

QUICK GUIDE TO LASSEN COMMUNITY COLLEGE ADMISSION

7 Step Enrollment Process for New Students

Step	Action
1	Step 1: Complete an Application for Admission <ul style="list-style-type: none">❖ You may print out an Application for Admission, come to the Admissions and Records Office to pick up an application or call (530) 251-8808 and one will be mailed to you.
2	Step 2: Contact the Assessment office <ul style="list-style-type: none">❖ The office can be reached at (530) 257-6181 extension 8009.❖ Schedule a placement test in Writing, English and Math. Counselors use this information to recommend appropriate classes.❖ Placement levels are established by either:<ul style="list-style-type: none">○ Taking the Lassen College Placement tests in writing, reading and math.○ Having your Placement test scores, or transcripts showing English or math classes from other college(s).
3	Step 3: Send Official Transcripts <ul style="list-style-type: none">❖ Bring a copy of your high school transcript.❖ Immediately contact all of the college(s) you have previously attended and request that they mail your transcripts to Lassen College Admissions & Records P.O. Box 3000 Susanville, CA 96130. (form to request transcripts from other institutions)❖ Allow six weeks for delivery. You may want to ask for a student copy for yourself.
4	Step 4: Contact the Counseling Office <ul style="list-style-type: none">❖ Call (530) 251-8842 to set up an appointment for New Student Orientation.❖ Attend Orientation at your scheduled time.❖ Meet with a counselor to select your classes.
5	Step 5: Register for Classes. <ul style="list-style-type: none">❖ Stop by the Admissions & Records office in the Student Services building to register for classes
6	Step 6: Stop by the Bookstore <ul style="list-style-type: none">❖ Purchase your books❖ Locate your scheduled classrooms.
7	Step 7: Attend Classes <ul style="list-style-type: none">❖ If you miss the first day of class the instructor may remove your name from the class roster.❖ It is the student's responsibility to drop classes.❖ See the class schedule for the refund policy.