



Health & Human Services Division  
 Lansing Community College  
 selective\_admissions@star.lcc.edu  
 Phone: (517) 483-1410

# Nursing: 2<sup>nd</sup> Degree Track 2024 Advising Guide

**Application Deadline: March 1** | Admission for Spring 2025

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## GENERAL PROGRAM INFO

**This program is Selective Admissions**, which means admission is on a competitive basis and does have program-specific entrance requirements. Admission is determined using a point system; those with the highest total points each year will be selected for the available seats.

LCC offers 3 Nursing tracks: 2-Year Traditional, 2<sup>nd</sup> Degree, and Advanced Standing (Paramedic/LPN/RT to Nursing). **To be eligible for the 2<sup>nd</sup> Degree track, applicants must have a Bachelor's or higher degree in any field.** The program admits once a year and those admitted to this track start every Spring semester (January). For more information on this program and career, visit the [program website \(www.lcc.edu/nursing\)](http://www.lcc.edu/nursing).

Application Deadline	Number of Students Admitted Annually	Program Duration (once admitted)	Program Format
March 1	32	16 months (4 consecutive semesters)	Hybrid (lecture content 50% online)

## APPLICATION PROCESS

Follow the steps below to apply to Lansing Community College's (LCC) 2<sup>nd</sup> Degree track Nursing program. Admission into the college does not guarantee entrance into a Selective Admissions program. For questions about the application process, email [selective\\_admissions@star.lcc.edu](mailto:selective_admissions@star.lcc.edu).

1. **APPLY TO LCC:**

If are not currently and have never been an LCC student, [apply to the college \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/). It's FREE!

2. **\*TRANSFER STUDENTS:** Have **ALL** of your previous colleges send official transcripts directly to LCC's Registrars Office by **February 1<sup>st</sup>**. Courses must transfer into LCC as the exact class to satisfy an admission requirement.

- a. Find out where to send your transcripts and how your classes will transfer to LCC using our [equivalency site \(www.lcc.edu/academics/transfer/equivalencies/\)](http://www.lcc.edu/academics/transfer/equivalencies/). Students submitting non-US transcripts for credit transfer evaluation should request a credit evaluation report to be sent directly to LCC Registrars Office. The report must be prepared by a member organization of the [National Association of Credential Evaluation Services, Inc. \(NACES\) \(www.naces.org\)](http://www.naces.org). Contact one of the NACES member organizations listed at naces.org to obtain a credit evaluation request form.

- b. \*The following grading scale will be used to convert letter grades to numerical:

A / A- = 4.0	B+ = 3.5	B / B- = 3.0	C+ = 2.5	C / C- = 2.0
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3. **COMPLETE THE VIRTUAL PRE-NURSING ADVISING SEMINAR:**

**\*This should be done early in your pre-Nursing journey.** Candidates must successfully complete the online Pre-Nursing Seminar before applying to the program. The online modules and assessments are done at your own pace and take approximately 1 hour to complete. The virtual seminar is available September-June and is located in the Nursing section of the [HHS Advising Guide site \(www.lcc.edu/hhs/advising-guides.html\)](http://www.lcc.edu/hhs/advising-guides.html).

4. **MEET WITH AN ACADEMIC ADVISOR FOR COURSE PLANNING:** Schedule an appointment with an academic advisor by calling 517-483-1957 option 4. The lead health careers advisors are Eric Bennett, Matt Boeve, and Angela Kuhlman. *\*To get the most out of your appointment transfer transcripts should be on record with LCC prior to meeting with an advisor.*

5. **COMPLETE ADMISSION REQUIREMENTS:** See page 4 for a list of admission requirements needed to be eligible to apply.

6. **MANDATORY NURSING SIGNOFF ADVISING APPOINTMENT:** All candidates must meet with a Nursing advisor prior to submitting their Nursing application. To be eligible, appointments must be a pre-scheduled face-to-face, video, or phone meeting and take place within 5 months of the application deadline (October 15-March 1). **To schedule a Nursing Signoff Advising appointment with Angela, Eric, or Matt; call (517) 483-1957, option 4.** *\*Transfer transcripts should already be on record with LCC before attending your signoff appointment.*

## 7. **SUBMIT SELECTIVE ADMISSION APPLICATION & PAYMENT BY MARCH 1:**

- a. Once you have completed the steps above and the admission requirements are either complete or you are on track to finish them during the Spring semester, submit the online [Selective Admissions Application](https://www.surveymonkey.com/r/LCC-HHS-SelectiveAdmissionApplication2024) (<https://www.surveymonkey.com/r/LCC-HHS-SelectiveAdmissionApplication2024>).  
\*Those eligible for the 2<sup>nd</sup> degree track can also apply to the 2-Year track. Applicants should select 2<sup>nd</sup> Degree on the application and then follow next steps to indicate track preference.
- b. Then pay the \$20 non-refundable application fee at the [Selective Admissions Store](https://secure.touchnet.com/C20118_ustores/web/product_detail.jsp?PRODUCTID=1012&SINGLESTORE=true) ([https://secure.touchnet.com/C20118\\_ustores/web/product\\_detail.jsp?PRODUCTID=1012&SINGLESTORE=true](https://secure.touchnet.com/C20118_ustores/web/product_detail.jsp?PRODUCTID=1012&SINGLESTORE=true)). **The application and payment are due March 1st.**



## ADMISSION REQUIREMENTS

To be eligible for this track, applicants must have a Bachelor's degree in any field and complete ALL of the following. **A maximum of 2 attempts within a 5-year period is allowed for each course requirement category**; this includes withdraws and attempts at other colleges. If the minimum required grade is not achieved within 2-attempts, students may not be eligible for the program and should meet with a Nursing Academic Advisor for next steps.

**Coursework must be successfully completed by the end of LCC's Spring semester to be considered.** To allow for faster admission decisions, **courses completed at other colleges during the semester of the deadline are not accepted.** Only courses listed on your LCC record, which includes transfer credit, can be used to satisfy an admission requirement. Completion of the requirements does not guarantee admission into a Selective Admission program.

ADMISSION REQUIREMENTS	SEE	MINIMUM GRADE
Complete Pre-Nursing Seminar <b>AND</b> Attend Nursing Signoff Advising Appointment	<b>1</b>	Passing
Bachelor's Degree in any major ( <i>2<sup>nd</sup> Degree track only</i> )	<b>6</b>	N/A
BIOL 201: Human Anatomy	<b>2 &amp; 3</b>	2.5 / C+
BIOL 202: Human Physiology	<b>2</b>	2.5 / C+
BIOL 203: Microbiology	<b>2</b>	2.5 / C+
BIOL 204: Microbiology Lab ( <b>optional</b> )	<b>2 &amp; 4</b>	2.5 / C+
ENGLISH COMPOSITION APPLIED DEGREES GENERAL EDUCATION: ENGL 121, 122, 131, <b>or</b> 132	<b>5</b>	2.5 / C+
MATHEMATICS APPLIED DEGREES GENERAL EDUCATION: MATH 119, MATH 120, STAT 170, STAT 215, <b>or</b> any course listed in the College Algebra <a href="http://www.lcc.edu/academics/catalog/general-education/index.html">Applied Degrees General Education area (www.lcc.edu/academics/catalog/general-education/index.html)</a>		2.5 / C+
NURS 201: Patient-Centered Care	<b>2</b>	<b>3.0 / B-</b>
PFHW 163: Healthy Lifestyles		2.5 / C+
COMMUNICATIONS APPLIED DEGREES GENERAL EDUCATION: COMM 110, 120, 130, <b>or</b> 240 <i>*Other courses cannot be substituted</i>	<b>5</b>	2.5 / C+
HUMANITIES, FINE ARTS, SOCIAL SCIENCES APPLIED DEGREES GENERAL EDUCATION:	<b>5</b>	2.5 / C+

ADMISSION REQUIREMENTS	SEE	MINIMUM GRADE
ANTH 271, SOCL 120, COMM 280, MGMT 234, <b>or</b> any course from the Humanities & Fine Arts, Social Sciences, or Applied Social Sciences sections on the <a href="http://www.lcc.edu/academics/catalog/general-education/index.html">Applied Degrees General Education area (www.lcc.edu/academics/catalog/general-education/index.html)</a>		

**ADMISSION REQUIREMENT NOTES:**

1. See page 2 for information on completing the Pre-Nursing Seminar and Signoff appointment. Applications received without these requirements done will either be disqualified or have a maximum of 20 points deducted for each incomplete item.
2. **Biology courses must be completed within 8 years of the application deadline. NURS 201 must be completed within 2 years.**
3. MSU’s ANTR 350 will satisfy the BIOL 201 requirement despite it not transferring into LCC. BIOL 202 must transfer into LCC as the exact class to satisfy the admission requirement.
4. BIOL 204 is not required to be eligible for the Nursing program, but points are awarded for successful completion. This course is required for most Bachelors of Nursing programs.
5. The general education requirement for English, Communication, and/or Humanities/Fine Arts/Social Science will be waived by Selective Admissions ONLY IF the student has an Associate’s or higher degree AND there are no classes completing the requirement(s) on the student’s academic record. Official transcripts on record with LCC’s Registrars office must show proof of degree.
6. Degrees must be completed by the end of LCC’s Spring semester to be eligible for the 2nd Degree track. Applicants must show proof of degree via an official transcript sent to LCC’s [Registrars office \(www.lcc.edu/academics/transfer/equivalencies/\)](http://www.lcc.edu/academics/transfer/equivalencies/) no later than July 1<sup>st</sup>. Applicants who do not meet this deadline will be disqualified. International degrees must be determined as equivalent to a US Bachelor’s degree by the National Association of Credential Evaluation Services. Students submitting non-US transcripts for credit transfer evaluation should request a credit evaluation report prepared by a member organization of the [National Association of Credential Evaluation Services, Inc. \(NACES\) \(www.naces.org\)](http://www.naces.org) to be sent directly to LCC Records Office.

**\*TRANSFER STUDENTS:** Only courses completed at LCC during the semester of the deadline are accepted. Official transcripts from **ALL** transferring colleges must be on file with LCC’s Registrars office by February 1<sup>st</sup> to be considered. **Points will be deducted if transcripts are not received for all colleges attended** – except international schools. Proof of degree is due July 1 (see note 7 above). Refer to page 2 for the grading scale used to convert letter grades to numerical.

## POINT SYSTEM

Admission into this program is competitive. Applicants who complete all of the admission requirements will be ranked using the following point system. Those with the highest total points will be selected for the available seats. **Admission decisions are made June 1<sup>st</sup>.**

POINT CRITERIA	SEE NOTE	YOUR POINTS
<p>The following points are awarded based on GPA of the course admission requirements and BIOL 204 (if applicable):</p> <ul style="list-style-type: none"> <li style="width: 50%;">• <b>80 points:</b> 3.88-4.00</li> <li style="width: 50%;">• <b>55 points:</b> 3.25-3.37</li> <li style="width: 50%;">• <b>75 points:</b> 3.75-3.87</li> <li style="width: 50%;">• <b>50 points:</b> 3.12-3.24</li> <li style="width: 50%;">• <b>70 points:</b> 3.62-3.74</li> <li style="width: 50%;">• <b>45 points:</b> 2.99-3.11</li> <li style="width: 50%;">• <b>65 points:</b> 3.50-3.61</li> <li style="width: 50%;">• <b>30 points:</b> 2.60-2.98</li> <li style="width: 50%;">• <b>60 points:</b> 3.38-3.49</li> </ul>	<b>1</b>	
<p><b>6 points</b> awarded for completion of BIOL 204 with grade of 2.5 or higher.</p>	<b>2</b>	
<p><b>2 points</b> awarded if <u>all</u> of the admission requirements were successfully completed at LCC.</p>	<b>2</b>	
<p><b>2 points</b> will be awarded for each of the following classes if the minimum grade was achieved on the first attempt:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• BIOL 201</li> <li style="width: 50%;">• MATH</li> <li style="width: 50%;">• BIOL 202</li> <li style="width: 50%;">• NURS 201</li> <li style="width: 50%;">• BIOL 203</li> </ul>	<b>3</b>	
<p>Points awarded for <u>ONE</u> of the following health career experiences completed within <u>10 years</u> of the <u>application deadline</u>:</p> <ul style="list-style-type: none"> <li>• <b>6 points:</b> Completion of a Regional Education Service Agency (RESA) health program that earns credit at LCC for CHSE 100 &amp; 120 <u>or</u> CHSE 108 &amp; 151.</li> <li>• <b>6 points:</b> Completed CHSE 101, 108, 110, 151, <u>or</u> 143 &amp; 144 with a minimum grade of 2.5</li> <li>• <b>6 points:</b> Proof of Degree/Certificate in any health-career field from a college accredited in Higher Education. <i>*see note 4</i></li> <li>• <b>6 points:</b> Proof of professional certifications/license in any health-career field. <i>*see note 4</i></li> <li>• <b>3 points:</b> Completed CHSE 100, CHSE 114, CHSE 117, CHSE 120, <u>or</u> EMTA 100 with a minimum grade of 2.5</li> </ul> <p><b>*Documentation of work experience will not earn points.</b></p>	<b>2 &amp; 4</b>	
<p>The following points are awarded based on when applicant attended a Nursing Signoff Advising Appointment:</p> <ul style="list-style-type: none"> <li>• <b>3 points:</b> October 15 – December 31</li> <li>• <b>2 points:</b> January 1 – January 31</li> </ul>	<b>5</b>	

POINT CRITERIA	SEE NOTE	YOUR POINTS
<ul style="list-style-type: none"> <li>• <b>1 points:</b> February 1 – February 28</li> <li>• <b>0 points:</b> March 1</li> </ul>		
<b>2 points</b> awarded if applicant was on the previous year's 2 <sup>nd</sup> Degree track alternate list and never offered admission.	<b>2</b>	
Points will be awarded for <u>one</u> of the following degrees: <ul style="list-style-type: none"> <li>• <b>10 points:</b> Master's</li> <li>• <b>15 points:</b> Doctorate</li> </ul>	<b>2 &amp; 4</b>	
<b>YOUR TOTAL POINTS:</b>		

**POINT SYSTEM NOTES:**

1. The highest grade within 2 attempts will be used for GPA calculation. If an admission requirement is satisfied via an AP exam, CLEP score, or degree, it will not be included in the GPA calculation. To determine your Nursing GPA, check out the GPA Calculator located in the Nursing section on HHS's [Advising Guides site \(www.lcc.edu/hhs/advising-guides.html\)](http://www.lcc.edu/hhs/advising-guides.html).
2. This point criteria is optional. Only applicants who meet the criteria will earn points.
3. To earn points in the first attempt category, the course must have been completed with a grade of 2.5 or higher and 3.0 or higher for NURS 201. Withdraws and attempts at other institutions are considered; this includes MSU's ANTR 350. Only attempts within the last 5 years are considered. **\*Students who do not submit official transcripts for all Colleges attended (except international Colleges) will be deducted 10 points.**
4. For health care experience, proof of Degree or Certificate must be documented via an official transcript from a college accredited in higher learning; this must be received by LCC's Registrars Office by the deadline outlined on page 2. Professional certifications or licensures must be attached to your application (*preferred*) or emailed to **selective\_admissions@star.lcc.edu** by the application deadline to earn points. **\*Documentation of work experience or letter of recommendations will not earn points.**
5. See page 2 for information on completing the Advising Signoff appointment. Applications received without this requirement done will either be disqualified or have a maximum of 20 points deducted. Applicants who applied last year will automatically receive the maximum points in this category.

*In the case of a tie in total points, Nursing GPA followed by NURS 201 grade will be used.*

## ACCREDITATION

LCC's Nursing program has been accredited since 1971. It is currently accredited by:

[Accreditation Commission for Education in Nursing, Inc. \(ACEN\)](https://www.acenursing.org/)

[\(https://www.acenursing.org/\)](https://www.acenursing.org/)

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

## PROGRAM LAYOUT

**Admitted applicants and those selected as an alternate will be required to attend a mandatory program orientation that typically occurs mid-June. Candidates are advised to plan Summer vacations accordingly.**

Those admitted to the 2nd Degree Track Nursing program start the program Spring semester (January). It is 4 semesters long running 16 consecutive months. Classes do run during the summer semester for this track. This is a cohort program meaning class sequence and schedules are set.

Students are in a Nursing activity (lectures, labs, clinical) multiple days per week. Most courses meet during the weekday between the hours of 8am-6pm. Lectures are hybrid; 50% of the content is online and 50% meets face-to-face. All labs are delivered in-person on LCC's Downtown Lansing campus. Clinicals occur 1-2 times per a week depending on the semester. While most rotations occur weekdays between 7am-11pm, weekend and night assignments are possible. **Course load is equivalent to a full-time job.** Therefore, participants are encouraged to reduce their work hours as much as possible while in the program.

Clinical sites are within a 100-mile radius of LCC's Downtown Lansing campus. Students can be placed at any clinical site regardless of distance. Participants should expect to drive upwards of 2.5 hours to at least one of their clinical sites. Students are responsible for their own transportation and any cost associated with it.

After completion of the 2<sup>nd</sup> semester of the Nursing program, students in this track can earn a **Certificate of Achievement for Practical Nursing (PN)**. They are also eligible to take the National Council Licensing Examination-Practical Nurse (NCLEX-PN). Successful completion of this exam certifies them as an LPN. Students then automatically continue on to complete the last 2 semesters of the program. Graduates earn an **Associate of Applied Science degree – Nursing, Registered Nurse (RN)**. This allows them to take the NCLEX-RN to practice as a licensed registered nurse (RN). A complete Nursing program pathway, including course layout and course sequence, is available on the college's [Degree & Certificate site \(www.lcc.edu/academics/catalog/degree-certificate-programs/\)](http://www.lcc.edu/academics/catalog/degree-certificate-programs/).

\*LCC's Nursing program prepares students to take the NCLEX exam in the state of Michigan. Licensure requirements vary by state. Graduates who want to practice outside of Michigan should review requirements for that State's licensure prior to applying to the program.

Please be advised that all verbal, written, and patient care are delivered in English.



## PROGRAM COST

The approximate cost for a 2nd Degree track Nursing student who receives in-district tuition rates is \$23,750; this includes the cost of the admission requirements and in-program courses along with Nursing supplies and textbooks. For a detailed cost sheet, including tuition rates for all residencies, visit the Nursing section on HHS's [Advising Guide site \(www.lcc.edu/hhs/advising-guide.html\)](http://www.lcc.edu/hhs/advising-guide.html).

Be advised some in-program classes have a portion of the course fee that is non-refundable. Any student who registers for the class and then drops, withdraws, or is otherwise ineligible for the program will not be refunded the non-refundable portion. The non-refundable amount and the items included in course fees vary by class. More information will be provided at the program orientation that occurs after admission decisions are made.

## CRIMINAL BACKGROUND CHECK

In order for this program to be in compliance with Michigan Public Act 26 of 2006, a **Criminal Background investigation is required for all students**. Directions for completing a Background Check, which may include fingerprinting and drug testing, will be given at the program orientation that occurs after admission decisions are made. Please note digital fingerprinting may be required by the State of Michigan at the time of application for career licensure. To comply with State and Federal statutes, admission to this program will be denied for any of the following:

- Any felony conviction within 15 years + three years' probation prior to application.
- Any misdemeanor within ten years prior to application that involved or is similar to the following:
  - Abuse, neglect, assault, battery
  - Criminal sexual conduct
  - Fraud or theft against a vulnerable adult (as defined by the Michigan penal code)

It is the student's responsibility – prior to pursuing the program – to know whether they are prohibited from providing clinical services.

The [Michigan Workforce Background Check Program \(www.miltcpartnership.org/documents/legalguide.pdf\)](http://www.miltcpartnership.org/documents/legalguide.pdf) provides detailed information regarding the types of crimes and their implications to employment suitability in health care facilities and agencies.

Any student who has been charged with a felony or a misdemeanor crime after admission to the program must contact the Program Director within 72 hours of the charge. Students convicted of certain crime(s) may become ineligible for clinical/externship privileges and/or professional certification/licensure, and therefore, may be dismissed from the Program.

## ENVIRONMENTAL CONDITIONS-STANDARD PRECAUTIONS

Applicants must be aware students in this program and profession will be exposed to blood, body tissues, and fluids. There is the potential of exposure to electrical hazards, hazardous waste materials, radiation, poisonous substances, chemicals, loud or unpleasant noises and high stress emergency situations. Students enrolled in this program and career path are at risk for exposure to blood and body fluids and transmission of blood-borne and other infectious diseases, including HIV. The Americans with Disabilities Act forbids discrimination against patients with infectious diseases; therefore, students are required to treat all patients assigned, regardless of the disease-state of the patient. Standard precautions must be followed when treating each patient.

### ***IMMUNIZATION & CLINICAL REQUIREMENTS:***

Applicants admitted to this program are required to present evidence from a licensed healthcare provider that they have completed ALL of the following immunizations.

- COVID\*\*
- Hepatitis B
- Influenza (flu)\*\*
- MMR (Measles, Mumps, and Rubella)
- Tdap
- Varicella

Admitted applicants must also provide the following documentation:

- TB test results showing they are free from infection
- Basic Life Support (BLS) certification
- A physical from a licensed healthcare provider
- Results of a Background Check (*see the [Criminal Background Check section](#) of this guide*)

***\*\* Immunization exemptions may be accepted by the third-party healthcare facilities with whom we partner. Should a student request an exemption at a third-party healthcare facility, it is their responsibility to secure that exemption from the facility. They will be required to request the exemption for every clinical rotation site during their time in the LCC Nursing Program. Students must be aware that if there is a change in the immunization requirements at healthcare facilities it is the responsibility of the student to ensure they meet all requirements. If not, it may impact their ability to complete the Nursing Program.***

Students are responsible for the cost associated with obtaining immunizations, physicals, BLS certification, and any other items relating to clinical eligibility. Clinical hours must be completed in-full in order to successfully complete this program as mandated by the program's accrediting body and/or professional licensure/certification governances.

Applicants should be aware some vaccinations require a series of injections. In these instances, the entire series must be complete to participate in clinical activities. Titer results showing immunity are accepted for some of the vaccinations in lieu of proof of immunization. For most students the easiest way to verify your current vaccination status is to visit the [Michigan Immunization Portal \(mcir.org/public/\)](https://mcir.org/public/) and access your State of Michigan immunization record from the Michigan Care Improvement Registry (MCIR). **Students are encouraged to consult**

**with their healthcare provider before starting the program to ensure they can meet these immunization and physical requirements.**

**More information about these requirements and how to submit them will be provided at the program orientation that occurs after admission decisions are made; do not submit these documents prior to being instructed to do so by program administration.** Contact the Program Director for questions regarding clinical requirements.

### ***ALLERGIES:***

Latex sensitivity and allergy has grown as a health care concern in recent years. Beginning one's professional life with a latex allergy presents unique problems because of the increased need to don gloves in both medical and non-medical settings, and unavoidable direct contact with products containing latex rubber (gloves, syringes, tubing, etc.), or by inhaling powder from latex gloves. Applicants with latex sensitivity and allergy are therefore encouraged to consult with their primary care physician to ensure their health and safety while participating in the program.

### ***INSURANCE:***

Be aware Lansing Community College does not provide accident and health insurance coverage for students. The College provides liability insurance coverage for students in practicum for injuries and damages they cause to others. It does not cover injuries students sustain as a result of their own actions. Students must use personal funds or personal medical insurance as a primary medical coverage payment if accident or injury occurs or if emergency treatment is required.

## **SKILLS ESSENTIAL FOR THE FIELD**

For a list of motor, cognitive, and psychological skills essential for this field, visit the Nursing section on HHS's [Advising Guide site \(www.lcc.edu/hhs/advising-guide.html\)](http://www.lcc.edu/hhs/advising-guide.html).

## **COVID**

Because of the COVID-19 pandemic, students are required to comply with all laws, rules, and regulations as well as any guidance provided by the CDC, the local health department, and other governmental authorities. Due to rapid developments related to COVID-19, students are encouraged to periodically visit the College's website for updated information about COVID-19 ([www.lcc.edu/about/coronavirus/](http://www.lcc.edu/about/coronavirus/)).

At this time the College is not requiring the COVID vaccine for students. However, for programs that require clinicals, externships, on-site clinics, or practicum hours, the College must follow the immunization guidelines of the third-party healthcare facilities we partner with. Because of this, many of LCC's programs require students to complete the COVID vaccine. LCC healthcare programs do not take requests for clinical or externship assignments. *See the [Immunization section of this guide for details.](#)*

## CHOSEN/PREFERRED NAME

LCC has adopted a policy providing all members of the campus community the opportunity to use their chosen or preferred name in records and communications across the campus. A chosen/preferred name refers to a first name which is different than the legal first name. Students may request this option via their LCC profile. The student's Chosen/Preferred Name may be used in many contexts, including class rosters, ID Cards (by request), Desire to Learn (D2L) course sites, and more. However, **LCC is legally required to use a student's Legal Name for some things. This includes at all clinical and externship sites, on immunization and medical records, official transcripts, diplomas, financial aid records, and more.** More information is available on LCC's [Chosen Name and Pronoun Initiative site \(www.lcc.edu/diversity/chosen-name.html\)](http://www.lcc.edu/diversity/chosen-name.html).

## NON-DISCRIMINATION STATEMENT

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

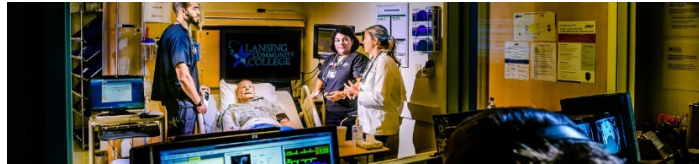
The nondiscrimination policy and grievance procedures can be located at [LCC's Board Policies](#) website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Title IX and Sexual Misconduct Resources](#) website.

## CONTACT INFORMATION

Leah Benson  
Selective Admissions  
Specialist  
517-483-1403  
[selective\\_admissions@star.lcc.edu](mailto:selective_admissions@star.lcc.edu)

Monica Torres  
Nursing Lead Support  
517-483-1425  
[torresm@star.lcc.edu](mailto:torresm@star.lcc.edu)

Teri Logghe, DNP, RN  
Nursing Program Director  
517-483-9695  
[logghe@star.lcc.edu](mailto:logghe@star.lcc.edu)



*Check out all of the Health Career [Advising Guides](http://lcc.edu/hhs/advising-guides.html) ([lcc.edu/hhs/advising-guides.html](http://lcc.edu/hhs/advising-guides.html))*