

Luzerne County Community College

Enrollment Procedures

Use this checklist as a guide to enrolling at Luzerne County Community College.

APPLICATION FOR ADMISSION

LCCC has an Open Door admission. Complete an Application for Admission. Application forms are available online at www.luzerne.edu/apply or the Office of Admissions.

APPLY FOR FINANCIAL AID

Financial Aid is available at LCCC through several sources. Applications and information are available online at www.luzerne.edu/financialaid or the Financial Aid Office. *LCCC School Code is 006811*

PLACEMENT TESTING

New students are required to take the college placement test after being admitted to the college. *Review your Letter of Acceptance from LCCC for placement testing procedures.* After taking the placement test, students will meet with a counselor to review placement test scores and register for courses. Students may be exempt from the placement test if they have completed English and Math courses at another college or previous college credits or minimum scores of 500 Verbal and 500 Math on SAT exams. *Transfer and Readmit students* may be exempt from placement testing based upon academic credentials.

COUNSELING AND ACADEMIC ADVISING

After completing the placement testing requirements you are eligible to meet with a Counselor or Academic Advisor to discuss your educational objectives and plan your course work. *Main Campus day students* are assigned to a Counselor or Academic Advisor and will be contacted by the Counseling and Academic Advising Office to register for courses. *Evening students* can meet with an Academic Advisor in Building 5 (Admissions and Administration), Monday – Thursday from 5:00 pm – 7:30 pm, (No appointment necessary). *Off-campus students* may contact the Off-Campus location to schedule an appointment with an Academic Advisor.

REGISTRATION

Consult with the academic calendar on the LCCC website for registration dates, times, and information. *New students* register for classes in person at the Registrar's Office. *Returning and transfer students* may have the option to register online via WebAdvisor at webadvisor.luzerne.edu

PAY TUITION

Pay your tuition by the due date on your bill. Students will be dropped from classes for non-payment. A tuition payment plan can be set up by contacting the LCCC Business Office. Go to Tuition and Fees at www.luzerne.edu/admissions for further information.

ATTEND CLASSES

Refer to your class schedule for dates, times, and locations of your classes.

ADDITIONAL INFORMATION

CREATE STUDENT EMAIL ACCOUNT – Students are required to have a LCCC email address. LCCC will use email to send college information to students. Create your LCCC email account at student.luzerne.edu

WEBADVISOR – WebAdvisor is an online program which offers LCCC Students the ability to register for classes, check your grades, drop or add courses, see what classes are being offered, apply for graduation, view and print class schedule. Go to webadvisor.luzerne.edu

BOOKSTORE – Purchase your textbooks and supplies at the LCCC College Bookstore located in the Campus Center.

STUDENT ID CARDS are available at the Campus Security Office

PARKING – Students who intend to park a vehicle on campus must register for a parking permit at the Campus Security Office.