



CMHS Students Taking College Classes  
At Lock Haven University

**STUDENT CONSIDERATIONS**

- The rigor of college courses.
- The time commitment outside the classroom.
- Discuss with their parents, teachers, and counselor their skills and abilities to be successful at the collegiate level.
- Students should be willing to utilize the support provided by LHU - tutoring, meeting with professors, participation in support sessions.

**STUDENT DIRECTIONS**

- Choose the course(s) and section(s) you want to take. It is recommended that you take General Education requirement courses or courses that are not offered at Central Mountain High School. Be sure you meet the course's prerequisites (see LHU website information, below).
- All students requesting math courses at Lock Haven University will be required to take a Math Placement Test. Information pertaining to LHU's math placement test is located on the registrar's website on the Registration Information page. If you are interested in taking a math course, complete your paper work well in advance of the start of classes in order for you to have time to take the math placement test.
- **Central Mountain High School administration determines how the dual enrollment credit is to be applied at Central Mountain.**
- Students are responsible for all tuition and fees. LHU offers a 75% tuition reduction. There is no financial aid available to high school students.
- Students must complete LHU's **Enrollment Permission form**. If you have never taken a class at LHU, you will be asked to give your Social Security number. Please remember to do this. It is your responsibility to accurately complete this form. The form needs to be **reviewed and signed by Mrs. Moore**. You can drop it in the student services/guidance office or email it at [hmoore@kcsd.k12.pa.us](mailto:hmoore@kcsd.k12.pa.us) Once signed, the form

will be returned to you. **You then upload it to LHU.** The email address is on the bottom of the enrollment form.

- **NEW - LHU is requiring an official transcript with your application beginning in March 2022. This is for new and returning students.**
- **A transcript request form needs to be completed for a student's transcript to be sent to LHU.** The form must include a parent/guardian signature, even if the student is 18 years of age.
- LHU will notify you if the class is full. If all is well, you will then receive an email with instructions, billing information, orientation information and the class schedule. Once you are officially enrolled in the course at LHU, your Central Mountain High School schedule will be adjusted if necessary.
- New dual enrollment students are highly encouraged to participate in the LHU orientation and support sessions.
- **REMEMBER: LHU students are scheduled first!**
- At the conclusion of your course, LHU will send a copy of your official LHU transcript to the CMHS guidance office. This will be used to add the course's grade to your official high school academic record.
- If you choose to not take a course you already registered for, you need to drop the class through the registrar's office. Non-payment is not dropping the course.
- **The following grade conversion will be used for alphabetical grades awarded by a college or university:**

**A = 100**

**B = 91**

**C = 83**

**D = 75**

**F = 69**

### **NAVIGATING THE LHU WEBSITE**

**<http://www.lockhaven.edu>**

Access the LHU home page.

Click on **Admissions**

Scroll down until you see a list of options including dual enrollment

Then click on **DUAL ENROLLMENT**

Click on the [Apply for Dual Enrollment](#) tab.

Download the [Permission Form](#) (after applying, complete this form and return it to Mrs. Moore by email or in the student services/guidance office.)

Click on the link entitled [Click Apply Here](#).

First time students Click on [Create an Account](#).

Returning students Click on [Log in](#).

Complete the application

**To Find courses:**

Click on [Course Offerings](#). Click on [recommended courses](#). This sheet includes general education courses.

To view the entire course catalog click on [course offerings](#). Read the information and follow the prompts. You will be able to search the entire catalog. This will list the classes that are being offered, the days and times they meet, and if the section is full. **Enter the name, days, time, and section numbers on all of your dual enrollment permission form.**

Course descriptions for classes at Lock Haven University are located in the course catalog. These descriptions will include information on class prerequisites. This information is located on the Registrar's website.