

Northern Lehigh High School LCCC Dual Enrollment Guidelines

Dear Parent/Guardian:

Northern Lehigh High School is happy to offer dual enrollment opportunities through LCCC, which give students the opportunity to take a college course at a reduced tuition rate. Students will also earn both high school and college credit, which could transfer to the college/university they attend upon graduating high school, which could save the student money and time as they work toward their degree. Dual enrollment courses can be taken at the high school, online, or on the LCCC campus.

Furthermore, it is important to note that only some courses will be reflected in a student's GPA and class rank. A list of courses that are and are not calculated in GPA and class rank can be found in this packet. Finally, we will add any dual enrollment course to your student's transcript as an elective credit, upon proof of final grade.

While scheduling, students should select dual enrollment courses they are interested in taking. They should also discuss off campus options with their school counselor to see if they are eligible. If you have any questions, please contact us at 610-767-9837.

Sincerely,
Northern Lehigh Guidance Department

NLHS Dual Enrollment Guidelines

In a partnership with Lehigh Carbon Community College, Northern Lehigh School District offers dual enrollment opportunities for our high school students that allow them to take college courses for high school and college credit. For students taking dual enrollment courses on either of the aforementioned campuses, students must adhere to the following guidelines regarding NLSD's Dual Enrollment Program.

Enrollment

- Prerequisites for the course(s) and all appropriate college/university forms need to be completed by assigned due dates.
- Tuition, textbooks, and other applicable fees are the responsibility of the student and/or parent/guardian.
- **Due to accountability purposes, application forms will not be accepted without full payment.** All proper forms must be signed and submitted for students to be enrolled in the courses.
- Transportation to courses **not** held on Northern Lehigh's campus is the responsibility of the student and/or parent/guardian.
- An entrance exam may need to be taken as per LCCC's policies and procedures. Students who do not meet the needed score on this exam will not be permitted to enroll in that subject area course. All entrance exam requirements and scores are determined by LCCC.
- Students who choose to take one course off NLSD's campus will be required to take two courses at Northern Lehigh per semester. Students choosing to take two or more college courses will be required to take at least one class at Northern Lehigh per semester.
- Students attending Lehigh Career and Technical Institute who are interested in enrolling in a dual enrollment course may do so at either NLHS or LCTI as their schedule permits. Students interested in enrolling in a dual enrollment course while on LCTI's campus, will need to consult with an LCTI School Counselor regarding this process. NLSD will accept and record grades received from dual enrollment courses taken while on LCTI's campus but will not be responsible for the application or payment process. This must be handled through LCTI.
- It is at the discretion of LCCC to approve or not approve courses to be taken for the reduced dual enrollment rate.
- **** It is the responsibility of the student and/or parent/guardian to consult with the college or university that the student may be attending to determine if dual enrollment credit earned will transfer. The acceptance of college credit earned through NLSD's dual enrollment program is at the discretion of that college or university. NLSD will not be held responsible if dual enrollment credits earned are not transferable.**

Grading/Credits

- Any dual enrollment course worth less than 3.0 credits will not be awarded high school credit. It will be listed on the student's transcript, unless otherwise noted by the student and parent/guardian. This does not include a required lab component. *Any dual enrollment course worth 3.0 credits or more will receive 1.0 high school credit. If it is taught by a Northern Lehigh faculty member it will be reflected as an honors course in the student's GPA and class rank. If it is not taught by a Northern Lehigh faculty, it will not be reflected in GPA or rank.*
- **Students will need to receive a 70% (C-) or better in all LCCC dual enrollment courses taken in order to receive full tuition reimbursement, minus books, and fees, from NLSD. In the result of a course graded on Pass/Fail, students will need to receive a Pass (P) to receive full tuition reimbursement.**
- **All** grades received, whether letter or numerical, will be entered as a numerical grade on the student's NLSD transcript. Any letter grade received will be converted into the following NLSD numerical grading scale and receive the appropriate GPA equivalent. For numerical grades received, those grades will be entered as they are on the student's NLSD transcript and receive the appropriate GPA equivalent

<u>Letter grade</u>	<u>Numerical grade</u>	<u>GPA Equivalent</u>
A	95	4.00
A-	91	3.66
B+	88	3.33
B	85	3.00
B-	81	2.66
C+	78	2.33
C	75	2.00
C-	71	1.66
D+	68	1.33
D	65	1.00
D-	61	.66
F	59	0.00

* Any student enrolled in a non-remedial college Math or English course (i.e. LCCC MAT 105 or higher or ENG 105 or higher) will be permitted to have those courses counted as a core course toward a student's graduation requirement set forth by the NLSD Board of Education.

*Any dual enrollment course(s) taken outside the designated school day/school calendar (i.e. evening classes, summer courses) will not be awarded high school credit by NLSD. Course(s) will not be calculated toward a student's GPA or Class Rank, nor will it be listed on a student's Northern Lehigh Transcript.

Dual Enrollment Registration Process

1. Register for an L# at www.lccc.edu. Directions are attached at the back. If your child already has an L#, this step can be skipped.
2. On the high school enrollment registration card, complete all the following areas:

L# (if you have it)
Date of Birth
Name, Phone Number, and Address
Subject (ex. ENG), Course #, and Course Title (**Some courses can be found on the back of this page**)
Student Signature
Parent Signature

ALL COURSES BEING TAKEN CAN BE LISTED ON THE SAME REGISTRATION CARD.

3. Return the registration card with your full payment to the guidance office by the due date below. You can pay for the courses by cash, check (made payable to LCCC), or money order.

LCCC course price if taught by adjunct, online or campus course prices:

3.0 credit course: \$210.00 (\$70.00 per credit)

4.0 credit course: \$280.00 (\$70.00 per credit)

LCCC course price if taught by NL Faculty:

3.0 credit course: \$90.00 (\$30.00 per credit)

4.0 credit course: \$120.00 (\$30.00 per credit)

We will not accept any registration cards without full payment.

*****Once your child's schedule is complete and we know which semester she/he will be taking the LCCC course(s), we will forward the registration and payment to LCCC. Please note that your check may take some time to clear. Please plan accordingly.**

Note: If you have trouble making this payment, please contact the Guidance Office at 610-767-9835.

2023-2024 NL On-Campus Dual Enrollment Course List

Dual Enrollment Courses taught at Northern Lehigh

SUBJ	COURSE #	COURSE NAME	CR. HRS.	COST
ENG	105	RESEARCH & COMPOSITION	3.0	\$90.00
ART	115	PAINTING I	3.0	\$90.00
MAT	190	CALCULUS AND ANALYTIC GEOMETRY	4.0	\$120.00
ECE	110	FUNDAMENTALS OF EARLY CHILDHOOD EDUCATION	3.0	\$90.00
SOC	150	INTRODUCTION TO SOCIOLOGY	3.0	\$90.00

The following courses are taught by Northern Lehigh faculty and will be calculated in GPA and class rank as an honors level course. Students will also receive a credit toward graduation.