



Special Admit Students Grades 9-12
Steps to Enroll in College while attending High School

1. **Complete the online Application for Admissions- OpenCCC (Instructions are on the reverse side →)**
2. **Login in to MyLassen (the LCC Student Portal).** If you have any issues, please contact the Help Desk at 530-251-8844.
3. **Go to the website, www.lassencollege.edu.** Click on "NEW STUDENTS" under the picture. To the right of the screen, click on "ONLINE ORIENTATION" box. Enter your Lassen email address, and password, and complete the Orientation.
4. Meet with your High School Counselor to select college classes. Classes must be written on the Special Admit Form, with **Section Numbers Ex: (C4854)** and **Course Titles Ex: (Psy 1)**. The principal or designee from your school must sign the form authorizing you to enroll in college courses. **(Special Admit registration form is attached) ***
5. Your Parent or Legal Guardian must sign the Special Admit Form, giving permission for you as a High School Student to attend classes at Lassen Community College.
6. **You are now ready to meet with a Counselor at Lassen Community College. You must bring your high school transcript and Special Admit Form for the Counselor to approve.** (Students enrolling in more than 6 units must obtain the Dean's signature after meeting with the college counselor.)
7. **When the above steps are complete, bring your signed Special Admit Form to the Admissions & Records Office to register for your classes.**
8. **Tuition is Free! There are No More Student Fees!** You are only responsible for Materials Fees (Example - Art 36A = \$10 Materials Fee) and, of course, your books.

*See Admissions & Records for Homeschool Student Requirements.



How to Complete the Online Application for Lassen Community College

1. Go to www.lassencollege.edu after you open the internet browser.
2. Click on **APPLY NOW** to begin the 2-step application process. *(First, create a user account, then sign-in, **then** sign-in to complete and submit the 9-part application.)*
3. Click on **CREATE AN ACCOUNT**.
4. Click on **BEGIN CREATING AN ACCOUNT** and fill in the boxes with your information.
5. You **MUST** enter your physical address, where it asks for Permanent Address.
6. Page 3 of 3, **Create a Username and Password** that you can easily remember.
7. Once you create your account, you will click the **Continue Button** and be taken to the Sign-In page. Sign-In with your newly created Username and Password.
8. Once you've signed in you will click on **Start a New Application**.
9. Under the **Account/Mailing Information** tab, you will see your information and at the bottom, **Current Mailing Address**. This is where you can add your mailing address, if it is different from your physical address.
10. If you attended a charter school (ex. Westwood Charter), you will click the **I Attended High School** option. The second and third option is for students that were taught at home by their parents.
11. At the end of the application, you will click on the **Submit My Application** button
12. **Congratulations!** You have successfully completed and submitted your application to Lassen Community College! The next screen is confirmation that you submitted your application; keep a copy for your records.



Special Admit High School Students

SPRING SUMMER FALL 20

Registration and Authorization

GRADES 9-12

LASSEN COMMUNITY COLLEGE ADMISSIONS & RECORDS

Today's Date: _____

LAST NAME

FIRST NAME

SSN or Student I.D.

Section #	COURSE ADD	Units	Section #	COURSE DROP	Units

TOTAL UNITS ADDED _____

TOTAL UNITS DROPPED _____

Student Signature: _____ **Date:** _____

It is my responsibility to attend class, monitor my own grade, ask for grade verification prior to end of semester if needed for high school graduation, and follow code of conduct (see Catalog). Transcripts can be shared with your high school or parent only if you sign the release of information on the back of this form.

RECEIPT #: _____ AMT PAID: _____

DATE: _____ STAFF: _____

LCC Counselor Signature: _____

DATE: _____

Instructor Signature: _____

DATE: _____

CSSO or Designee: _____

DATE: _____

SCHOOL PRINCIPAL OR DESIGNEE SIGNATURE: _____

PRINTED NAME: _____

SCHOOL DISTRICT: _____

Pursuant to Education Code 48800, I have reviewed the academic record of the above named student and certify that the student has the ability to benefit from college instruction in the course(s) listed above and the student is attending high school classes for at least a minimum school day; if a summer student, who has taken advantage of all other opportunities for a similar course offered by the high school district, that no more than 5% of this student's school class during the immediate term has been approved for enrollment at Lassen College during the summer session. Exceptions include: 1. If the student is enrolling in a college level course for Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSU Breath), or 2. If a course that is part of vocational/career technical education program leading to a degree or certificate.

PARENT SIGNATURE: _____ **Emergency Phone Number** _____

I am the parent or legal guardian of the above named student. I grant permission for this student to attend classes at Lassen College. I understand that the student will arrange their own transportation to and from class. I acknowledge that my child, as a college student, will be expected to adhere to all college rules of conduct, and that some college courses may have content suitable primarily for adults. I further acknowledge that current enrollment in college courses could impact future eligibility for federal financial aid, even though no financial aid is received for this current enrollment. I also understand that students have 3 attempts to achieve a passing grade. Substandard grades and withdrawals are considered attempts. I understand that in accordance with State and Federal Law, I will not have the right to access my child's college records without a release of information form signed by the student. It is the high schools' exclusive right to determine what will be accepted, and how it will be counted. I have read the information provided on this form. If you have any questions please feel free to contact the LCC Counseling Office at 530-251-8842.

FERPA: The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. For more information, contact the Admissions & Records Office.



Lassen Community College

P.O. Box 3000 478-200 Hwy 139 Susanville, CA 96130

Phone: (530) 251-8808 Fax: (530) 251-8802

LCCAdmissions@lassencollege.edu

RELEASE OF INFORMATION FORM

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their educational record. While parents/guardians/spouses/and others may have an interest in the student’s record, access to or release of the educational record is only given by written student consent. Students may choose to complete and submit this “FERPA Release Form” to the Admissions and Records office to allow access or release of their educational records. **THIS FORM MUST BE COMPLETED IN FULL TO BE PROCESSED.**

STUDENT INFORMATION

Full Name: _____

LCC ID #: _____

Address: _____

SSN (Last 4 digits): _____

City: _____ State: _____ Zip: _____

Date of Birth: _____

Country: _____

Phone Number: _____

RECIPIENT INFORMATION

Full Name: _____

E-mail: _____

Address: _____

Phone: _____

City: _____ State: _____ Zip: _____

SSN (Last 4 digits): _____

Country: _____

Relationship: _____

RECORDS TO BE RELEASED

- All Records
- Academic (Transcripts, enrollment information, schedule, academic counseling, etc.)
- Financial (Financial Aid, payments, charges, disbursements, etc.)
- Student Affairs (Personal counseling, discipline, housing, etc.)
- Other

The student’s hand written signature is required on the line below for the purposes of the above certification. I declare under the penalty of perjury that I am the authorizing person and the foregoing is true and correct. This consent for disclosure of information will remain in effect until I revoke it in writing.

Signature: _____ Date: _____

Revoke as of: _____