

# Dual Enrollment & Early College



**Selena Bauder**  
Early College  
Student of the Year 2023  
A.A. in General Studies



**JUMP  
START**  
your college  
education



**Lehigh Carbon**  
COMMUNITY COLLEGE

## CONTENTS

---

<b>Section 1 - Welcome and Introduction .....</b>	<b>3</b>	<b>Section 3 - Definitions .....</b>	<b>11</b>
Letter from the President.....	3	Course Syllabus.....	11
About Dual Enrollment.....	3	Dual Enrollment or Early College Program .....	11
About Early College.....	3	Dual Enrollment or Early College Student .....	11
LCCC Courses and Access to Programs.....	3	Instructor .....	11
<b>Section 2 - Information for Students.....</b>	<b>5</b>	<b>Section 4 - Information for Students</b>	
Student Eligibility .....	5	<b>with Disabilities .....</b>	<b>11</b>
Eligibility Criteria.....	5	COVID-19 Updates.....	11
Academic Standing and Progress.....	5	Fall Class Formats .....	11
Academic Progress Table .....	5	Face-to-Face.....	11
Dean's List.....	5	Online .....	11
Academic Alert.....	5	Remote .....	11
Academic Probation.....	6	Hybrid.....	11
Academic Suspension.....	6	Banner System .....	11
Academic Dismissal .....	6	 	
Academic Reinstatement.....	6	<b>Section 5 - Support Services and Resources .</b>	<b>11</b>
Reinstatement Application Process .....	6	Academic Services.....	11
Application/Registration Requirements for		Admissions .....	11
Dual Enrollment and Early College.....	7	Advising.....	11
Family Educational Rights and Privacy Act		Bookstore .....	11
(FERPA) of 1974 .....	7	Business Office.....	11
Rights of Individuals with Disabilities .....	8	Career Development.....	11
Student Responsibility.....	8	Employers.....	11
Student Expectations .....	9	Computer Labs.....	11
Community Standards Mission.....	9	Cougar Cabinet Food Pantry .....	11
Attendance Policy .....	9	Counseling Center and Services .....	11
Student Behavior.....	9	Disability Support Services .....	11
Tutorial Assistance.....	9	Early Learning Center .....	11
Library Resources.....	10	Educational Support Services.....	11
College Transcripts .....	10	Learning Specialists for Instructional Support..	11
Withdrawing/Dropping a Course .....	10	Financial Aid .....	11
Student Academic Issues.....	10	First Year Experience .....	12
Early Alert Reporting .....	10	High School Connections .....	12
Dean's List.....	10	Information Technology Help Desk .....	12
Phi Theta Kappa .....	10	KEYS Program .....	12
Graduation .....	10	LCCC Allentown at the Donley Center.....	12
		LCCC Tamaqua.....	12
		New Student Orientation, Advising and	
		Registration (NSOAR).....	12
		Online Learning .....	12
		Records and Registration .....	12
		Student Life .....	12
		Testing Center.....	12
		Additional Resources for Students.....	12

Dear New LCCC Dual Enrolled and Early College Student,

On behalf of the faculty, staff, administration and members of our Board of Trustees, I want to offer a very enthusiastic welcome to all of you who are now part of the LCCC Cougar family.

If you haven't experienced it for yourself already, you will soon learn that we here at LCCC are focused on your success. Our faculty work tirelessly to ensure classes and programs are the highest quality, placing students as their top priority. Our staff ensure that you are able to access services and support on campus and remotely.

I hope that you will take advantage of the many chances we offer to get involved, whether that be joining a student club, participating in an internship, playing a sport, writing for the Paw Print, conducting research with a professor, volunteering on campus, tutoring a colleague, or any of the other endless opportunities you will find available. No matter where you are taking classes – at your high school, on campus in Schnecksville, online, or at one of our sites in Tamaqua or Allentown, or at the Airport – you will find that LCCC places your success as a top priority.

We are here to help you reach your full potential. Again, welcome to Lehigh Carbon Community College!



Sincerely,

A handwritten signature in black ink that reads "Ann Bieber". The signature is fluid and cursive.

Ann D. Bieber, Ed.D., President

## About Dual Enrollment

The Dual Enrollment Program at LCCC provides an opportunity for qualified high school students to enroll in college-level courses. You can earn college credit and high school credit at the same time by taking college courses for dual enrollment at your high school, at any LCCC location and online. This experience can significantly increase your prospects for success and graduation from college or a university, and for a fraction of the price.

## LCCC Courses and Access to Programs

We welcome you to research LCCC's career pathways and the courses that are offered at your high school, at college locations and online. This knowledge and the choices you make will benefit you as you continue to pursue a college degree. For steps on how to download LCCC's Degree Plans, visit our webpage at [www.lccc.edu](http://www.lccc.edu).

LCCC offers degrees in the form of Associate of Arts, Associate of Science, Associate of Applied Science and Certificates of Completion as described in the [college catalog](#). Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog and throughout this handbook.

## About Early College

We are proud to collaborate with your high school to provide you the opportunity to experience challenging and high-quality college courses while completing your high school requirements. After completion of the two-year college degree, you will acquire the confidence to succeed academically at the four-year college or university of your choice.



## Student Eligibility

Lehigh Carbon Community College offers you the opportunity to enroll in college courses for Dual Enrollment or Early College at various regional high schools. There are criteria and requirements that you must meet in order to be eligible to take advantage of this opportunity.

As a Dual Enrollment and Early College student, you are eligible to take additional college courses at night, on weekends and/or in the summer for college credit only. However, you would be responsible for paying tuition and purchasing your books. For more information, contact [dualenrollment@lccc.edu](mailto:dualenrollment@lccc.edu). Note: Summer enrollment is considered one semester (check with your Dual Enrollment or Early College high school contact for summer class enrollment).

## Eligibility Criteria

1. Forms are available through High School Connections, authorizing LCCC to release assessment scores, grades and academic progress reports to the high school on the student application.
2. You must complete the admissions process and take an LCCC placement test and/or provide LCCC with approved additional test scores in math, reading and writing, as well as course specific placement test scores where applicable. You must also meet program specific requirements (e.g., immigration status, holds and placement testing issues). Students will be permitted to enroll only in college-level courses for which they are eligible (as determined by the current LCCC course placement rules) and must meet all course prerequisites prior to being enrolled.
3. You must maintain good standing to remain in the Dual Enrollment program. Students participating in the Dual Enrollment program at LCCC must have completed at least 67% of the courses taken with at least a 2.0 cumulative grade point average (equivalent to a "C" grade). Courses finished with a grade of F, W, I, NC, I\*, or F\* are not counted as completed. Students who do not meet above criteria are placed on Academic Alert, Probation or Suspension and may jeopardize enrollment at the college.
4. Early College students must maintain full-time enrollment status fall and spring semesters. Early College students must maintain a 2.0 cumulative grade point average to remain in the program.

## Academic Standing and Progress

The college is committed to the academic success of every student. The college will monitor a student's

grades and issue an appropriate warning if grades are inadequate. Academic standing is determined by the standards for academic progress listed below.

Eligibility to graduate with a certificate or degree requires a cumulative GPA of at least 2.0 in all coursework applicable to graduation. Courses with "F" grades do not count toward graduation but are used in calculating the GPA.

First-year Early College students who fail or withdraw from a course in the fall semester may repeat the course in the spring. However, if the student fails or withdraws from the same course a second time, the student will no longer be eligible to participate in the Early College program.

Second-year Early College students who do not meet the academic requirements of LCCC and/or high school graduation requirements will no longer be eligible to participate in the Early College program and will complete their last semester at the high school to achieve high school graduation requirements.

### Academic Progress Table (DUAL ENROLLMENT STUDENTS ONLY):

GPA Credit Hours	Dismissal	Suspension	Probation	Alert	Good Standing
1-12				.00-.99	1.00
13-24			.00-.99	1.00-1.49	1.50
24-36		.00-.99	1.00-1.49	1.50-1.74	1.75
37+	.00-.99	1.00-1.49	1.50-1.74	1.75-1.99	2.00

\*Students who had maintained satisfactory progress through 30 credits will be placed on Academic Alert the first time their GPA goes below 2.00.

## Dean's List

Credit students completing at least six credits may be named to the Dean's List upon achieving passing final grades in all subjects and earning an average of at least 3.5. Students with grades of "F," "I," "W," "Y," or "Z" will not be considered for Dean's List, with the exception of those students who withdraw within the first three weeks and are assigned a grade of "W."

## Academic Alert

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Alert. Additionally, students who are exhibiting poor academic achievement by receiving an excess of "W," "Y," "Z," "F" or "I" grades may be placed on Academic Alert, as determined by the Academic Record Review Committee. Students placed on Academic Alert receive a letter from the Dean of Academic Support and Success informing them of their academic standing and suggesting the use of college services to improve academic performance. The student can register for courses without penalty.



## Academic Probation

Students who fail to meet satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Probation with a hold on their account. Additionally, students who are exhibiting poor academic achievement by receiving an excess of "W," "Y," "Z," "F" or "I" grades may be placed on Academic Probation, as determined by the Dean of Academic Support and Success. Students placed on Academic Probation receive an email from the Dean of Academic Support and Success informing them of their academic standing and the requirements that must be met in order to register for the next semester. The student must complete an academic success plan and return the document to the Dean of Academic Support and Success.

## Academic Suspension

Students who fail to make satisfactory progress as defined by the Academic Progress Table will be placed on academic suspension. Additionally, students who are exhibiting poor academic achievement by receiving an excess of "W," "Y," "Z," "F" or "I" grades may be placed on Academic Suspension as determined by the Dean of Academic Support and Success. Students placed on Academic Suspension receive a letter from the Dean of Academic Support and Success informing them of their academic standing. Students placed on Academic Suspension will be academically suspended from the college. To continue enrollment, students must participate in the academic success process and must meet with the Dean of Academic Support and Success to establish an academic contract. Students must meet with an academic advisor to schedule courses, and students are limited to 6-7 credit hours. The contract may include part-time status, repeating failed courses, enrolling in a study skills course and other requirements deemed necessary for success. This contract remains in place until the students' total GPA rises above the Suspension level from the Academic Progress Table. Students must successfully complete all credits attempted and achieve a semester grade point average of at least a 2.0 to continue enrollment at the college.

## Academic Dismissal

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Dismissal. Additionally, students who were not successful in the Academic Suspension program or did not achieve a semester GPA of at least 2.0 after the first semester following one semester of academic suspension will be placed

on Academic Dismissal. Students placed on Academic Dismissal will receive a letter from the Dean of Academic Support and Success informing them of their academic standing and dismissal from the college. Students will need to sit out one full academic year (fall and spring semester).

## Academic Reinstatement

Students who have been academically dismissed may apply for reinstatement after one year, if they can demonstrate that the circumstances that contributed to their past poor academic performance have been eliminated or managed so as to promote academic success.

The student is required to appear before the Academic Record Review Committee to present the application and the changed circumstances. The student will be notified of the reinstatement hearing date one week after the due dates listed below. The student will be required to complete an Academic Progress course session in CANVAS and meet with an academic advisor to schedule courses, and students are limited to 6-7 credit hours.

If a student has met the required one year dismissal and has missed the deadline to apply for reinstatement, the Dean of Academic Support and Success will review and meet with the student for reinstatement. The student will be required to complete an Academic Progress course session in CANVAS and meet with an academic advisor to schedule courses, and students are limited to 6-7 credit hours.

## Reinstatement Application Process

To apply for reinstatement, the student must submit a completed Application for Academic Reinstatement to the Counseling Center prior to the following dates:

- June 15 – for fall semester reinstatement
- October 15 – for spring semester reinstatement
- Reinstatement will not be considered for summer sessions.

To apply for reinstatement, follow the steps below:

1. Complete and submit the "Application for Academic Reinstatement" and the "Academic Reinstatement Questionnaire" before the application dates listed above.
2. If you attended another college since you last attended LCCC, indicate such on your application and send your official transcript to the Office of Registration/Student Records at 4525 Education Park Drive, Schnecksville, PA 18078.
3. If you were dismissed more than one year ago and missed reinstatement deadline, submit your application and contact the Dean of Academic Support and Success.

4. Provide documentation of other activities that demonstrate your readiness to return and succeed at college study (e.g. military service, employment experience, etc.)

The student is required to appear before the Academic Review Committee to present the application and the changed circumstances. The student will be notified of the reinstatement hearing date within 7-10 days of the application, and will be notified of the Committee's decision within 7-10 days following the hearing date.

#### Repeated Academic Dismissals

Reinstated students who are dismissed a second time may apply for academic reinstatement after two years, if they can demonstrate ability to succeed as indicated above. Reinstated students who are dismissed a third time may not apply for reinstatement at LCCC.

#### Appeal Process

Students may appeal the reinstatement decision of the Academic Review Committee if they can demonstrate:

- a. Procedural error occurred in the interpretation of college regulations that effectively denied the student fair consideration;
- b. The decision is held to be arbitrary and capricious.

Appeals must be submitted in writing to the Dean of Academic Support and Success within five days of the student's receipt of the committee's decision. Whenever possible, the Dean will seek the recommendation of alternate committee members. The decision of the Dean is final.

#### Application/Registration Requirements for Dual Enrollment and Early College

LCCC's High School Connection's office works closely with each high school to ensure students meet all LCCC early admission requirements for Dual Enrollment or Early College. In collaboration with your high school, you will need to complete the following:

1. Complete an Application for Admission.
2. Have your school provide LCCC with an official copy of your current transcript reflecting eligible test scores. (If test scores are not posted, high school must submit test scores).
3. Print and save a copy of the Letter of Acceptance to LCCC.
4. Take LCCC's placement test, if applicable.
5. Attend a Dual Enrollment or Early College Orientation as it applies to your enrollment.

When all requirements are met, the High School Connection's office will enroll you in college course(s) according to the rosters submitted by your high school. Your first point of contact for any questions or concerns regarding your Dual Enrollment or Early College should be addressed to the high school administration or contact for resolution.

#### NOTE:

- You may take as many courses as permitted by law. Make sure that you enroll in courses that apply to your degree plan.
- College developmental-level courses are not typically offered to Dual Enrollment or Early College students.
- Financial aid is not available while you are a high school student.

Once you submit your admission application to LCCC, you will receive your LCCC user ID Number, Username and LCCC email address as part of your acceptance letter through your personal email address you provided on the application.

Make sure to check this email frequently. Here is a sample of what your email address will look like:

username@mymail.lccc.edu

Once you have your LCCC ID# and Username, go to mylccc.edu.

Use your email address (username@mymail.lccc.edu) and your LCCC password to log in.

For additional assistance, contact registration/student records at registrar@mymail.lccc.edu or call 610-799-1171.

#### Family Educational Rights and Privacy Act (FERPA) of 1974

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy and accuracy of educational records. It affords students who are taking classes that earn college credit the following:

- The right to inspect and review their educational records maintained by the school;
- The right to request that the school correct errors in their educational records;
- The right to consent in writing to the disclosure of personally identifiable information from their educational record, except under certain permitted situations; and
- The right to file a complaint with the Family Policy Compliance Office (FPCO) regarding an alleged violation under FERPA.

It should be understood that these FERPA rights reside with the student – regardless of their age – in regards to Dual Enrollment and Early College classes where college credit is being earned.

FERPA does allow the release of Directory Information without prior written consent. All LCCC Directory Information includes:

- Name (last name, first name, middle initial)
- Address (street address, city, state, zip code)
- Area code and phone number
- College email address
- Age and birth year
- Major or program of study at LCCC
- Classification (freshman, sophomore)
- Enrollment status (full-time, part-time)
- Dates of attendance at LCCC
- Credit hours completed and in-progress at LCCC
- Degrees earned and dates of degrees at LCCC

Students currently enrolled at LCCC may request that all or part of their directory information be withheld from the public by filing a written request at the time of registration. Such a request will remain in effect until the student authorized its removal in writing. Release of any additional information pertaining to student records must be authorized in writing by the student, except as authorized under the law.

Registration/Student Records determines what constitutes an educational record, and what may be disclosed without prior written consent. However, it is best to assume that written consent is always required in order to release student information to a third-party.

Registration/Student Records will supply students with information related to their college records and refer those students requiring additional assistance to the proper college official or office. Registration/Student Records can be reached at 609-799-1171 or registrar@mymail.lccc.edu

## Rights of Individuals with Disabilities

LCCC's Educational Support Services (ESS) provides support for students with disabilities at all college locations: Schnecksville (main campus), Allentown and Tamaqua. The Educational Support Center provides students, regardless of disability, if qualified, an equal opportunity to complete their educational goals through the provision of accommodations based upon their individual disability.

If you are interested in taking college courses for Dual Enrollment in your high school or in the Early College high school program, it is important to understand that LCCC is guided by the Americans

with Disability Act (ADA). The special education student in public school is under the Individuals with Disabilities Education Act or IDEA. There are differences in appropriate accommodations between these acts that need to be understood by faculty, students and parents. In a Dual Enrollment or Early College class, the special needs education (SPED) student will come under the jurisdiction of the ADA, not IDEA. The ADA offers accommodations at the college level whereas IDEA requires modifications at the high school level.

Accommodations change how a student learns the material. A modification changes what a student is taught or expected to learn. To receive department services, you must:

- Identify yourself as a person with a disability.
- Schedule an appointment to see an ESS Disabilities Support Services Specialist, and bring documentation. Meeting with Disability Support Services (DSS) is required prior to taking the placement exam and at the beginning of each college course, if accommodations are needed. Accommodations are not retroactive.

If you qualify for IDEA or 504 and want to take college courses for Dual Enrollment in your comprehensive or early college high school, you will need to take the LCCC Placement Test with college-level accommodations.

To take the placement test with accommodations, you will need to:

- Make an appointment to meet with a DSS Learning Specialist at ESS at Schnecksville campus or at any of the LCCC locations.
- Make arrangements with the high school special education coordinator to take the placement test with accommodations as approved by LCCC DSS.
- After passing the LCCC Placement Test, the student will need to contact the DSS Learning Specialist each semester for appropriate class accommodations for any college class taken.

For further information and assistance, contact the LCCC ESS at 610-799-1156.

## Student Responsibility

The instructor is available to answer questions about course materials or class policies. If you have any concerns about your performance in the course or are not sure of an assignment, you should speak with the instructor. If you are not satisfied with the instructor's response, please contact academic advisor for next steps.



## Student Expectations

As a Dual Enrollment or Early College student, you should remember that a dual-enrolled course is a college course in all aspects. You are expected to follow the same curriculum that is used for other college students and your responsibilities are the same. College courses sometimes deal with controversial issues or subject matter that high school courses may not address, which can provide new challenges for the Dual Enrollment and Early College student. Nonetheless, as a Dual Enrollment and Early College student you should be prepared for class, and interact with the instructor as any other college student. All college students should expect to invest at least double the time out of class as the time spent in class in reading, studying and preparing for college course assignments. To be successful and to ensure completion, you should spend at least two hours studying and completing class assignments daily. For example, the general rule of thumb regarding college studying is, and has been for a long time, that for each class, students should spend approximately two hours of study time for each hour that they spend in class.

Many students carry a course load of 15 credits, or approximately 15 hours of class time each week and studying roughly 30 hours a week.

You should pay careful attention to your instructor's system for assigning grades. Often the college grading system is different from the system that the high school uses. The instructor's grading system is explained in the course syllabus that you will receive during the first week of class. If you have questions or concerns about a Dual Enrollment or Early College course, it is your responsibility to ask the instructor what you need to improve to succeed in the class.

Lehigh Carbon Community College has established a system of rights and responsibilities for all students called the "LCCC Code of Student Conduct."

It helps to explain students' rights, responsibilities, grievances and complaints procedures, rules and regulations for student behavior, discipline policies, and general guidelines that all students are expected to follow. The handbook can be accessed at <https://www.lccc.edu/current-students/college-policies/student-policies-procedures>.

## Community Standards Mission

The Department of Community Standards is committed to providing all students with the best possible service and experience at Lehigh Carbon Community College. The primary function

is to uphold the LCCC Code of Student Conduct; administer conduct procedures in support of the college's mission and vision; and to maintain a positive learning community. Community Standards encourages equality, dignity and mutual respect for all members of the campus community. The department strives to inspire trust and confidence in the college's rules, regulations and student conduct procedures. In general, the Department of Community Standards will work with the Dual Enrollment and Early College administrators at LCCC and the high school guidance counselor and other needed administrators on investigating any possible behavioral violations and deciding on sanctions and outcomes. This includes issues of academic dishonesty and any other behavioral violations of the Code.

The Code of Student Conduct can be accessed at <https://www.lccc.edu/student-experience/lccc-code-of-student-conduct>

## Attendance Policy

While you are a student at LCCC, it is your primary responsibility to attend classes and complete coursework to earn a grade. The instructor's attendance policy is explained in the course syllabus that students receive in the first week of class; it outlines the topics, test dates, assignments, grading criteria for the class, course objectives, instructor's office location, phone number and schedule of office hours for you to contact the instructor if you have any questions or concerns. In college, absences are handled differently than in high school. Student's absences due to illness or participation in a school function may be counted against students. Additionally, students should not expect to receive extra credit for attending class.

Visit the Catalogs and Schedules webpage for additional information.

## Student Behavior

Unacceptable behaviors in most classes include, cell phone usage/texting, ear pods, coming to class late, leaving early, more than one bathroom break, sleeping in class; students may be asked to leave a class for this type of behavior.

## Tutorial Assistance

As an LCCC Dual Enrollment or Early College student, you have access to the same support services as any LCCC student. Several types of academic support are available and may be of help to you:

- Tutorial Support Services provide students with many resources including in-person and online tutoring and study-guide resources.
- You are welcome to come to any on-campus tutoring center during scheduled hours or call 610-799-1156.

## Library Resources

While the resources of high school libraries may meet most of the research needs of Dual Enrollment and Early College students, you may access the LCCC system as well. Every LCCC student is given an ID number by the admissions and registration/student records office. You can use this Student ID Number to access the full resources of the LCCC library databases. You may also come in during regular library business hours to any of the LCCC locations. LCCC is an institution of higher education and the college library provides materials that support and supplement the educational process; no effort is made to either censor or filter any materials from its collections.

## College Transcripts

The college credits you receive for successfully completing a Dual Enrollment or Early College course will always be part of your permanent college record. Whether it is now or later in life, this credit will be useful to you as you continue your educational goals.

## Withdrawing/Dropping a Course

Dual Enrollment and Early College students must contact the designated high school counselor before withdrawing from a class. Approval from the Associate Dean of Student Success is also needed. This action will ensure credit recovery for high school graduation requirements can still be met without the college course credit.

Students may withdraw from a college course and return to a high school course at any time before the LCCC final withdrawal date. It is the responsibility of the student to verify with their LCCC academic advisor that he/she has been officially withdrawn/dropped from a course. Students can find the final withdrawal date on the course syllabus, LCCC website and/or designated high school contact.

If the high school withdraws a student from a course BEFORE the census date, the course will appear on the college transcript. If a student drops a course AFTER the census date, on or before the "last day to withdraw," the course is recorded on the transcript with an assigned grade of "W".

## Student Academic Issues

The LCCC Dual Enrollment and Early College Academic Advisor's role is to support and guide students for college success. If you have a concern with the instructor, you SHOULD talk to the instructor first to see if a solution can be found. If you still have a concern, the LCCC process encourages you to contact an LCCC Academic Advisor, or the Associate Dean of Student Success. All students should maintain a 2.0 GPA each semester. We do not guarantee an associate degree, we would like for you to complete it, but our main concern is the high school diploma. Students who cannot meet the demands of Dual Enrollment and Early College as a student by falling below 2.0 GPA can be dismissed from the college and returned to high school full time.

## Early Alert Reporting

Dual Enrollment and Early College students receive early alerts for non-attendance and academic performance that is below "C" average by email and text message if submitted by instructor.

Mid-term reporting is submitted in the 7th and 8th week of the semester; we will send a report of all students' letter grades (passing/non-passing).

## Dean's List

Students with an academic grade point average of at least 3.50 achieve Dean's List status.

## Phi Theta Kappa

Phi Theta Kappa (PTK) is the only nationally-acclaimed honor society serving two-year colleges, which offers associate degree programs. Membership into Phi Theta Kappa is by invitation only.

To be considered, a student must be enrolled in an associate degree program, have completed at least 12 credit hours of coursework, have established a minimum grade point average of 3.5, have established a record of academic excellence as judged by the faculty, and be of good moral character and possess recognized qualities of citizenship.

## Graduation

High school/LCCC graduation – Dual Enrollment and Early College students will need to obtain a high school diploma before an associate degree is awarded (can walk for LCCC graduation, normally in May, but degree is awarded in August after high school graduation).

## SECTION 3 - DEFINITIONS

---

**Course Syllabus** – A detailed description of each instructor’s specific course requirements. It includes assignments, grading criteria, required text(s) and materials, classroom policies for attendance, drops for non-attendance, assignments turned in late, re-writes, make up work request procedure and a detailed course calendar.

**Dual Enrollment or Early College Program** – A cooperative partnership between school district and LCCC, enabling high school students to earn college credits while completing the requirements for a high school graduation.

**Dual Enrollment or Early College Student** – A high school student who meets the eligibility requirements for the Dual Enrollment program and enrolls in an LCCC approved course. Upon successful completion of the course, the student may earn credit toward high school graduation requirements and receive college credit.

**Instructor** – A full- or part-time faculty member who meets the minimal requirements of the Middle States Regional Association of College and Schools.

## SECTION 4 - INFORMATION FOR STUDENTS WITH DISABILITIES

---

- LCCC offers support and accommodations to qualified students with disabilities through Disability Support Services (DSS). The only way to receive these accommodations for LCCC’s courses is through Disability Support Services.
- Whether taking the dual enrollment class(es) at the high school, college campus location, remotely, or online, the student is responsible for contacting DSS to arrange for accommodations, preferably at the start of the semester.
- LCCC accommodations for a Dual Enrollment student are in keeping with accommodations for all other college students. Accommodations for a Dual Enrollment student do not alter curriculum or the requirements of a college class. Accommodations may or may not mirror the accommodations that a student receives for high school classes as part of an IEP and/or 504 plan; in any case, a student’s IEP/504 plan does not transfer to the college classroom, so a meeting with DSS is required.
- A student who experiences a temporary impairment during the semester should contact DSS as soon as possible to arrange for accommodations.
- For information and further assistance, please contact [dss@lccc.edu](mailto:dss@lccc.edu) or 610-799-1156.

## SECTION 5 - SUPPORT SERVICES AND RESOURCES

---

As a student enrolled in Dual Enrollment or Early College classes, you have access to the LCCC support services and resources that are available to all LCCC college students. Below are some of the resources available at the LCCC main campus and other locations. These resources will help you complete your Dual Enrollment or Early College classes successfully.

*Banner System* – the college’s student information system that enables students to access and manage online information such as looking up classes, registration, schedules, grades and transcript.

- To access the Banner System, use the Banner login screen.
- Logon to myLCCC with your LCCC username and password. Choose the Web Banner link.

Services available 8 a.m. to 6 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday, unless otherwise noted. All services available by phone, email and Zoom. In-person assistance available by appointment.



### **Academic Services**

lverta@lccc.edu | 610-799-1877

Dean Support, Recitation and Success Coaches, Accreditation, Articulation Agreements, Prior Learning Assessment, Semester Schedule, Course Formats

### **Admissions**

admissions@lccc.edu | 610-799-1575

Call or email to discuss LCCC application and enrollment steps. Video or phone conferencing strongly encouraged, face-to-face appointments available if necessary. All campus tours, events and functions have been postponed until further notice.

### **Advising**

adviseme@lccc.edu | 610-799-1137

The Academic Advising Services staff strives to provide and connect students with the resources needed to be successful in their education. Assistance provided with career/academic planning, course selection and four-year university/college transfer planning. Students experiencing academic difficulty are always encouraged to speak with an advisor.

### **Bookstore**

lccc@bkstr.com | 610-799-1126

Online purchases at <https://www.bkstr.com/lehighcarbonccstore/home>. Visit [lccc@bkstr.com](mailto:lccc@bkstr.com) for current hours.

### **Business Office**

bursar1@mymail.lccc.edu | 610-799-1592

Students can make a payment in their LCCC Portal. Once they log into their portal, connect to Bannerweb, Student, ACH/Credit Card/Payment Plan, then enter the Touchnet Suite to make a payment.

### **Career Development**

careerservices@lccc.edu | 610 799-1090

Students and alumni - job search assistance, resume and cover letter reviews, interview preparation and practice including mock interviews, internship assistance and support, ePortfolio assistance, career exploration assistance. Students and alumni can upload their documents to the Cougar CLAW at <https://lccc-csm.symplicity.com/students>.

**Employers** – Free job posting:

<https://lccc-csm.symplicity.com/employers>

### **Computer Labs**

- *Morgan* – second floor computer room
- *Donley* – room 203
- *Schnecksville* – Library open lab area

### **Cougar Cabinet Food Pantry**

erivera1@lccc.edu | 610-799-1087

LCCC offers food distributions at the Allentown, Schnecksville and Tamaqua locations for students in need of supplemental food options or personal care items.

Reservations required. This enables us to prepare adequate numbers of pre-packed bags for all seeking food assistance.

### **Counseling Center and Services**

- [counselingcenter@lccc.edu](mailto:counselingcenter@lccc.edu) | 610-799-1895  
Please include your L number with your message.
- LCCC counselors work with students to navigate the mental health and emotional challenges of being a busy student in an even busier world. Counselors are trained and licensed professionals. Appointments are available by phone, Zoom conferencing and in-person if needed. Services are free of charge and confidential.

### **Disability Support Services**

- Email [dss@lccc.edu](mailto:dss@lccc.edu) to make an appointment, or call 610-799-1156. Students with a documented disability or temporary medical condition may qualify for academic accommodations. For assistance, contact Disability Support Services, located at SH 150, in the Educational Support Services Suite. If you previously received accommodations at LCCC, contact your assigned learning specialist.

### **Educational Support Services**

[educationalsupportservices@lccc.edu](mailto:educationalsupportservices@lccc.edu)

610-799-1156

Tutoring available 24 hours/day at Smarthinking. Links: the Portal and Mylabs 'help' tab.

LCCC Remote Tutoring available by appointment through LCCC Portal.

Click Student Services->Tutoring->LCCC Tutors or look for links on the CANVAS home page.

### **Learning Specialists for Instructional Support**

[educationalsupportservices@lccc.edu](mailto:educationalsupportservices@lccc.edu)

610-799-1156

Schedule face-to-face or remote sessions for help developing college success skills.

### **Financial Aid**

[finaid@mymail.lccc.edu](mailto:finaid@mymail.lccc.edu) | 610-799-1133

9 a.m. to 6 p.m., Monday through Thursday;

12 to 5 p.m., Friday

Staff can assist students by phone, email and can schedule phone appointments. Those who signed up for FAFSA Completion Workshops can schedule a phone appointment for assistance. Zoom will be used for screen sharing, if needed. Schedule a telephone appointment online.

### **First Year Experience**

myfye@lccc.edu | 610-799-1683

LCCC's First Year Experience (FYE) program is here to help first-time students make a smooth transition to college. We will help you connect with your instructors, LCCC resources, your advisor and your fellow students.

### **High School Connections**

dualenrollment@lccc.edu

Dual Enrollment or Early College questions.

### **Information Technology Help Desk**

helpme@lccc.edu | 610-799-1861

### **KEYS Program**

keys@lccc.edu | 610-799-1744

KEYS is a PA Department of Human Services program designed to assist all TANF and some SNAP recipients residing in Pa. who plan to or are already enrolled in a Pa. community college.

### **LCCC Allentown at the Donley Center**

donley@lccc.edu | 610-799-1940

### **LCCC Tamaqua**

- *Tamaqua* – 570-668-6880; morgan@lccc.edu

### **Library**

rothrock@lccc.edu | 610-799-1150

The LCCC Rothrock Library is open to students and the community.

### **New Student Orientation, Advising and Registration (NSOAR)**

orientation@lccc.edu

Sessions are open for registration. Please email us if you must change to a later date.

### **Online Learning**

onlinelearning@lccc.edu

Find out about more resources for online learning. Live Canvas training using Zoom every weekday at 9:30 a.m. ET. Join at

<https://lccc.zoom.us/j/938218851>.

See the Canvas Student Orientation Course for more tips.

### **Records and Registration**

registrar@mymail.lccc.edu | 610-799-1171

Students can register or withdraw from classes, apply for graduation or update their student records and contact information.

### **Student Life**

studentlife@lccc.edu

610-799-1146

Contact for the Student Government Association, clubs and honor societies, Phi Theta Kappa membership, leadership development and student activities, food pantries.

### **Testing Center**

testingcenter@lccc.edu

Testing appointments can be made at <https://www.lccc.edu/academics/academic-advising/placement-testing-faqs>.

### **Additional Resources for Students:**

#### *Second Harvest Food Bank Resources*

Locate community pantries close to home by visiting the Second Harvest Food Bank website. Click on the link below and enter your zip code to see a listing of pantries in your area, including location and hours of operation. Please visit <http://shfblv.org/find-a-food-pantry> for service to residents of Carbon, Lehigh, Monroe, Northampton, Pike and Wayne counties.



**Start here. Go anywhere.  
610-799-1575**

