

Early College Add/Drop/Withdraw Form

2024-2025

For LMC Office Use Only Registered By: Initials/Date: _____ LMC ID# _____ Student Type: <input type="checkbox"/> H <input type="checkbox"/> M Residency: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> M Cohorts: <input type="checkbox"/> Allegan <input type="checkbox"/> Bangor <input type="checkbox"/> Berrien <input type="checkbox"/> Van Buren

For High School Use Only- signature authorizes registration, payment in full, and release if necessary from the high school for ALL courses listed on the registration form (please use separate self-pay form for courses being paid directly by the student)
High School/Tech. Ctr/Academy responsible for payment
Printed Name of Billing Authorizer
Signature of Billing Authorizer

Please Complete the Form Below in BLACK or BLUE Ink Only

Student Full Legal Name: (First, Middle Initial, Last) (Ex: Rebecca not Becky)	Date of Birth:	High School:
E-mail: (Provided email will be used to communicate any changes to the requested course registrations below)	Today's Date:	Graduation Year:

ADDING A COURSE:

Student: List the CRN 5-digit # **required**	Student: List the Subject & Course # (ex: BUSA 100)	Student: List Schedule (M-F 8:30-10:00)	List Credits	List Contacts (Dual Enrollment only)	High School/Tech. Center: Review Sign to authorize that this student should be registered in the class listed.

DROPPING or WITHDRAWING A COURSE:

Student: List the CRN 5-digit # **required**	Student: List the Subject & Course # (ex: BUSA 100)	Student: List Schedule (M-F 8:30-10:00)	List Credits	List Contacts (Dual Enrollment only)	High School: Drop or Withdraw from course? <i>Please see Early College Calendar for Drop/Withdraw timelines</i>	High School/Tech. Center: Review Sign to authorize that this student should be dropping or withdrawing from the class listed.
					<input type="checkbox"/> Drop <input type="checkbox"/> Withdraw	
					<input type="checkbox"/> Drop <input type="checkbox"/> Withdraw	
					<input type="checkbox"/> Drop <input type="checkbox"/> Withdraw	

PARENT: I have read and understand the guidelines on the back of this form. I give permission for my student to participate in the Early College Program at Lake Michigan College. I understand I am responsible for all tuition and fees for "self pay" courses not covered by the school district (to be registered on separate form).

Parent Signature: _____

Date: _____

STUDENT: I have read and understand the guidelines on the back of this form. I give permission to my high school to release my transcript and test scores to Lake Michigan College. I also give Lake Michigan College permission to release Academic Information (including but not limited to Grades, Enrollment level, Course Selection, Attendance) and Student Account Information (Account charges/balances, billing, payments) to my high school.

Student Signature: _____

Date: _____

EARLY COLLEGE GUIDELINES

Please read BEFORE signing the front of this form

1. **Application:**

New students, including students that did not take a course during the previous academic year, must complete a Lake Michigan College (Early College) application.

2. **Eligibility for Enrollment:**

For sophomores, juniors, and seniors, Lake Michigan College requires an overall GPA of 2.5 or higher to enroll in most classes; if a student does not meet the GPA, they must take Writeplacer, and receive a minimum score of 5. Courses with math prerequisites, and Math classes require minimum ACT, SAT or Accuplacer scores. See below:

	Math 122 or 123 (Algebra or Quantitative Reasoning)	Math 128 or 130 (Pre-Calc. Algebra or Trig)	Math 135 (Pre-calculus)	Math 151 (Calc I)
ACT	20	23	25	27
SAT	510 (composite) or 25.5 (section)	550 (composite) or 27.5 (section)	580 (composite) or 29 (section)	640 (composite) or 32 (section)
ACCUPLACER	255 (NGQA)	237 (NGAA)	250 (NGAA)	276 (NGAA)

3. **Billing and Payment:**

A billing authorization signature is required to bill for tuition and fees; the school will be billed in full for all course registrations.

A separate form is required for 100% student/parent paid courses. Payment in the form of a check or money order must be attached at the time of registration. Credit card payments are accepted by calling the Billing Office 269-927-8610. Partial payments are not accepted by the college for early college registrations.

4. **Course Registration:**

To be officially enrolled in a college credit class, an Early College Registration form must be submitted to Lake Michigan College. Registration forms **MUST** be signed by the student, parent, and school district. Incomplete registrations will not be processed. Correction requests will be directed to the student's email on the front of this form.

5. **Student Records and Transcripts:**

Taking a class for college credit creates a permanent record with LMC that may affect future enrollment or financial aid eligibility.

Unofficial transcripts, official transcript requests, schedules, and registration history can be accessed through the student's LMC student profile account. There is a fee associated with sending official transcripts. Please note that you will not receive college credit for a course unless you register (even if you sit through the course).

6. **Dropping a Class:**

The official Early College Drop/Add/Withdraw Form must be completed and submitted to the Early College Office at Lake Michigan College for a class to be dropped or withdrawn by the deadline. If a student does not follow the college's drop or withdrawal procedure, the student will receive an 'E' (failing) grade on their college transcript. Classes may be dropped for a refund and removal from the student record by the published add/drop deadline. Classes dropped after the add/drop deadline are processed as a withdrawal and are not eligible for a refund and will remain on the student record with a grade of "W".

Withdrawing from or failing college classes may cause a student to be ineligible for Federal Financial Aid after graduation.

Questions? Contact Early College at earlycollege@lakemichigancollege.edu or 269-927-6278.
Early Middle College, Lake Michigan College, 2755 East Napier Avenue, Benton Harbor, MI 49022