

POLICY
High School Students

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 become regular college students.

1. High School students who are 16-years-old or older may enroll in L&C courses with the following stipulations:
 - a. Students must take the college placement test. 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.
 - d. Students will only be able to enroll in developmental courses under unusual circumstances and with the approval of the Director of Admissions, Records, & Recruitment.

2. Home-schooled students who are 16-years-old or older may enroll in college courses with the following stipulations:
 - a. Students must take the college placement test. 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 the appropriate high school administrator documenting that the student is not enrolled in the high school.
 - c. Students must provide a signed Parent/Guardian Memorandum of Understanding.
 - d. Students must meet with the Director of Admissions, Records, & Recruitment before enrolling.
 - e. Students will only be able to enroll in developmental courses under unusual circumstances and with the approval of the Director of Admissions, Records, & Recruitment.

Submit this completed form, along with an official high school transcript to:
Admission Office, Lewis and Clark Community College, 5800 Godfrey Rd., Godfrey, IL 62035

CONCURRENT ENROLLMENT FORM

- Student should fill out Part I.
- If you are currently enrolled in a high school, please have the appropriate administrator fill out and sign Part II.
- If you are being home-schooled or are not enrolled in a high school, please have the appropriate administrator fill out and sign Part III.

PART I (To be filled out by the student)

Please use **black ink** and print all entries except for signatures

_____ Last Name of Student

_____ First Name

____/____/____
Birth Date

____-____-____
Social Security Number

Term and year for which enrollment is requested: (Lewis and Clark Community College requires a separate form for each term a student is approved for enrollment.)

- Fall _____
- Spring _____
- Summer _____

Briefly explain why you would like to enroll at Lewis and Clark Community College. _____

Signature of student

Date

PART II (To be filled out by school counselor or administrator)

Currently attending the following high school:

Name of high school

Current year in school

____/____
Expected month and
year of graduation

Specific course from the Lewis and Clark Community College Class Schedule for which the student is authorized to enroll:

(Example: ENGL-131-01) _____

Signature of high school counselor or appropriate designate

Date

PART III (To be filled out by school counselor or administrator)

I certify that the above student is **not** enrolled in high school at this time.

Name of high school

Signature of high school counselor or appropriate designate

Date

PARENT/GUARDIAN MEMORANDUM OF UNDERSTANDING
For HS Age Student To Attend Lewis and Clark Community College

Name of Student _____

Birthdate of Student _____

Social Security Number of Student _____

Semester and Year:

Fall _____

Spring _____

Summer _____

Check one of the following:

Home-Schooled Student _____

Attending the following high school: _____

- 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 and 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

Director of Enrollment, Lewis & Clark Community College

Date