



Lehigh Carbon  
COMMUNITY COLLEGE

# APPLICATION FOR ENROLLMENT

## Application Instructions

### WHO SHOULD APPLY?

1. All students planning to attend Lehigh Carbon Community College, full or part time, day or evening, must complete the Application for Enrollment.
2. Any credit student, not currently enrolled, who has not been enrolled since fall 1988 or who has a change in name, address or major, is required to complete the Student Change of Information and the Residency Form. There is no fee for reenrollment.

### WHEN TO APPLY?

1. Applicants are encouraged to file the Application for Enrollment as early as possible so that there is ample time for sound educational planning, financial aid processing, veterans certification, and for applicants to utilize the college's testing and academic advising services.
2. Applicants to programs with selective admissions should file as early as possible to meet any deadlines and facilitate the admission process.

### WHAT IS A SELECTIVE ADMISSION PROGRAM?

1. Selective admission programs are programs which have additional admission requirements.
2. When an application for a selective program is received, the applicant is placed on an application list for that program. The applicant will also be considered as a Liberal Arts major applicant and, upon processing, will be eligible to register for general education classes in the first available semester.

### HOW IS THE HIGH SCHOOL TRANSCRIPT OBTAINED AND SUBMITTED?

1. If you are currently attending high school, ask your guidance counselor to forward your secondary school record (transcript) to the college's Office of Enrollment Services. The transcript will be used by the Office of Enrollment Services, counselors, academic advisors, and program coordinators as appropriate.
2. If you have graduated from high school, you must request your secondary school record. Please check with the high school guidance office, as a release form or other authorization may require your signature. Also, some high schools charge a transcript fee.
3. The GED may be submitted by the applicant in place of a high school transcript. Please include a copy of your equivalency diploma and a copy of the percentile score report.
4. If you plan to apply for financial aid at LCCC, a high school transcript must be submitted to the Office of Enrollment Services.
5. Adults who have graduated from high school more than five years ago need not submit a transcript unless application is being made for selective admission programs or financial aid.

### APPLICATION FEE

A **NONREFUNDABLE** application fee of \$30.00 is required. A check or money order for this amount made payable to Lehigh Carbon Community College must accompany this application. **PLEASE DO NOT SEND CASH!** Applications will not be processed until the fee is paid.