



Dual Enrollment Application Steps for First Time Students

Must Be Completed Prior to Placement Testing and Course Registration

START HERE | GO ANYWHERE

1. Apply online at <https://www.lccc.edu/>
 - Click on **"Apply Now"**
 - Click on **"New User Sign Up"** (under the blue sign in button)
 - **Create an application account** using your personal email address (your school email & iCloud email accounts can block incoming messages)
 - Check your personal email account for confirmation link. Click the link, and return to the application portal to login and **"Start A New Application"**
 - Under "You are applying as," select **"4 - Dual Enrollment High School Students"**
 - Under "Which program are you applying for?" select **"Dual Enrollment"**
 - For "Term," select the semester when you want to take a class
 - Fall classes start in August or September
 - Winter classes start in December (accelerated 4-week session)
 - Spring classes start in January or February
 - Summer classes start in May or July
 - Fill out the application completely.
 - **US citizens must enter Social Security Number in the application**
 - The last step will be an **electronic signature** to confirm all information is correct. Your app will then show 100% complete.
 - If you have questions or need assistance completing your application, please call or email **admissions**; admissions@lccc.edu / 610-799-1575
2. You will receive the acceptance email within 1-2 business days. The email includes your L#, myLCCC (student portal) username, temporary myLCCC password and LCCC student email address. **Save this email!**
*If you do not receive your information, please email dualenrollment@lccc.edu
3. The first time you log into myLCCC it will prompt you to change the temporary password and sign up for **Okta Verify for multi-factor authentication (MFA)**. If you forget your password, there is a password reset button OR email registrar@mylccc.edu
*If you have questions regarding Okta, please reach out to the **Student Technology Helpdesk**; Helpme@lccc.edu / 610-799-1161
4. After applying, **READ** the "Next Steps" email with directions on how to register for your dual enrollment class.
IF YOU ARE TAKING A CLASS IN THE HIGH SCHOOL, you will not receive college credit without following the registration instructions provided to you by your high school dual enrollment teacher by the set deadline
5. Become familiar with **myLCCC/** (<https://my.lccc.edu>) This is where you will check student email, view your course schedule, and connect to classes in Canvas.



Pasos para completar la solicitud de 'Dual Enrollment'

Se necesita realizar antes de la prueba de nivel y la matriculación en los cursos

Se necesita el número de seguridad social para completar la solicitud

START HERE | GO ANYWHERE

1. Solicite en línea en www.lccc.edu

- Cliquee en "Apply Now"
- Cliquee en "New User Sign Up"
- Cree y confirme una cuenta para el portal de la solicitud utilizando su correo electrónico personal (Es probable que el correo electrónico de su escuela bloquee mensajes nuevos de fuera)
- Una vez en el portal, haga clic en "Start a new application"
- Bajo "You are applying as," Elija "4 - Dual Enrollment High School Students"
- Bajo "Which program are you applying for?" Elija "Dual Enrollment"
- Para "Term," elija el semestre cuando quiere tomar una(s) clase(s)
 - Las clases del otoño comienzan en agosto o septiembre
 - Las clases del invierno comienzan en diciembre (es una sesión acelerada que dura 4 semanas)
 - Las clases de la primavera comienzan en enero o febrero
 - Las clases del verano comienzan en mayo o julio
- Llena la solicitud entera y haga clic en "submit"

2. Usted va a recibir el correo de aceptación dentro de 1 – 2 días (de lunes a viernes). El correo contiene su número de identificación (llamado tu L#), usuario de myLCCC, contraseña temporal y correo electrónico estudiantil. ¡Guarde este correo!

3. La primera vez que usted ingresa en el portal myLCCC, habrá que cambiar la contraseña temporal. Si se olvida la contraseña nueva, hay un botón para reiniciarla. La contraseña temporal siempre será la que el correo de aceptación contiene.

4. Hay que familiarizarse con el portal myLCCC. Aquí se accede al buzón del correo estudiantil, se ve el horario de clases y se conecta con las clases en Canvas (el sistema de computación)