



# Special Admission - Steps to Enroll

*Welcome to Lake Tahoe Community College.*

*"Special Admission" is allowed upon approval to high school students who wish to enroll in advanced scholastic or vocational education. Follow these easy steps to ensure your success in enrolling for college-level courses.*

<b>Application</b>	<b>1</b>	If you have never taken courses at LTCC before, you will need to complete an application for admission. Go to <a href="http://www.ltcc.edu/apply">www.ltcc.edu/apply</a> to apply.
<b>Catalog and Schedule</b>	<b>2</b>	Stop by the campus to pick up a college catalog and schedule of classes. The catalog and schedules are also available online at <a href="http://www.ltcc.edu">www.ltcc.edu</a> .
<b>9-12<sup>th</sup> Grade College Placement Form</b>	<b>3</b>	Pick up a college placement form from your high school (within the Tahoe area) or the LTCC Admissions & Records office. <ul style="list-style-type: none"> <li>▪ Complete the form with your parent/guardian.</li> <li>▪ Get the approval of your school counselor or principal. If your school is closed, the District Office may be able to assist you.</li> </ul>
<b>Transcripts</b>	<b>4</b>	Get a current copy of your high school transcript. You will need to bring the transcript to your counseling appointment.
<b>Assessment and Counseling</b>	<b>5</b>	Contact Student Services at (530) 541-4660 ext. 231 or Room A100. You will need to take an assessment test (if required) and meet with a counselor for approval of your special admission form.
<b>Registration</b>	<b>6</b>	Check the registration priority chart in the Schedule of Classes to find the earliest date you can register. In general, registration for high school students is handled on a walk-in basis after having completed a counseling appointment. If a student meets with a counselor at least two business days in advance, the student may be able to register online via Passport.
<b>Fees</b>	<b>7</b>	Pay your fees when you register. Enrollment is only complete upon full payment of fees and/or tuition. If your fees are not paid, you will be dropped from your courses for non-payment.
<b>Additional Paperwork</b>	<b>8</b>	Additional paperwork may be required depending on your situation. For example, students who register late must provide a late registration permit signed by their instructor.
<b>Books</b>	<b>9</b>	Buy your books. Visit the LTCC Bookstore to purchase new and used books for your courses.

**Reminder!** When you graduate from high school, please bring a copy of your diploma or a transcript showing your graduation date to the Admissions & Records office. We will update your records to remove the special admission status. This change will allow you to register with other new college students in the next quarter.

## Important Note for Parents

Once your child enrolls in college, all privacy rights regarding your child's educational records transfer to your child regardless of his or her age. This means that your child will be treated the same as other college students.

- He/she will be expected to sign all forms requiring a student signature. Parents can not sign for the student.
- He/she will be asked to provide the college with a signed release to have specific information from their educational records (such as grades) released to you.