



LEWIS & CLARK
COMMUNITY COLLEGE



High School Partnership Student Handbook

Table of Contents

Enrollment Services Contact List	1
Overview of Dual Credit Courses	2
Dual Credit Student Information	3
High School Partnership “Questions and Answers about Grades”	5
Dual Credit FAQ’s	6
High School Partnership Web Page	7

HIGH SCHOOL PARTNERSHIPS & COMMUNITY EDUCATION

Yvette McLemore, Director
High School Partnerships & Community Education Ctrs.

618 468-5050
618 468-7185 fax

ymclemor@lc.edu

HIGH SCHOOL PARTNERSHIP & COMMUNITY EDUCATION STAFF

Amy Schweitzer, Secretary
High School Partnership

618 468-5051
618 468-7187 fax

aschweitzer@lc.edu

COMMUNITY EDUCATION CENTERS

Kelly Wilson, Coordinator
Macoupin County Education Center

217 854-5400
217 854-3758 fax

kwilson@lc.edu

Laura Stayton, Assistant
Macoupin County Education Center

217 854-5400
217 854-3748 fax

lstayton@lc.edu

Heather Amburg, Coordinator
Tri-County Community Education Center

618 498-6500
618 498-2560 fax

hamburg@lc.edu

Johngy Loellke, Assistant
Tri-County Community Education Center

618 498-6500
618 498-2560 fax

mloellke@lc.edu

Tim Bell, Manager
N.O. Nelson Campus, Edwardsville

618 468-5858
618 468-7832 fax

tbell@lc.edu

Cathy Laramee, Coordinator
N.O. Nelson Campus, Edwardsville

618 468-5858
618 468-7193 fax

claramee@lc.edu

Melissa Mullen, Assistant
N.O. Nelson Campus, Edwardsville

618 468-5858
618 468-7195 fax

mmullen@lc.edu

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. 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.
2. All students who seek enrollment in transfer level general education courses will need to have an appropriate college placement score, ACT, PSAT 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
3. The following courses **do not** require a placement exam: CDEV 130, DRFT 131, JOBS 132, JOBS 133, BTEC 115, BTEC 117, BTEC 119, BTEC 151, and WELD 131.
4. High school partnership courses are taught at the high school by qualified high school faculty during the regular school day.

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.

- The program is free for students and parents. Unlike traditional college classes, there is no charge for tuition or books. However, additional fees may be required by your high school.
- 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.
- 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 logging on to the BlazerNet Student Web Services system on the Lewis and Clark Web site: www.lc.edu.

Dual Credit Eligibility

All students who seek enrollment in transfer level general education courses will need to have an appropriate college placement score, ACT, PSAT or SAT score in English, reading, and/or mathematics. All students who seek enrollment in career courses must have the appropriate GPA. The following courses **do not** require a placement exam: CDEV 130, DRFT 131, JOBS 132, JOBS 133, OTEC 119, and WELD 131. See [Dual Credit Courses with Prerequisites](#) for requirements.

Your Transcript

The grades you earn in dual credit courses are entered on your Lewis and Clark Community College transcript. You may have your transcript sent to colleges or universities of your choice at no charge. Transcript requests must be made in writing. For more information, call the LCCC Enrollment office at 468-2222 or any of the Community Education Centers.

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. Withdrawal requests **MUST** be made in writing. See your teacher or counselor for a withdrawal form.

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 and click on the Quick Link to find High School Partnership or contact one of the Community Education Center Coordinators.

Financial Aid

It is extremely important to note that the college transcript you start through the dual credit program will be used to determine your eligibility for Federal Financial Aid after you’ve graduated from high school and have entered either a community college or university. For more information regarding your financial aid eligibility, please contact the financial aid office at the institution you will be attending.

Academic Integrity

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.

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.

The dual credit registration card includes the statement which allows the college to release information, to the student's parents/legal guardian and becomes effective when the student signs the registration card.

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 at www.lc.edu/ssc.

Academic Tutoring/Writing Desk-RE 2201 (in the library) and N3 108 on the N.O. Nelson Campus

Essay writing issues including organization, idea generation, mechanics, and more, as well as general help in any liberal arts courses. No appointment necessary.

Career Resource Center-TR 251

Provides individual career counseling, resume preparation, and assistance with job seeking skills. No appointment necessary.

Math Resource Center-CM 233 in the McPike Math & Science Complex on the Godfrey Campus and at N3 108 on the N. O. Nelson Campus

Free one-on-one tutoring, in-room resources including textbooks and solution materials, and Internet-connected computers -no appointment necessary.

Online Tutoring

Students who are not able to visit the Writing Desk in person may submit drafts of their papers to the Online Paper Submission (OPS) at atops@lc.edu. Please refer to the OPS instructions on the webpage www.lc.edu/writing desk.

Social Sciences Tutoring-CW 4337

Provides tutoring in social science courses such as Psychology and Sociology, including study space for small group study sessions.

STEM Resource Center-MA 301 in the Math Building

Provides one-on-one and group tutoring for students pursuing careers in Science, Technology, Engineering, and Math.

Trimpe Open Lab-TR 250

Provides hands-on tutoring assistance for coursework relating to office technology, computer information systems and computer graphics/web design. Assistance is also available for applications including Microsoft Office, Adobe Photoshop, Dreamweaver, InDesign and Illustrator. MAC workstations are available. In addition, this lab is an open lab for students who need to print materials or work on coursework. No appointment necessary.

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 BlazerNet and how do I access my account?

A: BlazerNet is an online student services database where Lewis and Clark students can view their **Class Schedule**, **Unofficial Transcript**, and **Grades**. If you have never accessed your BlazerNet account before, follow these steps to create your LOGIN and PIN:

1. Go the Lewis and Clark web site at www.lc.edu
2. Click on **Blackboard**.
3. At the top of the page click on **BlazerNet**.
4. If you know your BlazerNet ID and Password log in. If you do not continue to step 5
5. Click on Lookup BlazerNet ID
6. Enter your Last Name
7. Enter either your Social Security Number (SSN) or your seven digit College ID
8. Click the "SUBMIT" button.
9. The Screen will respond with your BlazerNet ID. ****Please make a note of your User ID****
10. 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 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: Requests for an "official" copy of your transcript can be made in person, in writing or through BlazerNet. You may visit the closest Community Education Center or the campus Enrollment Center to complete the necessary form. (Forms may also be mailed or faxed with a valid signature.) There is **no charge** for having transcripts sent to other colleges. For more information, call 468-2222.

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...

LCCC Enrollment Center

Lewis and Clark Community College
5800 Godfrey Road – Baldwin 1450
Godfrey, IL 62035
(618) 468-2222

Dual Credit FAQ's

What is dual credit?

Dual credit is a college- level course taught in high school, by a qualified high school teacher.

How much does it cost to take a dual credit course?

Dual credit courses offered in Lewis and Clark Community College's district are offered at no charge. However, some high schools require students to purchase their textbooks.

What dual credit courses are offered at my high school?

To see a list of courses offered at your high school, consult with your high school guidance counselor, refer to your student handbook, or visit the high school partnership page on the LC website.

How do I know if I qualify to enroll in a dual credit course?

A Lewis and Clark Community College representative will work with high school personnel to determine student eligibility. Enrollment in transfer level general education courses will need to have an appropriate college placement score, ACT, PSAT or SAT score in English, reading, and/or mathematics. All students who seek enrollment in career courses must have the appropriate GPA. The following courses **do not** require a placement exam: CDEV 130, DRFT 131, JOBS 132, JOBS 133, BTEC 115, BTEC 117, BTEC 119, BTEC 151, and WELD 131. See [Dual Credit Courses with Prerequisites](#) for requirements.

How do I enroll?

Registration is easy. A Lewis and Clark Community College representative will contact the high school guidance counselor/principal to schedule times to test and register students during the school day. Parental involvement is not required.

Do I have to attend Lewis and Clark Community College to receive dual credit?

Students are not required to attend Lewis and Clark Community College to receive dual credit.

Do dual credit courses transfer?

Most Illinois colleges and universities will accept college-level transfer courses as core or elective credit. Career and technical courses may or may not transfer as elective credit. It is recommended that students consult with the institution to confirm transferability of courses.

What are the benefits of taking dual credit courses?

- Ease the transition from high school to college
- Get a considerable head start with educational and career goals
- Greater likelihood of success in college
- Real experience of what to expect in college-level work
- Enhanced skills required to be successful in college such as time management skills, critical thinking skills, and study skills.
- Cost savings for students and their families

Can I withdraw from a dual credit course?

A financial aid transcript and a Lewis and Clark Community College academic transcript are created when a student enrolls in a dual credit course for the first time. The transcripts are permanent records that remain with students forever. It is very important to withdraw from a dual credit course to avoid receiving failing grades on the academic transcript as well as impacting financial eligibility when applying for financial aid in college. In order to withdraw from a dual credit course, a student must contact their high school teacher or guidance counselor. A Lewis and Clark Community College representative will collect all withdrawal forms prior to the published withdrawal date determined by Lewis and Clark.

What if I need more information about dual credit?

For more information about dual credit, please contact the High School Partnership office at Lewis and Clark Community College at 618-468-5050 or 618-468-5051.

High School Partnership Web Page

<http://www.lc.edu/hsp/>



The High School Partnership Web Page contains the following links:

[TrailBlazer Tracks](#)

[Program of Study](#)

[College Placement Test information](#)

[Dual Credit Course list with Prerequisites](#)

[High School Partnership Schools & Courses](#)

[Policy and Procedure Manual](#)

[Dual Credit FAQ Sheet](#)

[HSP Registration Dates at High Schools](#)