



Start College Now Guidebook
2024-2025

This guidebook includes an overview of the Lakeshore Start College Now process and timelines, including FAQs, and tips and tricks for ensuring the most positive and efficient student experience. Please familiarize yourself with the resources in this packet prior to completing an application. The Lakeshore Dual Credit team is available to support students – please contact us at dualcredit@gotoltc.edu with any questions or concerns.

Introduction

Start College Now (SCN) is a Wisconsin Department of Instruction (DPI) program that allows high school students the opportunity to take college courses at Wisconsin Technical Colleges. Statute 38.12(14) lays out all the aspects of the program. At Lakeshore College students can participate in college-level courses, receive a first-hand view of the college experience, and earn college credit upon successful completion. The credits earned may be applied toward credentials at Lakeshore College and/or many other colleges in Wisconsin.

To participate in this program, students must first receive approval from their respective high school. Once their application has been approved, SCN students are considered Lakeshore students with the same access to benefits, requirements, and restrictions as all other students attending the college. Students are responsible for being aware of and complying with college attendance, grading, enrollment, and refund policies.

Students participating in the SCN program are registered for Lakeshore courses along with the rest of the Lakeshore student body. There are no courses that are held open strictly for SCN students. Because of this, it is important that students participating in the program make wise and timely course selections and that they follow the schedule outlined for each term by the Lakeshore Dual Credit team.

General College Information

You can contact Lakeshore's Cleveland Campus at 920.693.1366 or by emailing the Lakeshore Dual Credit Team at dualcredit@gotoltc.edu. Follow Lakeshore College on social media to stay up to date on Lakeshore happenings and events.

Campus Locations

Cleveland- Main Campus
1290 North Ave
Cleveland WI, 53015
All Course offerings available.

Sheboygan
1320 Niagara Ave
Sheboygan WI, 53081
Some Gen Eds, ELL, GED/HSED,
workshops.

Manitowoc
600 York St
Manitowoc WI, 54220
Some Gen Eds, ELL, GED/HSED,
workshops.

Paul Carlsen, Ph.D., President

Dual Credit Team

Contact your Dual Credit Advisor- we are here to help you get started, finish successfully, and answer any questions you have.

Abby Baumgartner

Dual Credit Advisor

(920)693-1603

abigail.baumgartner@gotoltc.edu

Schools: Manitowoc Lincoln, McKinley, Sheboygan Falls, Manitowoc Lutheran, Roncalli, Rocket Academy, Plymouth, Random Lake, Howards Grove, Mishicot, Two Rivers, Kohler, Homeschool

Mariah Schmitz

Dual Credit Advisor

(920)693-1365

mariah.schmitz@gotoltc.edu

Schools: Etude, Central, Warriner, Sheboygan North, Sheboygan South, Sheboygan Lutheran, Sheboygan Christian, Valders, Reedsville, Elkhart Lake, Cedar Grove, Oostburg, Out-of-District

Danielle Ourada

K12 Pathways Manager

(920)693-1727

danielle.ourada@gotoltc.edu

Instructor Contact Information

Please reference your syllabus for your instructor's contact information. All absences or emergencies should be communicated directly to your instructor.

Accommodations

Students requesting accommodations for their Start College Now course should work with their high school and Accommodation Services at Lakeshore to ensure that the student's accommodations are consistent with their IEP or 504 plan. To begin the accommodation process, visit <https://gotoltc.edu/current-students/student-support-services/ada>.

Lakeshore Policies

For complete policies, please review your Lakeshore student handbook available on our website.

Attendance Policy

Class attendance and participation are linked to your success at Lakeshore. If you need to miss a class, please contact your instructor. Missing too many classes may result in being dropped from the class and/or receiving the grade of an “F”.

Be sure to reference each course syllabus for specific attendance details.

Drop Policy

To drop a class, students must contact their Dual Credit Advisor and state in writing that they wish to drop the course. It is beneficial for the student to include the counselor in this communication, so they are made aware.

- If a student drops a course before 60% of the class has been completed, the student receives a W (withdraw).
- After 60% of the course has been completed, if the student drops, they will receive a WF (withdraw fail) which will be factored into their GPA as a failing grade.

A student who is unable to complete their coursework based on extenuating circumstances (i.e medical, moving districts, etc.) may be entitled to receive a grading exception (WE – withdraw with extenuating circumstances). This requires additional documentation and communication with the Lakeshore Dual Credit team and Records Department.

Refund Policy

If a student drops a course on or prior to the first day, a full refund is issued, and no grade is given. Once the class has begun, refunds are calculated based on class duration.

- 1-10% of the class completed = 80% refund
- 11-20% of the class completed = 60% refund
- 20%+ of the class completed = no refund

A school has the discretion to decide to require reimbursement from the student for dropped and failed courses.

FERPA

Start College Now students are considered Lakeshore students and are covered under the Family Educational Rights and Privacy Act of 1974 (FERPA). This act protects the privacy of education records (personal information, enrollment records, grades, schedules, billing, etc.), and establishes the rights of students to inspect and review their educational records. FERPA applies to all students who attend post-secondary institutions. This includes high school students under 18 enrolled at Lakeshore. Aside from the school district paying for the course, course information, progress or grades cannot be shared with anyone other than the student and school counselor, without written request (completed FERPA form). This includes the student's guardians.

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Being a Start College Now Student...

- Your participation in Start College Now is a privilege granted to you by Lakeshore and your high school district. Please be considerate of their financial and academic support.
- Keep your high school counselor aware of your progress in your Start College Now course(s).
- Do not get behind on assignments. It is often difficult to catch up; so, stay on top of your readings, projects and assignments all semester.
- Upon completion of your course, you may request your transcripts. For more information, visit this link on the Lakeshore website: <https://gotoltc.edu/current-students/academic-resources/transcript-request>
- If/when you are a dual credit graduating senior and wish to continue at Lakeshore, let your Dual Credit Advisor know and they will support you through our general college admissions process.

School Calendar

Lakeshore’s academic calendar does not always coincide with your high school schedule. You are expected to be at your Lakeshore course(s), even when your high school classes are not running. You can find the current Lakeshore calendar at <https://gotoltc.edu/admissions/academic-calendar>.

The table below outlines the requirements that must be completed as a part of the Start College Now process, as well as the suggested timeline that each item must be completed by. Any requirements submitted after the deadline may prevent a student from participating in Lakeshore SCN. Students are highly encouraged to complete items earlier than the suggested timeline if possible.

Fall Timeline	Spring Timeline	Requirement	Completed By
January-February	August-September	Meet with Lakeshore Dual Credit team to discuss potential Start College Now courses	Student
March 1	October 1	Submit Start College Now Application to high school <i>SCN Application can be found here: Start College Now gotolTC</i>	Student
April 1	October 20	Return application items to Lakeshore including: <i>SCN application</i> (with school board approval), <i>Counselor Consent Form</i> , <i>high school transcripts</i> , <i>FERPA form</i> (optional)	Student + High School Counselor
April	October	- Meet with assigned Dual Credit Advisor - Complete any additional application requirements specific to program/courses (Nursing Assistant, EMT, etc.)	Student
Before registering for classes		Complete Student Success Tutorial in Blackboard	Student
Early-April*	Late-October*	Register for approved SCN courses	Student + Dual Credit Advisor

*Date varies and will be communicated to schools and students annually.

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Start College Now Application Information

Please read through and follow the step-by-step instructions below to ensure all sections and processes are completed properly.

Student + Parent Responsibilities

- ✓ Complete 10th grade and be in good academic standing
- ✓ Complete the Start College Now application found in this packet
- ✓ Submit the completed form (including student/parent/guardian signatures) no later than March 1 for fall semester courses and October 1 for spring semester courses to high school counselor for school board approval
- ✓ Adhere to Lakeshore's attendance, grading and enrollment policies
- ✓ Provide transportation to and/or from Lakeshore's campus (if applicable)
- ✓ Complete and submit FERPA form (optional) to receive information regarding student records
- ✓ Demonstrate commitment to successfully completing coursework

Lakeshore Responsibilities

- ✓ Collaborate with the high school districts to enroll students in the Start College Now program
- ✓ Counsel student through course selection and application process
- ✓ Support student with course registration
- ✓ Admit the student if he or she meets the requirements and prerequisites of the course(s) and if there is space available in the course for which the student applied
- ✓ Advise student throughout course progression

High School Responsibilities

- ✓ Collaborate with Lakeshore to enroll students in the Start College Now program
- ✓ Adhere to and reinforce Lakeshore's SCN application deadline
 - Support the student in submitting all required application documents (SCN application, Counselor Consent form, transcripts)
- ✓ Submit payment to Lakeshore. The amount charged should be equal to the cost of tuition and course fees.
- ✓ Engage in ongoing communication and support with the student while enrolled
- ✓ Request final grade from Lakeshore Records department (lrc.records@gotoltc.edu) to include on high school transcript

Lakeshore SCN Application Requirements

- Start College Now Application

Applications are due to your high school for approval no later than March 1 (for fall enrollment) and October 1 (for spring enrollment).

- Counselor Consent Form
- Transcripts (high school to send to Lakeshore)
- FERPA Form (*optional*)

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Lakeshore Start College Now FAQs

Q: Will I need to complete a Lakeshore admissions application in addition to the Start College Now application?

A: No, but there are exceptions. Students who plan to take the Nursing Assistant (CAN) or EMT class must complete program admission with the required application items and the \$40 background check order. These fees are the responsibility of the student.

Q: Can I take courses through SCN during the summer?

A: Start College Now is not available for summer. If a student wishes to take a course over the summer, the cost for the course is the responsibility of the student.

Q: How much high school credit will be earned through SCN?

A: High school credit earned is at the discretion of the high school district.

Q: Am I guaranteed to get the class(es) I have been approved to take?

A: No. Class sizes are limited and times, dates, campus locations, and delivery formats vary. Classes are filled on a first come, first-served basis. We encourage SCN students to register for their classes as soon as they are allowed for the best possible choices. Students may want to list alternative courses on the original SCN form so that their high school can pre-determine the acceptability of back-up options.

Q: May I take courses through SCN and ECCP (Early College Credit Program- UW System) at the same time?

A: No. Per state statute 118.55 2(a) sub. (7t) (c), students may alternate by semester but cannot participate in both programs concurrently. Students may still enroll in contracted courses and/or dual credit with the technical college while enrolled in ECCP. This statute only refers to the concurrent enrollment in SCN and ECCP.

Q: Is there a limit to the number of courses I can take through SCN?

A: There is no limit on courses a student may take; however, high school districts may have a policy which limits the total number of college credits earned through SCN and ECCP (Early College Credit Program).

Q: Will Lakeshore's academic calendar align with my high school calendar?

A: No. A SCN student is expected to follow Lakeshore's academic calendar and may need to be in class when their high school is off. Semester start and end dates will also be different from the high school.

Q: I received a tuition bill in the mail. Am I required to pay?

A: No, not if it was approved by Lakeshore College and your high school as part of Start College Now. If you receive a bill, please contact the dual credit team, dualcredit@gotoltc.edu, to ensure your course registration is properly coded.

Q: Can you enroll in classes that are not approved on my Start College Now application?

A: Yes, BUT you will be responsible for all costs. You also must meet all the pre-requisites listed for the class, just as you would for Start College Now. Additionally, if it is during the school day, your high school must approve it under the compulsory attendance law.

Q: Why was my class denied by my high school?

A: There are several reasons that a high school may deny a class. Please check with your high school.

Q: What is a pre-requisite? What is a co-requisite?

A: A pre-requisite is a requirement that must be completed before you can enroll in a class. A co-requisite is a requirement that must be taken at the same time as the class you wish to take.

Q: I have an IEP/504 Plan in high school. Will Lakeshore provide support services?

A: Accommodations are available for Start College Now students. You must work with both your high school and an Accommodations staff member at Lakeshore to ensure that needs will be met. This should be done at least eight weeks before classes begin. Start by submitting an accommodation request form at <https://gotoltc.edu/current-students/student-support-services/ada>.

Q: Can high school districts require student to reimburse the cost of a dropped or failed SCN class?

A: Yes. The decision is up to the high school district. Check your high school's policy.

Q: How do I get my textbooks?

A: Information about course materials and books (if applicable) will be covered in your counseling appointment with your dual credit advisor. Students have the option to ship textbooks to Lakeshore for pick up or to their home address.

Q: What is the difference between MyLakeshore, myLTC, and Blackboard?

A: MyLakeshore is the portal where students will go to access other Lakeshore softwares and programs, such as Outlook, Blackboard, and myLTC. myLTC is where students can go to see their class schedules, add/drop classes, make payments, and set up payment plans. Blackboard is Lakeshore's online learning management system. This is where your course learning plans, and syllabus are housed. If you are in an online only course. Blackboard will be used for you to view and submit assignments, quizzes, and exams.

Q: Where can I get more information about Start College Now?

A: The Department of Public Instruction (DPI) oversees the rules and information about Start College Now and the ECCP. Please visit this website: <https://mywtcsystem.edu/educational-services/career-prep-dual-enrollment/start-college-now/>.

Q: Who can I contact at Lakeshore College with questions about Start College Now?

A: Questions? Contact Lakeshore Dual Credit- dualcredit@gotoltc.edu.

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School Counselor Consent Form

Student's Name _____

Term of Enrollment _____ Grad Year _____

Course Title _____

Course Title _____

Course Title _____

By signing this form, I confirm the student mentioned above possesses the requisite skills and academic maturity to succeed in college-level coursework. Based on my professional judgement and knowledge of academic progress, the student mentioned above is equipped to handle the challenges associated with college-level academic expectations.

In collaboration with Lakeshore Dual Credit, I will empower students to take ownership of their education and advocate for themselves to their instructor, advisor and support team.

School Counselor Signature _____ Date _____

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START COLLEGE NOW APPLICATION

I. STUDENT INFORMATION

This section completed by student / parent

Student Name <i>First, Middle, Last</i>		Student's Birthdate <i>Mo./Day/Yr.</i>	Gender M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
Parent/Guardian Name <i>First, Last</i>			
Address <i>Street, City, State, Zip, County</i>			
Student Phone <i>Area/No.</i>	Student Email		
Parent/Guardian Phone <i>Area/No.</i>	Parent/Guardian Email		
High School Student Attends & Projected Graduation Year		School District in Which Student Resides	
Technical College to Which You Are Applying to	Grade Student Will be in When Taking These Courses <input type="checkbox"/> 11 <input type="checkbox"/> 12	Number of College Credits Earned to Date	

Semester for which applying: Spring Fall Year 20XX

II. BOARD ACTION

Completed by HS district

Check if Alternate	Technical College Course Name	Technical College Course Number if avail.	No. of College Credits	Comparable HS Course Offered?		Approved for HS Credit	No. of HS Credits
				Yes	No		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III. STUDENT & PARENT / GUARDIAN SIGNATURES

This section completed by student / parent

STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and technical college to share course and grade information.

Student Signature Required ➤	Date Signed <i>Mo./Day/Yr.</i>
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PARENT/GUARDIAN SIGNATURE—Required if student is under 18.

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14)
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature Required ➤	Date Signed <i>Mo./Day/Yr.</i>
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	IV. STUDENT NAME <i>This section completed by student / parent</i>	
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Student Name *First, Middle, Last*

	V. HIGH SCHOOL BOARD APPROVAL <i>This section completed by district</i>	
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Named student is approved to enroll for courses marked "Approved" in Section II:

Yes No. *If no, indicate reason for denial:*

Check if student has a record of disciplinary issues.

Name of High School Board Approval Authority	Phone <i>Area/No.</i>
High School Board Approval Authority Signature ➤	Date Signed <i>Mo./Day/Yr.</i>

	VI. TECHNICAL COLLEGE APPROVAL <i>This section completed by college</i>	
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Name of Course(s) in Which Student is Enrolled	Course Code(s) / Number(s)	No. of College Credits	District Approved?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

<input type="checkbox"/> Eligible to enroll	I CERTIFY that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).
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<input type="checkbox"/> Not eligible to enroll	I CERTIFY that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.
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Name of Technical College Representative and Title	Phone <i>Area/No.</i>	Email
Technical College Representative Signature ➤	Date Signed <i>Mo./Day/Yr.</i>	

	VII. APPEALS	
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Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.