

## **QUICK GUIDE TO LASSEN COMMUNITY COLLEGE ADMISSION**

### **10-Step Enrollment Process for New Students**

#### **STEP 1 – Apply to Attend LCC**

To enroll at Lassen Community College, you must file an application for admission. Applications are available at the Admissions & Records Office or accessed online in PDF format at the Lassen College web site [www.lassencollege.edu](http://www.lassencollege.edu). Applications may be mailed to LCC Admissions & Records, P.O. Box 3000, Susanville, CA 96130 or faxed to (530) 251-8802. Send college transcripts from previous institutions to LCC Admissions & Records. If you are taking classes for personal enrichment only, you may skip to Step 6.

#### **STEP 2 – Apply for Financial Aid**

Every student whose educational objective is to complete a degree, certificate, or transfer to a four-year college or university should complete the FAFSA (Free Application for Federal Student Aid) and BOG (Board of Governors) waiver. You may qualify for a waiver of registration fees, grants, work-study jobs and/or low interest student loans. The Financial Aid Office is available to assist and guide students through the application process. Financial Aid staff is available Monday through Friday for walk-in assistance. Appointments are available for your convenience (530) 251-8850. Forms are available in the Financial Aid Office or online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).

#### **STEP 3 – Apply for Housing**

LCC has a dorm capable of holding 125 students. Space is limited and students reside usually 2 or 4 to a room. Students living in the dorm are required to sign up for a meal plan since there are no kitchens or cooking allowed in the dorm. All information concerning rates and food service are included in the residence hall application packet. To reserve a room a security deposit must be attached to the completed application. The application can be obtained by writing Lassen Community College Housing Office, P.O. Box 3000, Susanville, CA 96130 or via email at [dorms@lassencollege.edu](mailto:dorms@lassencollege.edu) or from the LCC website [www.lassencollege.edu](http://www.lassencollege.edu) under Students/Housing.

#### **STEP 4 – Complete Assessment**

To determine which classes are right for you, complete the required assessments in math, reading, and writing. Assessments can be scheduled by contacting the Assessment Office at (530) 251.8833. You must have completed your application for admission and obtained your student identification number prior to your appointment; Practice tests can be found at [www.act.org/compass/sample](http://www.act.org/compass/sample) or by picking up paper copies of the practice test in the Counseling Office.

#### **STEP 5 – Attend Orientation**

All new students who plan to earn a degree, certificate, or transfer must attend an orientation session before enrolling in classes. Counselors at these sessions will familiarize students with college policies, practices and procedures, as well as answer any questions you may have; to schedule your Orientation call (530) 251-8842.

#### **STEP 6 – See a Counselor**

After completing assessment and orientation, you will be ready to meet with a counselor to discuss your educational goals and select your classes. Counselors are available from 8:00 a.m. to 4:00 p.m. and evening hours during the first week prior to registration and the first week of classes. If you have further questions, contact the Counseling Office at (530) 251-8842.

#### **STEP 7 – Register for Classes**

You can register online using **Web Advisor** at [www.lassencollege.edu](http://www.lassencollege.edu) or in person at the LCC Admissions & Records Office. Payment is due at the time of registration. Students who are not able to pay at the time of registration are encouraged to meet with a Financial Aid representative for grant, scholarship and loan information.

#### **STEP 8 – Buy your Books**

Required textbooks and supplies are available at the LCC bookstore. If you cannot afford books and have a completed financial aid file with appropriate eligibility or a scholarship pending disbursement you can utilize your Award Letter and work with the Business Office and the bookstore to charge books and supplies to your student account which would then be paid for by the scheduled disbursement of aid. EOP&S eligible students should meet with an EOP&S staff member before purchasing any books or supplies. The phone for EOP&S is (530) 257-6181 ext. 8961.

#### **STEP 9 – Attend Class**

Regular attendance is a critical factor in student success. Students are expected to be on time for classes and to attend all sessions of each class in which they are enrolled. It is the student's responsibility to make up any work missed because of absence. Make-up tests or examinations will be given only if approved by the instructor of record. Students who know they will be absent more than one week should notify the instructor in advance.

#### **STEP 10 – Follow-up Services**

After the semester begins, stop by the counseling office to schedule an appointment with a counselor to begin the development of your educational plan and to have more in-depth discussions regarding future academic, career and personal goals. To make an appointment for an Educational Plan, call (530) 251-8842 or stop by the Counseling Office located in the Student Services Building.