



# Concurrent Enrollment Form

Student Full Name

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Social Security Number or LCCC ID

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Date of Birth

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High School Name or Homeschool

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Semester (fall, spring, summer)

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Course-Section Number

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Course-Section Number

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Course-Section Number

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By signing below, you the student, give permission to share the above course grades with your high school and any payment/registration information with your parent/guardian you list here.

Name \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Authorized Lewis and Clark Community College Employee

Have a high school representative select the appropriate box and sign below.  
**(Homeschool students do not complete the section below)**

The classes listed above will be used on the student's high school transcript and the high school should be notified if the student wishes to drop the LCCC class.

The classes listed above will not be used on the student's high school transcript. The student may withdraw from the LCCC class without the high school being notified.

\_\_\_\_\_  
Name of high school

\_\_\_\_\_  
Signature of high school counselor or appropriate designate

\_\_\_\_\_  
Date

**PARENT/GUARDIAN MEMORANDUM OF UNDERSTANDING**  
**For high school age student to attend Lewis and Clark Community College**

**Student Full Name:** \_\_\_\_\_

**Student Address:** \_\_\_\_\_

**Student Telephone Number:** \_\_\_\_\_

**Student Date of Birth:** \_\_\_\_\_

**Semester and Year:**

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**Name of Homeschool** \_\_\_\_\_

**High School currently attending** \_\_\_\_\_

- As parent/legal guardian of the student named above I understand and accept that by enrolling my student at Lewis and Clark Community College that he/she is subject to all the rules, regulations and standards of conduct as described in the Lewis and Clark Community College catalog/student handbook;
- Further, I understand that the College is not required to exercise any special care or provide any special supervision on his/her behalf;
- Further, I understand that he/she will be allowed the same privileges as any other Lewis and Clark Community College student. This includes access to student clubs and organizations and access to confidential legal, and health services. I accept full responsibility for monitoring my child's participation in these activities including participation in field trips and any other activities that may be sponsored by Lewis and Clark Community College.
- Further, I understand that at no time will Lewis and Clark Community College request or require a faculty member or employee to alter or adjust the content in a class or activity based on the presence in that class or activity of a minor child. Therefore, I understand that my child may be exposed to material that is controversial, contains mature content and/or may be required to participate in discussions and/or assignments regarding same;
- Further, I understand that students with disabilities, who have IEP's or 504 Plans in high school, must complete an intake process with Student Development and Counseling and provide required documentation (from their local high school) to be considered for any accommodations at Lewis and Clark Community College. I also understand that any accommodations my child receives at Lewis and Clark Community College will be determined in accordance with the College's procedures. Information regarding accommodations is available in the Student Development and Counseling Office;
- Further, I understand that Lewis and Clark Community College complies with the Higher Education Act of 1965 as amended and the Family Educational Rights and Privacy Act. Basically this means that the rights of the student supersede the rights of the parent when the student enters a post-secondary institution.

With my signature below, I verify this student meets the requirements described above, will abide by all rules described above and that I have read and understand this acknowledgement. I agree to hold Community College District 536 (aka Lewis and Clark Community College) and its officers and employees harmless with regard to all liability for my minor child participating in College offerings, activities and programs.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Lewis and Clark Community College Employee

\_\_\_\_\_  
Date

## **Concurrent Enrollment Policy and Information**

Lewis and Clark Community College coursework is not a substitute for high school or GED completion. High school age students must graduate from high school or successfully complete the GED to receive a degree from Lewis and Clark.

1. High School students may enroll in L&C courses with the following stipulations:
  - a. Students must take the college placement test or have ACT/SAT scores. Waivers may be made in unusual circumstances by the Director of Admissions, Records, & Recruitment such as taking a for-credit swim class, career development or applied music class.
  - b. Students must provide the signed Concurrent Enrollment Form from the appropriate high school administrator.
  - c. Students must provide a signed Parent/Guardian Memorandum of Understanding.
  
2. Home-schooled students may enroll in college courses with the following stipulations:
  - a. Students must take the college placement test or have ACT/SAT scores. Waivers may be made in unusual circumstances by the Director of Admissions, Records, & Recruitment such as a for-credit swim class, career development or applied music class.
  - b. Students must provide the signed Concurrent Enrollment Form from.
  - c. Students must provide a signed Parent/Guardian Memorandum of Understanding.
  - d. Students must meet with a Lewis and Clark representative.

### **BOOKS**

- Students are responsible for purchasing textbooks and materials for their class.
- Textbooks will go on sale 2 weeks before classes begins
- Check the LC bookstore website for textbook purchase information <https://www.lc.edu/Bookstore/>

### **STUDENT ID and PASSWORDS**

- Call the Help Desk (618-468-4357) to get your User ID and Password.
- Students will need a copy of your Lewis and Clark class schedule, and picture ID.
- Free of charge
- Go to the Enrollment Center on the LCCC campus or Nelson Campus (by appt. only – call 618-468-5851)
- Hours are (main campus only):
  - Monday through Friday: 8 am–4:30 pm

### **PARKING PERMIT \*Only if attending On-Campus Classes\***

- Students will need a copy of your Lewis and Clark class schedule, and a picture ID.
- Free of charge – Go to the Security Office on LCCC campus
- Classes at the N.O. Nelson Campus do not require a parking permit.