

Greetings Area High School Students!

If you are on this web page, you are thinking about taking college courses for dual credit. You are also thinking--“Where do I begin?”

If your school is outside of Labette or Cherokee County, you will need to work closely with your high school counselor to accomplish everything listed below. If you attend a high school in Labette or Cherokee County, contact your LCC Building Coordinator for assistance.

Here are the four steps to concurrent or dual credit enrollment:

Step 1--Apply to LCC at this link:

[Apply to LCC](#)

You only apply once—if you have already taken courses from LCC, you need not apply again.

Step 2—Complete the two-page enrollment form found at this link:

[Concurrent/Dual Credit Enrollment Form](#)

The form must be completed/signed by the student, his/her parent, high school principal and counselor to be considered “complete”.

Step 3—Submit test scores. Scores must be submitted with your completed application unless they are already on file at LCC (SAT, ACT or ACCUPLACER). If you do not have test scores, send your high school transcript for evaluation.

Step 4—Attach full payment (or a payment plan) to the enrollment form. Enrollments cannot be processed without payment or payment form. Counselors may contact me to estimate costs. You can email, mail or bring your enrollment forms to LCC, but any payment information must be hand-delivered or mailed to LCC.

You may also make a one-time secure payment once student is enrolled at this link:

[Pay \(cardpointe.com\)](#)

Payment forms can be found at this link:

[Payment Forms](#)

I look forward to working with you—thank you for considering LCC!

Nancy Newby

Labette Community College

Concurrent/Dual Credit Coordinator

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