



# **High School Partnership Student Handbook**

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## Table of Contents

<b>High School Partnership Contact List</b>	<b>1</b>
<b>Dual Credit vs Concurrent Enrollment</b>	<b>2</b>
<b>Guidelines for Dual Credit</b>	<b>3</b>
<b>Dual Credit Student Information</b>	<b>4</b>
<b>Dual Credit Student Resources</b>	<b>5</b>
<b>High School Partnership “Questions and Answers about Grades”</b>	<b>6</b>
<b>High School Partnership Web Page</b>	<b>7</b>

## High School Partnership Contacts

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# Dual Credit vs Concurrent Enrollment

## Terminology

Dual Credit-College level courses taught in the high school by a qualified high school teacher.

Concurrent Enrollment-College level courses taught on campus by Lewis and Clark faculty.

## Student Eligibility

High school students must meet all placement requirements determined by Lewis and Clark Community College to be eligible to enroll in dual credit courses. Please see your Lewis and Clark High School Liaison for specific requirements. Dual Credit eligibility requirements can be found at

[https://www.lc.edu/\\_assets/pdfs/high-school-partnership-courses-chart.pdf](https://www.lc.edu/_assets/pdfs/high-school-partnership-courses-chart.pdf)

## Cost

Dual credit fees-Discounted rate of \$10 per credit hour.

Concurrent Enrollment -The rate is not discounted. Students are billed the current tuition/fees rate. Please see your Lewis and Clark High School Liaison for the current tuition. Students may be eligible for an Installment plan, please visit <https://www.lc.edu/current-students/bursar/index.html> for more information.

## Transferability of Dual Credit/Concurrent Enrollment Courses

The transferability of all college level courses will be determined by the receiving post-secondary institution. It is the student's responsibility to contact the receiving institution to discuss the transferability of their Lewis and Clark courses. Students may request a copy of their Lewis and Clark transcript by visiting <https://www.lc.edu/current-students/request-transcript.html>.

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).

## Financial Aid

High school students are not eligible to receive financial aid for dual credit or concurrent enrollment courses. Please note that dual credit/concurrent enrollment courses taken by a high school student can impact financial aid eligibility at the post-secondary institution.

## Guidelines for Dual Credit

- High school partnership courses are taught at the high school by qualified high school faculty during the regular school day.
- If you are a qualified student at an area high school which has entered into an agreement with L&C to offer high school partnership courses, you may enroll in these courses.
- All students who seek enrollment in transfer level general education courses will need to have an appropriate college placement score, ACT or SAT score in English, reading, and/or mathematics. Juniors and seniors may be placed in dual credit classes based on their GPA. All students who seek enrollment in career courses must have the appropriate GPA. See [Dual Credit Courses with Prerequisites](#) for placement requirements
- The following courses **do not** require a placement exam: CDEV 130, DRFT 131, DRFT 146, MATH 122, WELD 190 and WELD 194
- Dual credit students are only allowed two attempts per semester to take the college placement test if necessary
- Dual credit students must complete the registration process by the enrollment deadline. Failure to do so will result in no dual credit earned.
- Dual credit students will receive a letter confirming registration and steps to set up Lewis and Clark credentials (username, password and email).
- To help us better evaluate our High School Partnership Program, dual credit students are asked to complete a brief on-line survey at the end of the class. The link will be provided by your dual credit instructor.

## 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.

- Dual credit courses offered in Lewis and Clark Community College's district are offered at a discounted cost of \$10 a credit hour. The amount for your class(s) will be billed to your high school. However, some high schools require students to purchase their textbooks or pay additional fees for their dual credit classes. Please check with your high school for verification of the cost.
- You are not required to attend 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](http://www.itransfer.org).
- When you complete a dual credit course, your grade will be entered on your Lewis and Clark transcript. You may view your unofficial transcript by logging into [Self Service – Student Planner](#). To request an official copy of your transcript, please visit the [transcript request page](#).
- The dual credit registration card includes a statement which allows the college to release grades and academic records to the student's parents/legal guardian and high school. This becomes effective when the student signs the registration card.
- If you decide that you do not wish to receive credit for your dual credit courses, you may withdraw with a "W" on your transcript by the withdrawal deadline. Withdrawal requests MUST be made in writing or email. Contact your high school counselor or LC Liaison.
- Academic dishonesty includes, but not limited to, cheating, plagiarism, and forgery. This behavior may reflect your final grade and dismissal from the High School Partnership program.

## **Student Services**

### **American's with Disabilities Act (ADA)**

Lewis and Clark Community College adheres to the policy and provisions of the American's with Disabilities Act. Students enrolled in LC dual credit program are taking courses at their respective high schools and are also protected by their school districts ADA policies.

### **Family Educational Rights and Privacy Act (FERPA)**

L&C accords to students all the rights under the Family Educational Rights and Privacy Act of 1974 as amended. The college will not provide access to nor disclose any information from students' educational records without the written consent of students except as permitted by FERPA: to L&C officials who have a legitimate educational interest in the record, in connection with a student's request for or receipt of financial aid, to accrediting organizations to carry out their functions, to comply with a judicial order, to appropriate parties in a health or safety emergency, and to release directory information.

### **Academic Advising**

Provides students the opportunity to discuss their career and/or educational goals. Academic advisors also assist students with understanding and interpreting the admission process at Lewis and Clark Community College and transfer institutions of choice. Individual and group advising sessions are available to high school students at their high school.

### **Dual Credit Student Resources**

Student Success Center (SSC) The Student Success Center is a free service providing individualized assistance for students seeking help with their coursework. No appointment is necessary on the main campus. Tutoring is available on the N.O. Nelson Campus by appointment only. Hours of operation vary by semester.

**For more information see the [Student Success Center web page](#).**



## 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 [Self-Service Student Planner](#) on the Lewis and Clark web site. If you'd like a written report mailed to you, call the campus Enrollment Center at 468-2222.

**Q: What is Self Service Student Planner and how do I access my account?**

A: Self Service Student Planner is an online student services database where Lewis and Clark students can view their **Class Schedule**, **Unofficial Transcript**, and **Grades**. Students will need to access the [Student Planner](#) by clicking the Student Planner link.

- If you do not know your Password call the Helpdesk at 468-4357

**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 Self Service 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: To request an "official" copy of your transcript use the links on LC website at <https://www.lc.edu/transcript/>.

**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

Lewis and Clark Community College

Student Welcome Center

5800 Godfrey Road

Reid 1200

Godfrey, IL 62035

(618) 468-2222

[enroll@lc.edu](mailto:enroll@lc.edu)



## [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](#)