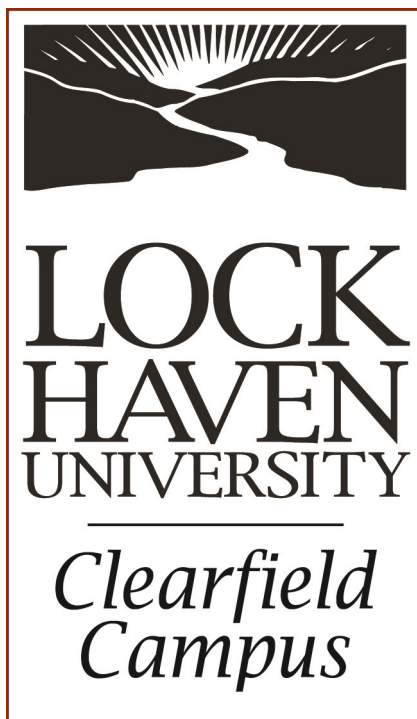

High School Dual Enrollment Information



www.lockhaven.edu/clearfield/

814-765-0559

Dual Enrollment Information

LHU Clearfield Campus Dual Enrollment Summary

- ◆ Only high school students who are enrolled in a high school with a signed dual enrollment agreement with LHU may utilize the dual enrollment option.
 - ◆ Dual enrollment allows high school students to take high quality, undergraduate courses at reduced rates.
 - ◆ Students will receive a bill from LHU and are responsible for tuition payment and for applicable fees.
 - ◆ Students completing courses under a dual enrollment status, are not eligible to request academic amnesty for the dual enrollment courses they have completed.
 - ◆ High school students, who are enrolled through the dual enrollment program, are eligible for LHU perks including an email account, photo ID, library access, and use of student facilities on campus.
 - ◆ When a high school student graduates, he/she is not able to take classes under dual enrollment during that summer, session 1 or 2 or extended. The high school student would enroll as a regular “walk-in” (non-matriculated) student and pay the full LHU tuition and fees. These recently graduated high school students should complete the LHU CC standard [Walk-In Registration form at **http://www.lockhaven.edu/registrar/walkinregistration.html**](http://www.lockhaven.edu/registrar/walkinregistration.html).
- ## Course Registration Information
- ◆ High school principals or guidance counselors will approve a student’s enrollment in a dual enrollment program based on the student’s high school academic record. The signature on the High School Student Enrollment Form indicates that the student meets the high school’s requirements for dual enrollment. High school personnel will also determine how the course counts toward high school graduation.
 - ◆ After deciding upon courses in which to enroll, high school students must complete a [High School Student Enrollment Form **http://www.lockhaven.edu/clearfield/admissions/dualenrollment.html**](http://www.lockhaven.edu/clearfield/admissions/dualenrollment.html)
 - ◆ All signatures must be included. Incomplete forms will be returned to the student unprocessed. After submitting a registration form, any changes to the student’s schedule requires written notification (emails are acceptable) to Teri Neeper from high school personnel.
 - ◆ There are certain registration periods in which students may register for courses (please see Registration Period chart). Students will be notified by LHU email if the courses selected were not available. High school students who take LHU courses are considered to be non-degree students.
 - ◆ A high school student may take up to seven (7.0) semester hours during a single semester or summer session. A high school student may earn no more than 24.0 semester hours in any school year (August through July). High school students are encouraged to work with their guidance counselor to determine what courses to take.
 - ◆ Courses taken under the dual enrollment program will be counted as a college level

course at LHU. The courses will appear on the high school student's LHU academic record for credit, if the student later enrolls at LHU or if the student wants to transfer the course to another college/university at a later date. High school students are encouraged to visit the PATRAC website, to assist in determining if a course will transfer. A link is provided on the Clearfield website.

- ◆ High school students who are interested in enrolling as a college student at LHU CC must go through the normal application process. Participation in the dual enrollment program does not guarantee admission to LHU.
- ◆ Students will be notified by email to confirm class selection or to provide additional information by Mrs. Teri Neeper. You may contact Mrs. Neeper by telephone at 814-768-3400 or by email at tneeper1@lockhaven.edu * Please NOTE that courses must have available space for dual enrollment students.
- ◆ Charter School, Home-schooled, Nonpublic School, or Private School Students please contact the office at 814-765-0559.
- ◆ Any high school student residing in Pennsylvania who is enrolled in any of the above school situations is permitted to participate in dual enrollment courses offered to the student's school district of residence provided that:

- (1) the student meets the requirements of the Memorandum of Understanding;
- (2) there is an agreement to award secondary credit for the successful completion of the dual enrollment course; and
- (3) the student obtains the signature of the district of residence.

◆ **Math Placement Test**

After high school students have their login account set up, they must then take the math placement exam, the website is listed below. A math class will not be scheduled until after the placement test has been taken. Please notify Mrs. Neeper after you have completed the test.

<http://www.lockhaven.edu/mathplacement/instructions.html>

- ◆ LHU Fees: Prices are subject to change. Please visit the Clearfield website at <http://www.lockhaven.edu/clearfield/admissions/dualenrollment.html> for updated costs.
- ◆ High school students do not qualify for federal or state financial aid.

Calendar

- ◆ High school students must follow the LHU calendar <http://www.lhup.edu/academics/calendar.html>
- ◆ When taking courses at LHU CC. It is important to remember that if there is a high school vacation day or special activity, most likely there is not a scheduled vacation from LHU courses. Please note this also applies for snow days.

Policies

- ◆ High school students are responsible for following the LHU academic policies and procedures for the LHU courses, which can be found at <https://myhaven.lhup.edu/ICS/Registrar/>

Parking Permit, Photo Student ID, LHU Email Account

- ◆ If a high school student is taking a course on the LHU Clearfield campus and will be driving to the location, an LHU parking permit is required. Contact Mrs. Casey Friberg at cdf340@lockhaven.edu or 814-768-3402.
- ◆ A student Id is required to use the library.
- ◆ Make online payments at <http://www.lockhaven.edu/studentaccounts/payment/paybill.html>
- ◆ All LHU students are assigned an email account. Information about the student's email account, including set-up instructions, will be mailed to the student's home address. The LHU email account is the account that faculty and administration will use to communicate with LHU students concerning classes and assignments, and it provides valuable

information. Student MUST check and maintain this account daily after initial set up.

For more information:

Phone: 814-765-0559

**Email: vdixon@lhup.edu or
tneeper1@lhup.edu**

Website www.lockhaven.edu/clearfield/

Clearfield Campus Registration Period

Semester	Deadline for Registrar's Office to Receive Registration Forms
Fall	August 1
Spring	December 1
Summer (all sessions)	May 1