035 (618)468-5051 * (618)468-7187 FAX
aschwartz@lcc.edu

High School Name

Instructor Name

Lewis and Clark Course Name

High School Course Name

Check all that apply

☐

Fall Semester

☐

Spring Semester

☐

Yearlong

A. COURSE DESCRIPTION

COURSE PREFIX & NUMBER - COURSE TITLE

CATALOG DESCRIPTION: Please copy and paste from the appropriate course from the course syllabus database <https://www2.lc.edu/syllabus/>

B. LEARNING OBJECTIVES

LEARNING OBJECTIVES: Must be stated in measurable terms. Since instructors are concerned with assisting students to gain the knowledge, skills, and abilities that are taught their classes, students must know the measurable learning outcomes (or objectives) for courses. Measurable learning outcomes are the "goals" which are to be achieved by the learner during the course of instruction. These outcome statements inform students what the instructor expects them to learn as a result of completing the course. Without measurable learning outcomes, learning cannot be successfully planned or evaluated. Please refer to the accompanying document, [Developing Measurable Learning Outcomes](#).

Upon successful completion of the course, a student should be able to:

C. MATERIALS OF INSTRUCTION

Required and optional student instructional materials must be approved by the department and/or associate dean.

Required Student Material

Optional Student Material

Miscellaneous Instructor and/or Student Material (Videos, Software, Workbooks, ect.)

D. LEARNING RESOURCE CENTER SUPPORT MATERIALS

The Learning Resource Center may have supplemental materials that students can use to access additional information.

E. METHODS OF INSTRUCTION

Include methods used such as lecture, discussion, demonstration, etc.

Instructional methods used in this course may include, among others, the following

F. EVALUATION OF STUDENT ACHIEVEMENT

Include quantity, evaluation method, and percentage. For example - Four exams 25%, eight workbook assignments 15%, three essays 3-5 pages in length 20%.

The instructor's policies on evaluation will be distributed to students and the division office at the outset of the course.

The methods of evaluating student achievement will include, at minimum, the following:

The following standard grading scale will be included. If the course uses a different grading scale, please update as appropriate.

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Additional methods of evaluation may be used and described in the course outline.

One or more of the six general education assessments may be included in this course: written communication, oral communication, critical thinking, teamwork skills, global awareness, and/or math reasoning.

G. ATTENDANCE POLICY

Include your attendance policy

H. COURSE CONTENT

Include a weekly outline of topics covered.

The following topics are to be covered during the instructional process:

**MINIMUM QUALIFICATIONS
FOR HIGH SCHOOL PARTNERSHIP INSTRUCTORS
TRANSFER AREA (PCS 1.1)**

- Master's Degree with 18 graduate hours appropriate to the academic field of study or in the discipline in which they will be teaching

**MINIMUM QUALIFICATIONS
FOR HIGH SCHOOL PARTNERSHIP INSTRUCTORS
CAREER AREA (PCS 1.2)**

- 2,000 hours of work experience and appropriate recognizable credentials, depending on the specific field



HSP course renewals are sent out for each dual credit class that is approved at the end of the academic year for the following academic year. They must be completed and returned to the HSP office prior to student registration period.



High School Partnership

BRIEF OUTLINE FOR HSP COURSE RENEWALS

(This form is required for Renewal – Please complete ALL items on this form.)

SCHOOL NAME «School_Name» INSTRUCTOR «Instructor»

LCCC COURSE NUMBER & NAME: «LCCC_» - «LCCC_Name»

HIGH SCHOOL COURSE NAME: «High_School_Course_Name»

Continue offering class like it was taught last year - **«Usually_Taught»**

Change course to be taught:

Fall Students only in Fall Semester (August – December)
Spring Students only in Spring Semester (January – May)
Year Long Same students both semesters

MATERIALS OF INSTRUCTION: **Must be completed**

Textbook(s) Using: _____

Software Using: _____

«Changes» LCCC Curriculum Update and/or Textbook Changes
«New_Course_Requirements_or_Changes»

«BB_Required» Blackboard must be used for this class

«No_Changes» No Anticipated Changes.
(Since there are no anticipated changes at either institution, we confirm that all the requirements and conditions of the previously approved arrangement will be met.)

Will Not Teach this Course **2025-26**. (Please check if applicable)

Signature of High School Instructor

Date

The Dual Credit Placement Sheet is updated as new courses are approved for dual credit and/or placement requirements change for the new academic year.

This document can be found at

https://www.lc.edu/_assets/pdfs/high-school-partnership-courses-chart.pdf

L&C Course Number	L&C Course Name	Transfer	Accuplacer Reading/ Writing	ACT English Score	ACT Reading Score	ACT Math Score	SAT Reading	SAT Writing
ART 141	History of Art I	1.1	250	or	18		25	
BIOL 120	Medical Terminology	1.1	250	or	18		25	
BIOL 130	Fundamentals of Biological Science	1.1	250	or	18		25	
BIOL 131	Biology: A Contemporary Approach	1.1				HS Biology or "C" or better in BIOL 130	"see below"	
BIOL 132	Human Biology	1.1	250	or	18		25	
BIOL 135	General Zoology	1.1				HS Biology or "C" or better in BIOL 130/131	"see below"	
BIOL 145	Natural Resources & Environmental Science	1.1	250	or	18		25	
BIOL 165	Ecological Principles	1.1	250	or	18		25	
BUSN 161	Issues in E-Commerce & Social Media	1.1	250	or	18		25	
CDEV 130*	*Career Development	1.1				No Test Required		
CHEM 121	General Chemistry I- Recitation	1.1				Concurrent Enrollment in CHEM 141		
CHEM 131	Introduction to Chemistry I	1.1				"C" or better MATH 116 or Placement into MATH 131	"see below"	
CHEM 141	General Chemistry I	1.1				"C" or better HS Chemistry or CHEM 131 AND "C" or better MATH 131 or placement into MATH 171	"see below"	
CIS 135	Computer Literacy	1.1	227	or	14		21	
CIS 210	Intro to Java Programming	1.1				Placement into MATH 116 or higher	"see below"	
ECON 151	Principles of Macroeconomics	1.1	250	or	18		25	
ECON 152	Principles of Microeconomics	1.1	250	or	18		25	
EDUC 230	Education Observation Lab	1.1	250 (both)	or	18		25	25
EDUC 231	American Education	1.1	250 (both)	or	18		25	25
ENGL 131*	*First-Year English I	1.1	250 (both)	or	18		25	25
ENGL 132*	*First-Year English II	1.1				"C" or better in ENGL 131		
FREN 131	Elementary French I	1.1	250	or	18		25	
FREN 132	Elementary French II	1.1				Completion of FREN 131		
FREN 231	Intermediate French I	1.1				Completion of FREN 132		
FREN 232	Intermediate French II	1.1				Completion of FREN 231		
GERM 131	Elementary German I	1.1	250	or	18		25	
GERM 132	Elementary German II	1.1				Completion of GERM 131		
GERM 231	Intermediate German I	1.1				Completion of GERM 132		
GERM 232	Intermediate German II	1.1				Completion of GERM 231		
HIST 132	Western Civilization II	1.1	250	or	18		25	
HIST 231	American Republic: Beg-1877	1.1	250	or	18		25	
HIST 232	American Nation: 1877-Present	1.1	250	or	18		25	
HUMN 231	Comparative Religion I	1.1				"C" or better ENGL 131		
LITT 145	African-American Lit Themes	1.1	250	or	18		25	
MATH 131	College Algebra	1.1				See Math Chart on Second Page		
MATH 132	Trigonometry	1.1				See Math Chart on Second Page		
MATH 134	Pre-Calculus	1.1				See Math Chart on Second Page		
MATH 145	General Education Statistics	1.1				See Math Chart on Second Page		
MATH 165	Calculus for Business & Social Science	1.1				See Math Chart on Second Page		
MATH 171	Calculus & Analytical Geometry I	1.1				See Math Chart on Second Page		
MATH 172	Calculus & Analytical Geometry II	1.1				"C" or better in Math 171		
MATH 235	Statistics	1.1				See Math Chart on Second Page		
MCOM 134	News Writing	1.1	250	or	18		25	
MUSI 130	Appreciation of Music	1.1	250	or	18		25	
MUSI 138	Intro Music Literature	1.1	250	or	18		25	
PHSC 135	Environmental Geography	1.1	250	or	18		25	
POLS 131	American Government	1.1	250	or	18		25	
PSYC 131	General Psychology	1.1	250	or	18		25	
SPAN 131	Elementary Spanish I	1.1	250	or	18		25	
SPAN 132	Elementary Spanish II	1.1				Completion of Spanish 131		
SPAN 231	Intermediate Spanish I	1.1				Completion of Spanish 132		
SPAN 232	Intermediate Spanish II	1.1				Completion of Spanish 231		
SPCH 131	Public Speaking	1.1	250	or	18		25	
SPCH 145	Public & Private Communication	1.1	250	or	18		25	

All grade levels must meet requirements listed above for placement into transfer level courses.

Course Catalog prerequisites are in addition to placement guidelines (Accuplacer Score or ACT/SAT score or Senior/Junior GPA)

* ENGL 131/132 are limited to Seniors and/or Juniors in a defined High School Honors track only AND requires both Reading and Writing Placement

*CDEV 130 is limited to Juniors & Seniors only

Seniors are eligible to be placed with a GPA of 2.7 or higher on a 4.0 scale

Juniors are eligible to be placed with a GPA of 3.0 or higher on a 4.0 scale

L&C Course Number	L&C Course Name	Career	GPA	ACT Reading	ACT English	SAT Reading	SAT Writing	Accuplacer Reading/ Writing
ART 161	Graphic Design I	1.2	2.3	or	14	21		227
AUTO 140	Orientation Auto Technology	1.2	No Test Required					
BUSN 231	Planning for Small Business	1.2	No Test Required CEO Program Only					
CGRD 150	Desktop Publishing Using Indesign	1.2	2.3	or	14	21		227
CRMJ 131	Intro to American Criminal Justice	1.2	2.3	or	14	21		227
CRMJ 151	Intro to Corrections	1.2	2.3	or	14	21		227
DRFT 131	Fundamentals Of General Drafting	1.2	No Test Required					
DRFT 148	AutoCad	1.2	No Test Required					
ECOL 101	Plant Growth & Development	1.2	2.3	or	14	21		227
ECOL 102	Plant Reproduction	1.2	2.3	or	14	21		227
ELEC 131	DC: Fundamentals in Electricity	1.2	2.3	or	14	21		227
ELEC 132	AC: Fundamentals in Electricity	1.2	C or better in ELEC 131 or concurrent enrollment. (See ELEC 131 placement for concurrent enrollment)					
ITEC 132	Introduction to Computer Networking	1.2	2.3	or	14	21		227
ITEC 142	Operating Systems	1.2	2.3	or	14	21		227
ITEC 148	Physical Network Installation	1.2	2.3	or	14	21		227
ITEC 154	PC Servicing	1.2	2.3	or	14	21		227

MATH 122	Technical-Integrated Math	1.2	No Test Required					
MATH 125	Technical Math I	1.2	See Math Chart Below					
MCOM 125	Introduction to Broadcast Operations	1.2	2.3	or	14	21		227
MGMT 239	Management for Small Business	1.2	No Test Required CEO Program Only					
NUAD 120	Basic Nurse Assistant Training	1.2	2.3	or	14	21		227
WEB 135	Web Page Design Essentials	1.2	2.3	or	14	21		227
WELD 190	Oxyfuel Welding & Cutting	1.2	No Test Required					
WELD 194	Shielded Metal Arc Welding I	1.2	No Test Required					

Incoming Freshmen must score a 227 or higher on the Accuplacer reading test to be eligible to enroll in career classes

*Course Catalog prerequisites are in addition to placement guidelines (Accuplacer Score or ACT/SAT score or GPA)

GPA placement for 1.2 courses and MATH placement is based on a 4.0 scale

Class	Explanation of Requirements
MATH 125	ACT Math Score 17-18 or SAT Math Score 22-24.5 or GPA 2.3-2.6 with "C" or Better in Algebra II
MATH 131	ACT Math Score of 22-24 or SAT Math Score 28-30.5 or GPA 2.7 with an "A" in Algebra 2
MATH 132	ACT Math Score of 22-24 or SAT Math Score 28-30.5 or GPA 2.7 with an "A" in Algebra 2 (can be concurrently with MATH 131)
MATH 134	ACT Math Score of 22-24 or SAT Math Score 28-30.5 or GPA 2.7 with an "A" in Algebra 2
MATH 145	ACT Math Score of 19-21 or SAT 25-27.5 or 2.7 GPA with a "B" or better in Algebra 2
MATH 165	"C" or better in MATH 131 OR ACT Math Score of 25 or SAT Math Score 31 AND 3.25 GPA with "B" or better in Algebra 2 AND MATH 113 or HS Geometry
MATH 171	"C" or better in MATH 134 or MATH 131/MATH 132 OR ACT Math Score of 25 or SAT Math Score 31 AND GPA 3.25 with a "B" or better in HS Trig, Pre Calc or Calc AND MATH 113 or HS Geometry
MATH 235	"C" or better in MATH 131 OR ACT Math Score of 25 or SAT Math Score 31 AND GPA 3.25 with a "B" or better in Algebra 2

Deleting a Student

A High School Partnership student may be deleted from a LCCC course at any time during the semester if the instructor/counselor indicates in writing that the student has never attended the class.

Written documentation is required from the high school before the student is deleted. All documentation must be scanned and attached to the student's academic record.

Withdrawing a Student

A High School Partnership student may be withdrawn from a LCCC course with a "W" on their transcript by the withdrawal date. Withdrawal requests MUST be made in writing or email. Contact your high school counselor or LC Liaison

Grade Correction

The Enrollment Center will only accept a grade corrections when the instructor who taught the class completes and signs a Grade Correction Request. The form must also be signed by the appropriate LCCC academic administrator.

NOTE: All deletions and withdrawals should be documented on a LCCC Course Change Form and sent to scan with supporting documentation



Dual Credit Grade Correction Request

High School:

Student's Name:

ID#(DOB):

Course Prefix & Number:

Course Title:

Year/ Semester:

Grade of to be changed to

Explanation:

Instructor:	<input type="text"/>	Date:	<input type="text"/>
HS Liaison(Dir):	<input type="text"/>	Date:	<input type="text"/>
Registrar:	<input type="text"/>	Date:	<input type="text"/>

SUBMITTING MIDTERM AND FINAL GRADE ROSTERS

Midterm Rosters

- Each term instructors need to enter midterm attendance to identify students, who at midterm, have not attended his/her classes
- If not marked, Enrollment will assume the student is continuing to attend the class

Why Are Midterm Rosters Important?

- To obtain the most accurate class list as possible.

- If a student was absent on registration day
- If a student dropped early into the class

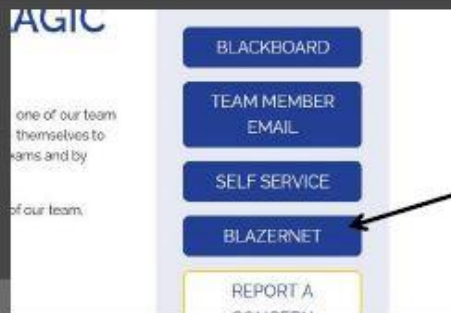
Why the accuracy?

- LCCC has to submit class rosters to the state of Illinois for reporting purposes
- To make sure every student that deserves free college credit receives that credit, and those that are not attending the class do not receive credit in error.

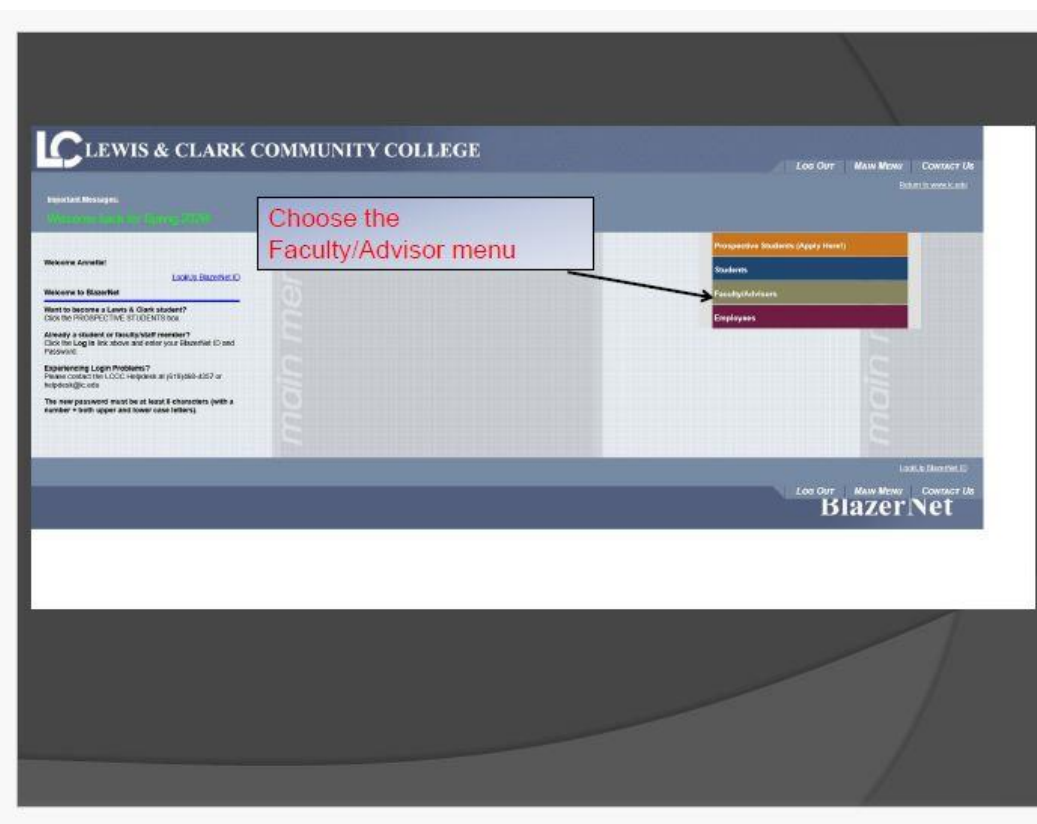
How To Submit A Midterm Roster

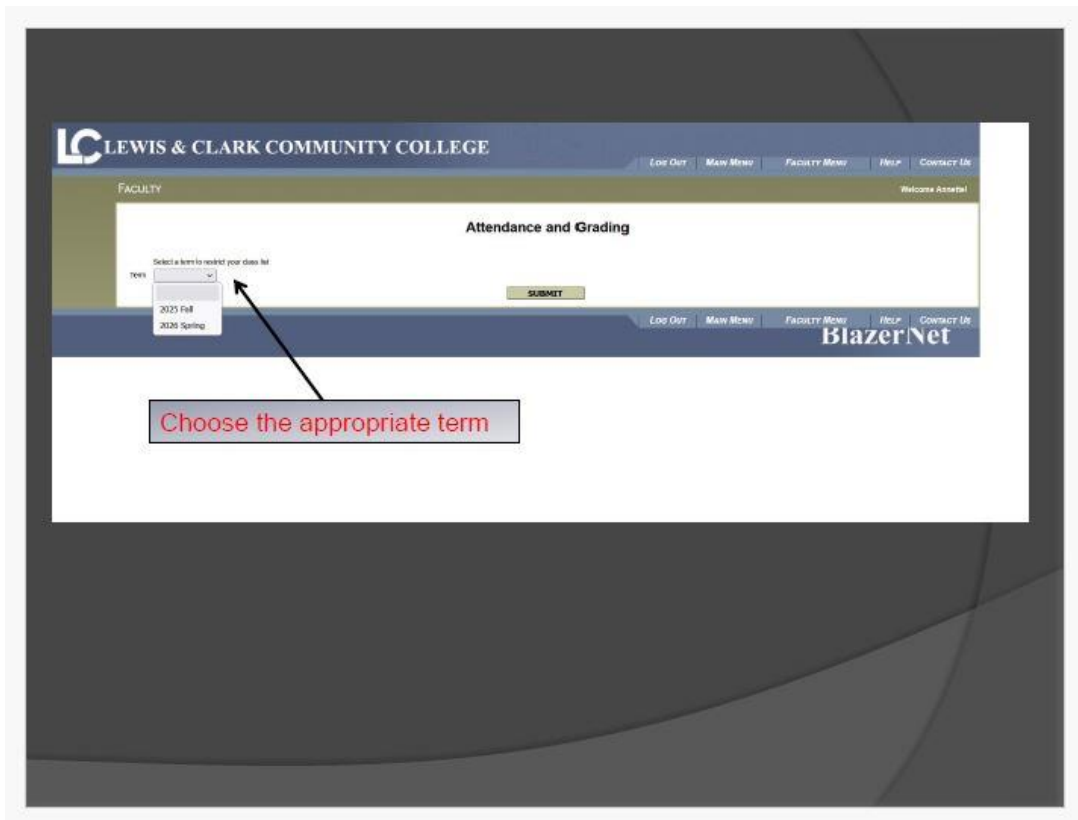
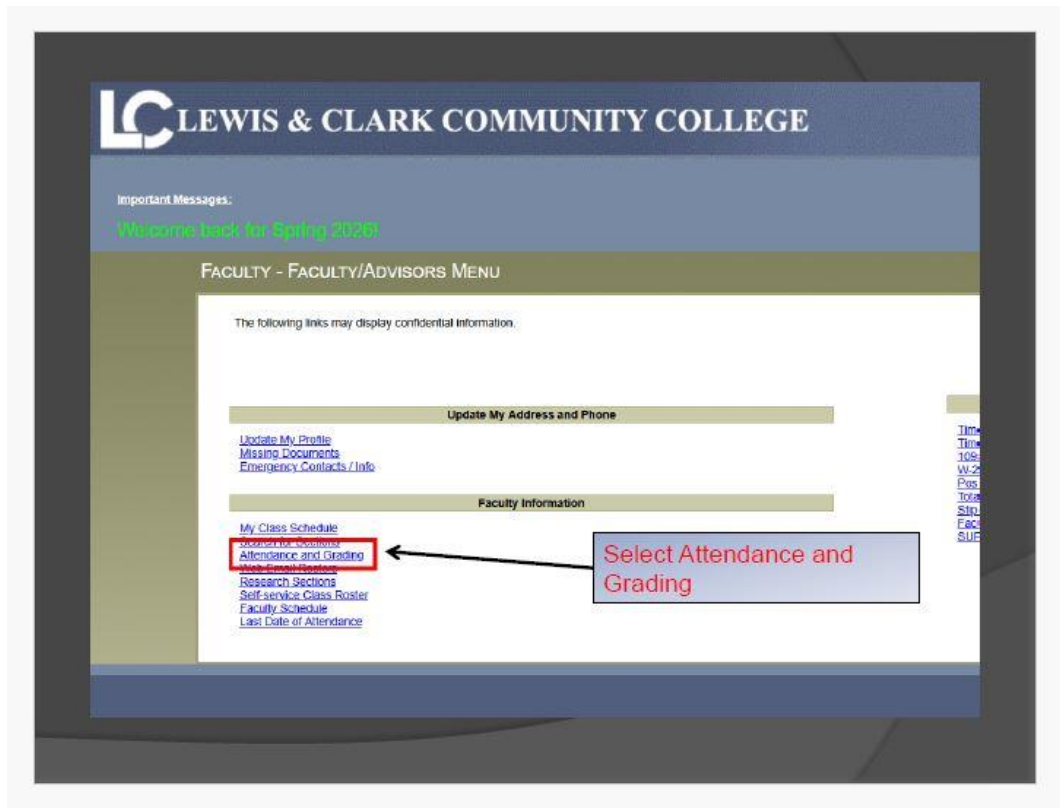
CURRENT STUDENTS | PROSPECTIVE STUDENTS | TEAM MEMBERS
ALUMNI & DONORS | PARENTS & FAMILIES | COMMUNITY & VISITORS

Log into Blazernet through the LCCC Homepage Team Members Link



Click the Blazernet Link





FACULTY Welcome Mark!

You now have a list of all your classes-Choose Midterm/Attendance

Attendance and Grading

Midterm Attendance or Final Grading: F - Final Grade

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	Midterm Date	Midterm Verified	Midterm Verified Date	Final Grades Verified	Final Grade Verified Date
<input type="checkbox"/>	ACCT-131-01 Financial Acct	01/18/06	05/10/06	BA	3409	08:30AM - 08:45AM	W	LCCC	2006SP	01/30/2006	N		N	
<input type="checkbox"/>	ART-130-01 Intro Visual Arts	01/18/06	05/12/06	WA	2104	08:00AM - 08:50AM	W	LCCC	2006SP	01/30/2006	N		N	
<input type="checkbox"/>	ART-130-02 Intro Visual Arts	01/18/06	05/12/06	WA	2104	09:00AM - 09:50AM	W	LCCC	2006SP	01/30/2006	N		N	

SUBMIT

The midterm dates for your classes

Midterm Verified/Date: Indicates whether you have already entered and certified Midterm Attendance and on what date

You cannot enter midterm attendance until the midterm date of your classes.

Choose "Midterm Attendance" from the drop-down menu and choose the class you want to enter attendance for then hit SUBMIT

FACULTY Welcome Mark!

Attendance and Grading

Midterm Attendance or Final Grading: I - Midterm Attendance

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	Midterm Date	Midterm Verified	Midterm Verified Date	Final Grades Verified	Final Grade Verified Date
<input checked="" type="checkbox"/>	ACCT-131-01 Financial Acct	01/18/06	05/10/06	BA	3409	08:30AM - 08:45AM	W	LCCC	2006SP	01/30/2006	N		N	
<input type="checkbox"/>	ART-130-01 Intro Visual Arts	01/18/06	05/12/06	WA	2104	08:00AM - 08:50AM	W	LCCC	2006SP	01/30/2006	N		N	
<input type="checkbox"/>	ART-130-02 Intro Visual Arts	01/18/06	05/12/06	WA	2104	09:00AM - 09:50AM	W	LCCC	2006SP	01/30/2006	N		N	

SUBMIT

On the Midterm Attendance Roster, enter "NA" for students who are no longer attending and "XA" for students who have never attended. All others will be assumed to be attending.

Midterm Attendance

Class Name: ACCT-101-01
 Site: Finance Inst
 Location: Linn & Oak Campus
 Term: 2008 Spring

[Instructions](#)
[Web Tool](#)

Student	ID	Midterm Attendance	Class	Status	Credits	CP%
Adair, Dan A.	000000			New	3.00	
Demmons, Abby M.	002073			New	3.00	
Braker, David D.	017007			New	3.00	
Brown, Todd R.	007288			New	3.00	
Burt, Lynn	016007			New	3.00	
Demmons, Amber L.	002073			New	3.00	
Ford, Sarah L.	001280	XA		New	3.00	
Hirsch, Andrew W.	014030			New	3.00	
Jones, David E.	014123			New	3.00	
Kiser, Matt C.	001487	XA		New	3.00	
Kousser, Cynthia A.	004030			New	3.00	

If all of your students have been attending, leave all the attendance fields blank.

Jones, David E.	014123			New	3.00
Kiser, Matt C.	001487	XA		New	3.00
Kousser, Cynthia A.	004030			New	3.00
Miller, Eric A.	014037			New	3.00
Nguyen, James A.	00279			New	3.00
Ortiz, Andrew L.	001479			New	3.00
Reynolds, James E.	000000			New	3.00
Shaw, Andrew B.	012767			New	3.00
Smith, Kevin C.	00110			New	3.00
Tanner, Lily A.	01362			New	3.00
Wagner, James R.	01276			New	3.00
Walt, Paul A.	010027			New	3.00

☒ Check this box to certify attendance

[SUBMIT](#)

For all rosters, you must certify that the attendance is accurate. This is recorded as an electronic signature. You must check this indicator to save attendance records. This needs to be done even if all students are attending.

After you submit, you are returned to the Attendance and Grading menu. You will now see that the Midterm Verified flag is changed to "Y" for this section, and the verification date is updated.

Attendance and Grading

Section Attendance and Grading

Class Course Sec	Class Name and Title	Start Date	End Date	Days	Room	Meeting Times	Days of Week	Loc	Term	Midterm Date	Midterm Verified	Midterm Verified Date	Final Grades Verified	Final Grades Verified Date
	ACCT-120-01 Financial Acct	01/08/08	01/08/08	SA	303	10:00am-10:40am	SA	100	2007P	01/08/08	Y	01/08/08	N	
	ART-130-01 Intro Visual Art	01/08/08	01/20/08	SA	210	10:00am-10:40am	SA	100	2007P	01/08/08	N		N	
	ART-130-02 Intro Visual Art	01/08/08	01/20/08	SA	210	10:00am-10:40am	SA	100	2007P	01/08/08	N		N	

Final Grade Rosters

- ⑤ Each term instructors will enter final grades for their classes through Blazernet. The rosters include all students who were eligible for grading during the term, including students who dropped with a "W" grade. A grade must be entered for all non-W students in order to post the grades. (Instructors can not assign "W" grades)
- ⑤ All grade changes must be made through the Enrollment Center.

Enter grades for all students, unless you see a grade (usually "W") in the existing grade field. Also, you must enter a last attendance date for any student receiving a grade of "FN" unless the student was given an "XA" at midterm then the last attend date remains blank.

Student	ID	Grade	Last Attend Date	Midterm Grade	Existing Grade	Status	Credits	CEs
Alan, Dan A	000000	A - Superior				New	3.00	
Brown, Jeff B	002123	B - Good				New	3.00	
Brown, Scott C	017807	B - Good				New	3.00	
Brown, Scott	007200	F - Failure				New	3.00	
Burt, Lora	000000	B - Good				New	3.00	
Chapman, Allen L	000000	C - Average				New	3.00	
Clark, David L	007200	FN - Failure/Non-Resid		NA		New	3.00	
Hecht, Andrew M	014040	C - Average				New	3.00	
Jones, David E	014133	B - Good				New	3.00	
Alan, Matt D	007140	FN - Failure/Non-Resid	0/1500	NA		New	3.00	
Knudsen, Cynthia A	004500	C - Average				New	3.00	
Muller, Eric A	014420	B - Good				New	3.00	
Pope, Lauren A	000700	A - Superior				New	3.00	

Alan, Dan A	000000			New	3.00
Brown, Jeff B	002123			New	3.00
Brown, Scott C	017807			New	3.00
Brown, Scott	007200			New	3.00
Burt, Lora	000000			New	3.00
Chapman, Allen L	000000			New	3.00
Clark, David L	007200			New	3.00
Hecht, Andrew M	014040			New	3.00
Jones, David E	014133			New	3.00
Alan, Matt D	007140			New	3.00
Knudsen, Cynthia A	004500			New	3.00
Muller, Eric A	014420			New	3.00
Pope, Lauren A	000700			New	3.00

☐ Check this box to certify attendance

For all rosters, you must certify that the attendance is accurate. This is recorded as an electronic signature.

After entering the grades, you will be returned to the Attendance and Grading list, where you can continue to enter another class, or exit. Please note that the Final Grades Verification and Date have been updated

FACULTY

Attendance and Grading

Search Attendance and Grading

Class One	Class Name and Title	Start Date	End Date	Days	Room	Meeting Class	Days of Week	Lec	Term	Midterm Date	Midterm Verified	Midterm Verified Date	Final Grades Verified	Final Grades Verified Date
	ACCT 1301 Financial Acct	01/10/08	01/10/08	SA	140	01/10/08 - 01/10/08	SA	1111	2008F	01/10/08	1	01/10/08	1	01/10/08
	ACCT 1301 Financial Acct	01/10/08	01/10/08	SA	140	01/10/08 - 01/10/08	SA	1111	2008F	01/10/08	1		1	
	ACCT 1301 Financial Acct	01/10/08	01/10/08	SA	140	01/10/08 - 01/10/08	SA	1111	2008F	01/10/08	1		1	

High School Partnership End of Semester Surveys

At the end of each semester an email will be sent out to each instructor containing a link and password for students to submit responses to a survey about their dual credit class and experience.

All classes will use the same link, but a separate password will be provided for each section.

Email Example:

In order to help us better evaluate our High School Partnership program we are asking all of our Dual Credit Students to complete a brief on-line survey.

Attached you will find the link and password to the High School Partnership Semester Surveys that we are asking each Dual Credit student to complete for each class they are taking. If the High School class encompasses more than one Dual Credit class, each student will need to complete the survey for each class that they are receiving Lewis and Clark credit.

The web address is the same for all of the surveys. The password is what accesses the right survey for each class.

Please only use the password listed for the class it is attached to.

Please have your students take this brief student survey before the end of the semester.

Amy

Amy Stephens

Secretary, High School Partnership

(618) 468-5051

aschweitzer@lc.edu

Survey instructions example:

High School Partnership Semester Survey Instructions

"Instructors Name"
"Course Name with Section Number"

In order to help us better evaluate our High School Partnership program we are asking all of our Dual Credit Students to complete this brief on-line survey.

Below you will find the link and password to the High School Partnership Semester Surveys that we are asking each Dual Credit student to complete for each class they are taking. If the High School class encompasses more than one Dual Credit class, each student will need to complete the survey for each class that they are receiving Lewis and Clark credit.

The web address is the same for all of the surveys. The password is what accesses the right survey for each class.

Please have your students take this brief student survey before the end of the semester.

Students will need to type in this web address and Password

<https://cp11.classclimatesurveys.com/lc/online.php?p>

Password: "Assigned Password"

If you have any questions please contact:

Amy Stephens -Secretary 618-468-5051
Yvette McLemore-Director 618-468-5050

aschweitzer@lc.edu
ymclemor@lc.edu

High School Partnership Course Letters

All Dual Credit students will receive a letter in the mail stating that they are enrolled in dual credit and addressing pertinent information regarding dual credit for the semester that they are enrolled in.



To the Parent/Guardian of:
Student Name
Student Address
City, State 000000

Dear Student,

Congratulations on your decision to participate in the Lewis and Clark Community College dual credit program at your high school. The dual credit program allows qualified students the opportunity to get a jump start on college by taking college level courses while still in high school.

If your plans are not to pursue a degree at Lewis and Clark Community College, the transferability of your course(s) is at the discretion of the post-secondary institution on how your course will be accepted.

If you find yourself in a situation where you would need to withdraw from your dual credit class, you will need to do so by November 14, 2025 in order to receive a "W" on your Lewis and Clark transcript. This can be done by contacting your LC Liaison for your high school, or your high school counselor.

At the end of the semester, your final grade for the course will be entered on your Lewis and Clark Community College transcript. Your official transcripts can be requested from Lewis and Clark Community College online at www.lc.edu/transcript. If you do not wish to receive credit for your course, you must withdraw in writing to Lewis and Clark Community College.

If you have additional questions, please see your high school counselor or the Lewis and Clark High School Liaison for further details.

A handwritten signature in black ink that reads 'Yvette McLemore'.

Yvette McLemore
Director
High School Partnerships
Lewis and Clark Community College