

# The Orientation Checklist

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Please read the following information carefully to prepare for your orientation experience. Keep in mind that student situations differ, so use your best judgment and contact our office if you have any questions.

## Before Orientation

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### **Take Placement Tests**

Placement tests must be taken prior to attending orientation. Students cannot register for academic courses before doing so. Information regarding placement including hours and locations can be found online at [www.lcc.edu/assessment](http://www.lcc.edu/assessment). In certain cases, placement tests can be waived using ACT scores or courses from another college or university. Details and forms can be found at [www.lcc.edu/advising/waivers.aspx](http://www.lcc.edu/advising/waivers.aspx).

### **Claim Your Account**

In order for your TUID (Technology User ID) and accounts to work properly, new students must claim their account. Instructions and ways to get help are located at [www.lcc.edu/TUID](http://www.lcc.edu/TUID).

### **Request Official College Transcripts** (Incoming transfer students only)

If you took courses elsewhere and wish to receive official transfer credit on your LCC record, send official transcripts to the Registrar's Office at **1121-Enrollment Services, Lansing Community College, PO Box 40010, Lansing MI 48901-7210**. Evaluations take approximately 4-6 weeks once your transcripts are received by LCC, so please plan accordingly.

### **Apply for Financial Aid**

Prior to arriving for orientation, please complete the Free Application for Federal Student Aid (FAFSA). Access to financial aid information and additional funding opportunities can be found at [www.lcc.edu/fa](http://www.lcc.edu/fa).

### **Pursue Campus Employment**

If you are interested in working on campus, please visit the Center for Employment Services (CES) online at [www.lcc.edu/ces](http://www.lcc.edu/ces). Students must follow the 'Student Employment Application Process Quick Start Guide'. Submitting an application online is the only way to be considered for student employment at LCC, but CES can help you with the process.

### **Request Accommodations**

Facilities used during orientation are barrier free. Accessible parking is available in each parking lot on campus for persons who properly display a current state-issued disability parking placards in accordance with the State of Michigan.

Other accommodations for students with disabilities may be available upon request. Please notify us of your needs for accommodation at least one week prior to your arrival. This can be done by calling (517) 483-1924.

# What to Bring to Orientation

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## **Student Number**

When admitted, you should receive information regarding your student number (starts with an X). Please bring this information with you.

## **Placement Test/Waiver Results**

When you take your placement tests, they will provide you with a blue Test Result Sheet. If you received a waiver or levels from your ACT scores instead of taking placement tests, please bring that information with you.

## **Payment Information**

In order to secure your classes when registering, you will need to sign up for a payment plan, even if you are receiving financial aid. To sign up, *you will need to provide checking, savings, OR credit card account information*, so please bring this information with you. You will learn more about payment requirements at orientation; details can be found at [www.lcc.edu/payment](http://www.lcc.edu/payment).

## **Driver's License or other Photo ID**

To obtain your StarCard (LCC Student ID), you will need to present a photo ID, a copy of your class schedule, and your TUID (Technology User ID). *Getting your StarCard is NOT part of orientation and must be done at Parking and ID during their regular business hours after registering for courses.* Daytime orientation participants can get their StarCard following orientation, but evening and weekend orientation participants should plan to get their starcard at another time.

## **Recent College Transcript (Incoming transfer students only)**

If you've taken courses for college credit elsewhere, please bring an unofficial copy of your transcript to assist your academic advisor as you select your first semester classes at LCC.

## **Comfortable Walking Shoes and Jacket/ Sweatshirt**

While most events are located in buildings close to parking, please be prepared to do some walking. A portion of the campus tour will be conducted outdoors. Please be sure to wear or bring apparel appropriate for current weather conditions. Additionally, temperatures and climates in some buildings may vary slightly.

## **A Positive Attitude!**

This is an exciting time and everyone at LCC is looking forward to your visit!

# Parking & Arriving

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Plan to arrive to orientation 30 minutes early to allow for ample time to park, find the room, and check in. Students who are late will need to reschedule for another date or complete orientation online (for those who qualify).

Parking in the downtown Lansing area is not free. Locations & rates can be found at [www.lcc.edu/parking](http://www.lcc.edu/parking)

- Weekday sessions: you will not be free to leave the session to feed a meter. We recommend a ramp, ride, or bus.
- Weeknight/weekend sessions: meters are free after 6:00 pm and on weekends.