

NEW STUDENT APPLICATION INSTRUCTIONS



Helpful Tips

- Answer all fields with a red asterisk *
- Use your Full LEGAL name
- Avoid abbreviations
 - (example: Spell out “Street” instead of “St.”)
- Use proper English with upper and lower case letters
- Your **Social Security Number (SSN)** is required for Admission

Begin Your LCC Application

- Step 1: Go to www.lcc.edu
- Step 2: Click on “**Apply**”

The image shows a screenshot of the Lansing Community College website. At the top, there is a navigation bar with links for Prospective Students, Current Students, Parents, Alumni, and Faculty & Staff. The main header features the college's name and the slogan "IMAGINE WHAT YOU CAN DO!". Below this is a secondary navigation bar with links for Academics, Admissions, Campus Life, Community, and About, along with a search bar. The main content area is a large banner image of a clock tower surrounded by trees. Overlaid on the banner is a dark box with the text "Register now for summer semester" and "Restart smart with online classes begin the week of June 1.". A large yellow arrow points down from the banner to the "APPLY" button in the footer. The footer contains four buttons: "GET STARTED", "REQUEST INFO", "VISIT", and "APPLY".

First Time User Account Creation



Browse

Admissions Login

Home > **Admissions Login**

I'm not a robot



If you are a first time applicant, click on '**First time user ac**

If you are a returning user who did not submit your applica
Login ID and PIN and submit a new application. Click on 'Fi

International Students: Read this [HELP](#) Information before y

*Lansing Community College is committed to a policy of providi
national origin or ancestry, familial status, disability, marital s
any other factor prohibited by law.*

Login ID:

PIN:

Login

[First time user account creation](#)

Click "First time user
account creation"

Create Application Login

LANSING
COMMUNITY
COLLEGE

Browse

Admissions Login - New User

Home > Admissions Login - New User

I'm not a robot  reCAPTCHA
Privacy - Terms

Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your Login ID and PIN will be saved.

Keep your Login ID and PIN in a safe place. You will **need it later** to access (517)483-1200 during normal business hours for assistance.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

Create Login ID

Create PIN

- **Login:** Use last name and first initial
- **PIN:** 123456
- **You will only need this information should you need to save your application and finish later, so write this down**
- **Once you have been admitted to LCC and been given an ID # (X00.....), you will not need this login information again**

Application Type



Select an Application Type

Home



- Use the drop-down arrow to view the list of application types.
- Select the application type that best describes your situation **at the time you will begin classes** at Lansing Community College.
 - If you already have a college degree use the transfer-in application.
- Contact Admissions at (517) 483-1200 during normal business hours for assistance.



LCC **returning** students should **not** re-apply.



To read the LCC Admissions Terms and Conditions prior to completing your Admissions application, click [here](#).



International Applicants click Help for assistance in choosing the correct application type.

Application Type: High School Student (Age 14+) ▾

Choose your type
of application

Continue

[Return to Homepage](#)

Name



Apply for Admissions

Home



Select an Admission Term (when you want to begin classes) and enter your complete **legal** name.



For term dates click [academic calendars](#)

* - indicates a required field.

Application Type: High School Student (Age 14+)

Admission Term:*

Enter the Term you will begin at LCC

First Name:*

Enter First Name
Enter Middle Name
Enter Last Name

Middle Name:

Last Name:*

[Fill Out Application](#)

Click here

[Return to Homepage](#)

Name



Application Checklist

Home



Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

- Start the application process by clicking on the **Name** link below.
- Select **Finish Later** if you would like to finish your application later. Your application will be available for 14 days.
- Click **Application is Complete** to submit the application.



Name

Click here



Street Address and Phone



High School



Post Office Box Address



Planned Course of Study

Application is Complete

Finish Later

Email the Admissions Department

Name



Home

Name (Checklist item 1 of 6)



Enter your **full legal name** using proper capitalization and punctuation.



Suffix: Use only Jr, Sr, II, III, IV, V, or VI (no periods).

* - indicates a required field.

Last Name:*

First Name:*

Middle Name:

Suffix:

Checklist

Continue

Click "Continue"

[Return to Checklist without saving changes](#)

- **Verify your name is accurate and click "continue"**
- **If not correct, re-type your full name, then click "continue"**

Enter First Name

Enter Middle Name

Enter Last Name

Street Address and Phone



Home

Street Address and Phone (Checklist item 2 of 6)



Enter the street address where you maintain your legal residence. Do not enter a Post Office Box address here.

* - indicates a required field.

Residence

Street Line 1:*

Street Line 2:

Street Line 3:

City:*

State:*

Zip Code:*

Phone Number (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxx extension):*

 -

In what public school district do you currently live?*

Length of time you have lived in the district? (Use years and months like 10 yrs 6 mos)*

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

- Public School District that you live in may differ from the school you attend.
- Make sure to spell out the word "Years" for the length of time you have lived in this public school district

Tip: Completely write out all parts of address (ex. Road instead of Rd., West instead of W.)

PO Box

Home

Post Office Box Address (Checklist item 3 of 6)

If you do not have a Post Office Box, do not enter anything on this page.

Post Office Box

Line 1:

City:

State/Province:

Zip Code:

Checklist

Continue

Finish

Click "Continue"

[Return to Checklist without saving changes](#)

RELEASE: 8.3.0.2

Personal Information

Home

Please answer all the fields with the red asterisk *

Personal Information (Checklist item 4 of 6)

Your Social Security Number is required for reporting tuition and fees for federal tax purposes (1098T), financial aid, and student employment. It will not be used as your LCC ID. If you choose not to provide your SSN please submit a [paper application](#).

International students please read the information about Social Security Numbers in the Help section (upper right corner).

* - indicates a required field.

Citizenship:*

Email:

Verify e-mail address:

SSN (XXXXXXXX):*

Gender: Male Female No Response

Birth Date:* Month Day Year

Are you a resident of Michigan?:* Yes No

What is your ethnicity?

- Hispanic or Latino
 Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

05) American Indian or Alaska Native <input type="checkbox"/> 05) Am Indian/Alaska Native	10) Asian <input type="checkbox"/> 15) Asian	15) Black or African American <input type="checkbox"/> 25) Black/African American	20) Native Hawaiian or Other Pacific Islander <input type="checkbox"/> 45) Native Hawaiian/Pacific Islander	21) White <input type="checkbox"/> 60) White
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[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist](#) without saving changes



- If you do not know your social security number (ssn), click “Finish Later”.
- Then re-login and finish the application once you have access to your ssn.

Planned Course of Study



Home

Planned Course of Study (Checklist item 6 of 6)

Select your program of study from the drop-down list.

- If you plan to transfer LCC credits to another college or university, select the **Transfer To Another Institution** Program.
- Not all programs are eligible for financial aid. The **Undecided** program is **not** eligible.

* - indicates a required field.

Planned Course of Study:*

Select planned course of study from the drop-down

Checklist

Continue

Click "Continue"

[Return to Checklist without saving changes](#)

- If you are unsure, choose something you are interested in.
- You may change this option at any point throughout your career at LCC.
- Make sure to choose an "Associates" vs a "certificate".

Application Checklist



Application Checklist

Home

- **Once all 6 checks ✓ appear, you have completed the LCC Admissions Application!**



Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

- Start the application process by clicking on the **Name** link below.
- Select **Finish Later** if you would like to finish your application later. Your application will be available for 14 days.
- Click **Application is Complete** to submit the application.

✓ Name

✓ Personal Information

✓ Street Address and Phone

✓ High School

✓ Post Office Box Address

✓ Planned Course of Study

Application is Complete

Finish Later

Click "Finish Later" if you need to retrieve your ssn

Email the Admissions Department

Click here

Admissions Agreement

Admissions Agreement

Read this agreement

[Home](#)

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.

Privacy Statement The Family Educational Rights and Privacy Act of 1974 protects the confidentiality of your student records at Lansing Community College. Your information will be used to evaluate your application for admission and will become part of your permanent student record. Release of this information to a third party without your written consent is prohibited. Please contact Admissions at (517) 483-1200 if you have any questions.

Residency Statement Your tuition rate will be based on your [Student Declaration of Residency](#). Residency status is based on where you have legally made your home for the four month period immediately preceding the student's first day of class as determined by the part of term. International student residency status is determined by the visa category of the student. Students are required to provide satisfactory proof of residency upon request of LCC. You will receive information on LCC's initial determination of your residency status in your acceptance letter from LCC. Refer to the LCC web page for information on the last day to request a change of residency status for each semester of enrollment. Please contact the Registrar's Office at (517) 483-1200 if you have any questions.

Felony Statement If you have a criminal conviction (as a result of a trial, a guilty plea, or a no contest plea), you may not qualify for certain careers involving special licensing and/or certifications. To ensure that you are pursuing an appropriate course of study at Lansing Community College, please contact the Center for Student Support at (517) 483-1924 if you have ever had a criminal conviction. Request an appointment with a Counselor to discuss your background and educational plans to assure that your career goals can be achieved.

Student Code of Conduct The LCC Student Code of Conduct and General Rules and Regulations are available [online](#) or by contacting the Office of Student Compliance at (517) 483-1261. By submitting this application I acknowledge that I have read and understand the Student Code of Conduct and General Rules and Regulations.

Verification Statement I certify that to the best of my knowledge, the information in this application is true and complete. I understand that providing false information may delay my admission and/or result in disciplinary action and/or expose me to liability for fraud.

I agree to the terms

I do not agree

Click "I agree..."

Save Your LCC ID #X00..... Application Complete

- After you click “**Application Complete**”. In 24 hours you will receive an email message:

One may be a “Congratulations...” message that includes **your new LCC ID # starting with X00.....**

Save this number by either writing it down, taking a picture of it, etc...



Activate Your LCC Student Account

Activating Your Account

- This process activates all your technology accounts with LCC.
- During this process you will also set your password.
- You will only have to activate your account once
- To activate your account you will need:
 - Banner ID (X00.....)
 - DOB or SSN (Last 4 numbers only)

Helpful Definitions

- **Banner ID** = Student Number X00.....
- **User Name** = last name + first initial variation
- **SSN** = Social Security Number
- **DOB** = Date of Birth

Activate Your LCC Student Account

5 Steps to Activating your Account:

1. **Assert:** Get Started

- Go to <https://cas.lcc.edu/cas/login?service=https%3A%2F%2Fmy.lcc.edu%2Fc%2Fportal%2Flogin>
- Click the "**Activate my account**" button

2. **Prove:** Enter Your Personal Identification Information

- **Unique ID** = Student ID # X00.....
- **Personal Data** = either SSN or DOB

3. **Agree:** Read and Agree to the AUP (New window or tab must be launched)

- Click "**Read AUP**"
- Read/Scroll Down
- Click "**I Agree**"

4. **Set-up:** Select a *recovery* method in case you lose/forget your password (Choose one)

- Email address - provide a non-LCC private email address you can access
- Select and answer three (3) challenge questions

5. **Secure:** Set your password

- Submit button will enable when your password follows the LCC policy
- Avoid special characters which have meaning in URLs, e.g. '!', '@'.

At the end, your **Username** will display. Keep this information for future use.

If you have issues and need assistance, or would like more information, please contact the technology help desk at 517-483-5221.

CONGRATULATIONS!

You are now officially an LCC Student!

