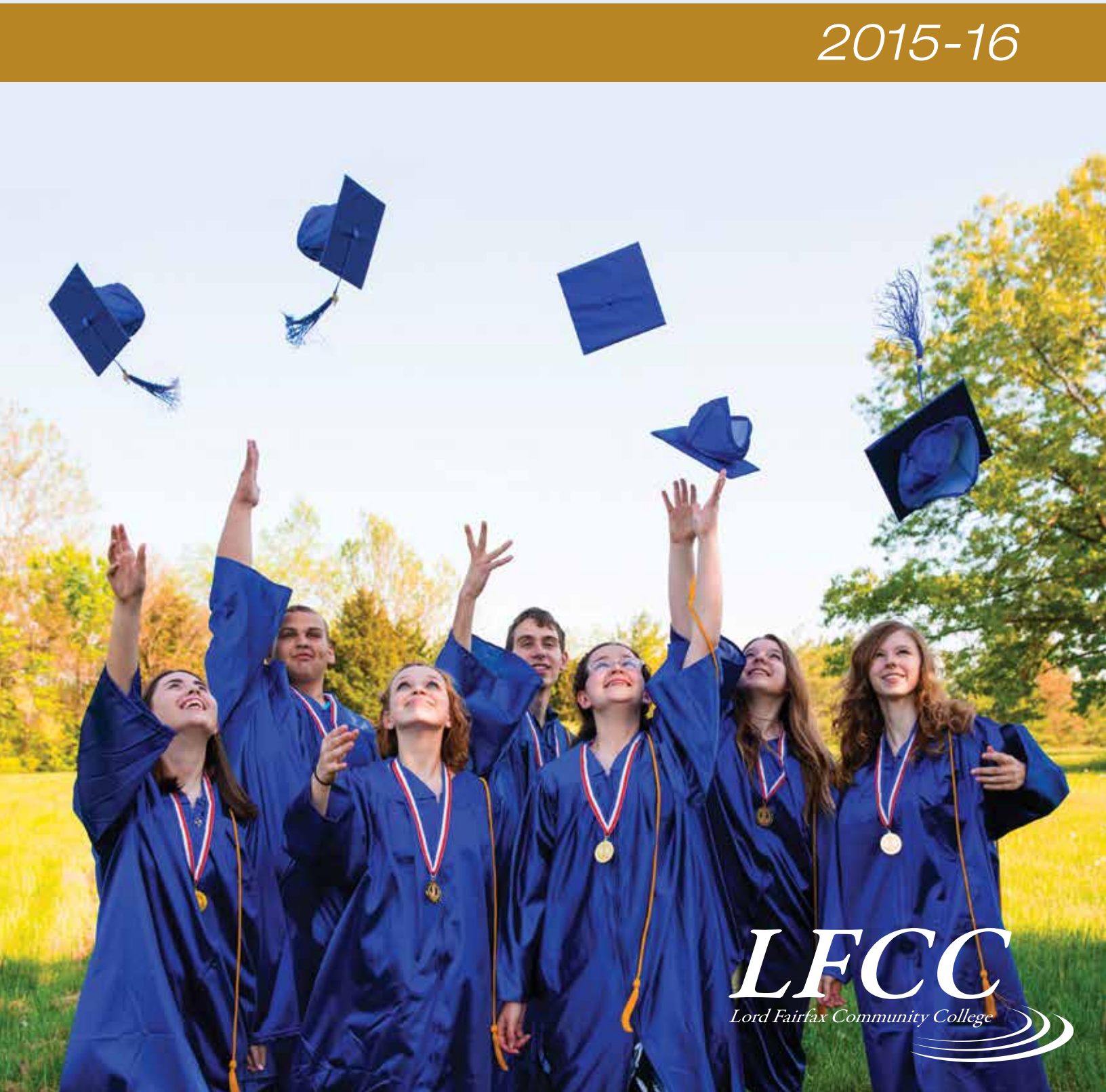


Lord Fairfax Community College

Dual Enrollment Student Handbook

2015-16



LFCC
Lord Fairfax Community College

Public School Divisions and Private Partners Contact Information

For questions regarding dual enrollment, your first point of contact is your high school counselor.

Clarke County High School Thomas Potts

Fauquier County Public Schools

Fauquier County High School Mark Bjorkman

Kettle Run High School Sue Harmon

Liberty High School Eric McCaslin

Frederick County Public Schools

James Wood High School Mary Twiford

Millbrook High School Deborah Ravn

Sherando High School Eli Jordan

Dowell J. Howard Center Mary Beth Echeverria

Governor's Schools

Massanutten Governor's School Susan Fream

Mountain Vista Governor's School Dr. Rosanne Williamson

Legacy Christian Academy Rev. Robert Quinn

Massanutten Military Academy Alexander Avni

Page County Public Schools

Luray High School Sherry Grogg-Matthews

Page County High School Meg Farmer

Page County Technical Center Roger Mello

Randolph-Macon Academy Derrick Leasure

Rappahannock County High School Michelle Papa

Shenandoah County Public Schools

Central High School Rachel Webb

Stonewall Jackson High School Aimee Miller

Strasburg High School Soryada Shields

Triplett Tech. Katie Rice

Wakefield Country Day School Marsha Dowell

Warren County Public Schools

Skyline High School Brenda Wells

Warren County High School Amy Hartley

Blue Ridge Technical Center Jane Baker

Winchester Public Schools

John Handley High School Amy Zimmerman

Dual Enrollment Mission Statement

Dual enrollment is an instructional program method that provides a unique and sustainable way to advance access and equity to higher education with the same standards and quality as are consistent with those established college wide. The High School Outreach Office is dedicated to fostering strong local networks among secondary and postsecondary educators which results in a seamless transition for students as they move from high school to college. Through our commitment, we provide an accessible, affordable and flexible avenue for high school students to accelerate into advanced postsecondary education.

Dual Enrollment Students Defined

Dual enrollment is for students who are pursuing a high school diploma and who are enrolled in college courses at Lord Fairfax Community College (LFCC). Dual enrollment at LFCC has expanded to serve over 2,100 students from 26 public and private school partners.

Benefits and Objectives of Dual Enrollment

Benefits and objectives of dual enrollment include the following:

- Creates a continuum of learning from high school to college
- Allows high school students to progress toward their next academic goal without having to wait until high school graduation
- Allows high school students to earn college credits that may apply toward graduation at Lord Fairfax Community College or another college or university
- Shortens the time required for high school students to complete an undergraduate degree
- Eliminates the duplication of courses taken in high school and in college
- Sharpens students' general academic preparedness for college
- Provides a wider range of course options for high school students
- Lowers the cost for a postsecondary education
- Increases flexibility in scheduling courses at the four-year schools and may provide opportunities for semester-long internship experiences
- May provide scholarship opportunities with four-year schools based upon successful completion of college courses

Enrollment Eligibility

Eligibility requirements are as follows:

- Dual enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for freshman and sophomore students who are able to demonstrate readiness for college level coursework. It is expected that all students meet placement criteria prior to enrolling in college coursework. Freshman and sophomore students must meet with an academic dean for approval to take courses. The deans will review placement test scores and determine student eligibility.
- Students apply for admission to Lord Fairfax Community College and must meet the VCCS Admission criteria in order to be admitted to the College. The basic math and English admission requirements may be demonstrated by passing the Algebra I SOL or certain PSAT scores may be used. Students are required to meet all course pre-requisites to enroll in courses. Appropriate SAT and ACT scores may also be used to waive the placement test in meeting course requirements. Note: Students who have applied to other Virginia community colleges must still apply to LFCC.
- In order to enroll in specific courses, students must complete placement testing or have appropriate SAT or ACT scores.
- Students must have completed course prerequisites as outlined in the LFCC Catalog and Student Handbook.
- Students must complete the appropriate enrollment form and secure the necessary signatures each time the student registers for courses.
- Home-schooled students must attach the following information to the green form **each time** the student registers for courses: placement test scores, letter of approval from the school division regarding home-schooled instruction or religious exemption, and Required Educational Test results from spring testing done through the public school division. If testing results are not available, the student is required to meet with an academic dean for approval.

High School Credit for Dual Enrollment Courses

While satisfactory completion of all dual enrollment courses conveys college credit, not all college courses will satisfy high school graduation requirements. Students seeking high school and college credit should work with a high school counselor to carefully select courses that will meet high school graduation requirements. The College does not advise students on high school graduation requirements.



Dual Enrollment Delivery Options

Lord Fairfax Community College provides dual enrollment opportunities in a variety of formats for those students meeting all eligibility requirements, including:

- Courses taught at the College or on-line
- Courses taught at local high schools by credentialed high school instructors who are also LFCC adjunct faculty

Academic Advising

Academic advising varies with the location of the course.

- **Courses taught at the high school:** The high school counselor is the designated adviser.
- **Courses taught at LFCC:** Lord Fairfax Community College believes that an ongoing, comprehensive and interactive academic advising process is essential to student success. The College is committed to providing students with the guidance necessary to make appropriate academic and career decisions. Students pursuing an LFCC degree or certificate while attending high school should meet with a staff member in the High School Outreach Office.

Student Conduct – Discipline

Student conduct rules vary with the location of the course.

- **Courses taught in the high school:** The policies and procedures of the school division apply.
- **Courses taught at LFCC:** All students are required to familiarize themselves with the College's Code of Student Rights, Responsibilities and Conduct as printed in the LFCC Catalog and Student Handbook.

Academic Honesty

Academic Honesty policies and procedures outlined in the LFCC Catalog and Student Handbook will be enforced at both the high school and at LFCC. Students are encouraged to read and be familiar with the Academic Honesty Policy at www.lfcc.edu/files/documents/current-students/college-catalog/2015-16/2015-16-Catalog-Pages/Student%20Handbook/Student%20Handbook.pdf.

Attendance

Attendance rules vary with the location of the course.

- **Courses taught at the high school:** The policies and procedures of the school division apply.
- **Courses taught at LFCC:** Attending each class is imperative for College success. It is important to become familiar with the LFCC calendar for courses. Professors establish their own attendance policies and each policy must be followed precisely. Missing days from class could result in failure based upon the instructor's attendance policy. High school breaks and holidays may not correspond to the College calendar. In addition, high school functions such as prom or sport activities are not excused absences from College courses. If there is a conflict between an LFCC class session and mandatory attendance at the high school, the school division's coordinator of dual enrollment will contact the Director of High School Outreach to discuss a reasonable accommodation. Attendance requirements are detailed in an instructor's course syllabus. The course syllabus is the contract between the instructor and the students.

Parking and Student ID

On-campus students will be required to get a Parking Permit and a Student ID with the Campus Police and Security Department. Once a student is enrolled, the student will need to go to the Campus Police and Security Department to complete the process.

Inclement Weather

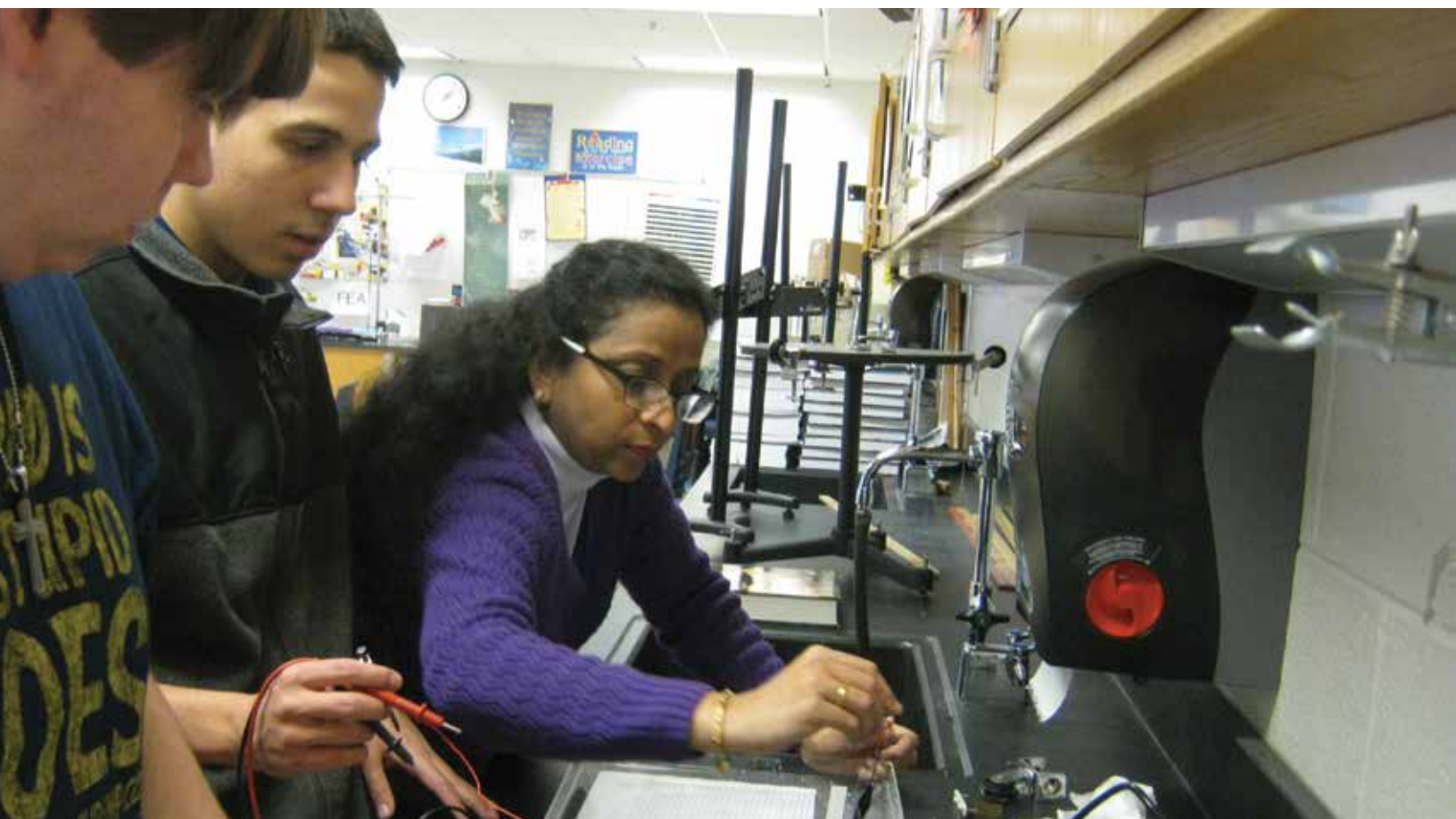
Inclement weather policies vary with the location of the course.

- **Courses taught in the high school:** The policies and procedures of the school division apply.
- **Courses taught at LFCC:** It is the responsibility of the student to check the LFCC Web site (<http://www.lfcc.edu>) or call the College (540-868-7230) to determine if classes are being held when there is inclement weather. Very often the College is open even when high schools are closed. If you would like an e-mail alert about school delays and closings, sign up for LFCC Alert at <http://alert.lfcc.edu>.

Students with Disabilities and/or Special Needs

The policies and procedures for students with disabilities and/or special needs vary with the location of the course.

- **Courses taught in the high school:** The policies and procedures of the school division apply.
- **Courses taught at LFCC:** LFCC is committed to ensuring students with documented disabilities have the opportunity to take part in educational programs and services in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Students seeking accommodations should visit the College Web site at www.lfcc.edu/disability-services/ and contact the Student Services Office (Fauquier campus) or Counseling, Advising, and Career Services Office (Middletown campus) at their home campus.



LFCC Academic Calendar

Dual Enrollment Timeline for Courses Taught in the High School

(Dates are subject to change based upon the Governor's direction)

Please contact the High School's Director of Counseling to learn the specific date to drop and withdraw from a dual enrolled course taught in the high school. After the deadline, the student will receive the grade they have earned in the course, and it will appear on their college transcript.

Dropping a class: If you are enrolled in a class and decide you don't want to be dual enrolled in that class, you may drop the class without penalty as long as you do so before the deadline. This class will not appear at all on your transcript, and you will receive a refund from your high school.

Withdrawing a class: If you are enrolled in a class and carrying a poor grade, it is better to withdraw than have the poor grade on your transcript. See the College Grading section for more information.

On-Campus Enrollment

Fall Semester 2015

16-Week Session

Classes begin. Aug.24
Holiday (College closed) Sept.7; Nov.26 - 29
No classes scheduled. Sept.7; Nov.24 - 25
Classes end. Dec.12
Final examinations Dec.14-19
Holiday (College closed) Dec.24 - Jan.3

Eight-Week Sessions

First Eight-Week Session

Classes begin. Aug.24
Classes end. Oct.19

Second Eight-Week Session

Classes begin. Oct.20
Classes end. Dec.19
Final examinations conducted during last scheduled class meeting

Spring Semester 2016

16-Week Session

Classes begin. Jan.11
Holiday (College closed) March 11
Spring Break March 7 - 13
Classes end. April 30
Final examinations May 2 - 7

Eight-Week Sessions

First Eight-Week Session

Classes begin. Jan.11

Classes end. March 5
Second Eight-Week Session
Classes begin. March 14
Classes end. May 7
Final examinations conducted during last scheduled class meeting
Commencement To be announced

Summer Semester 2016

10-Week Session

Classes begin. May 23
Holiday (College closed) May 30 and July 4
Classes end. Aug.1

Eight-Week Session

Classes begin. May 23
Holiday (College closed) May 30 and July 4
Classes end. July 18
Final examinations conducted during last scheduled class meeting for all summer sessions



Governor's Scholars

Public school divisions and Virginia's community colleges work collaboratively to provide students the opportunity to earn a post-secondary degree or a one-year uniform Certificate of General Studies from a community college concurrent with a high school diploma. Students who earn college credits through dual enrollment and/or AP may be able to obtain the Certificate in General Education or the Associate degree by the time they graduate from high school.

These students are designated as Governor's Scholars, receive a Governor's Medallion and are recognized at both their high school graduation and Lord Fairfax Community College graduation. In May 2015, 79 students earned a Governor's Medallion.

To make an appointment with an advisor who can help you map out a plan to earn a certificate or degree while still in high school, please contact the LFCC High School Outreach Office at 540-868-7149.

Certificate in General Education Requirements – 33 credits

First Semester	Course	Credits
ENG 111	College Composition I	3
HIS 101, 111 or 121	History of Western Civilization, History of World Civilization I or HIS 121 US History I	3
MTH 151 or higher	Math for Liberal Arts I or higher	3
	Social Science Elective	3
SDV 100	College Success Skills	1
	Science with Laboratory	4
Second Semester	Course	Credits
ENG 112	College Composition II	3
	Approved Transfer Elective	6
HUM or CST 100	Humanities Elective OR Public Speaking	3
	Science with Laboratory	4

Students should check with the institution to which they are transferring in order to determine the most appropriate courses to take at LFCC.



Associate of Arts and Sciences Degree in General Studies Requirements – 61 credits

First Semester	Course	Credits
ENG 111	College Composition I	3
HIS 101, 111 or 121	History of Western Civilization, History of World Civilization I or HIS 121 US History I	3
MTH 151 or higher	Math for Liberal Arts I or higher	3
SDV 100	College Success Skills	1
ITE 115 or 119	Information Literacy Elective	3
	Approved Transfer Elective	3
Second Semester	Course	Credits
ENG 112	College Composition II	3
	Social Science Elective	3
MTH 152 or higher	Math for Liberal Arts II or higher	3
	Approved Transfer Electives	6
Third Semester	Course	Credits
ENG	Literature Elective	3
	Social Science Elective	3
	Approved Transfer Elective	3
PED/HLT	Physical Education or Health	1
	Science with Laboratory Elective	4
Fourth Semester	Course	Credits
CST 100, 110, 126 or 138	Communication Elective	3
	Science with Laboratory Elective	4
	Humanities Elective	3
	Approved Transfer Electives	6

Virginia Education Wizard

The Virginia Education Wizard has been developed to help students explore careers, find college majors that match their career interests, estimate and compare college costs, find and apply for financial aid and scholarships, plan their transfer from community colleges to four-year institutions, and apply for admissions to community colleges. To get started please go to <http://www.lfcc.edu>. Select the “MY LFCC – Go to Login” icon in the upper right corner of the home page. Once you are in the Student Information System, please click Virginia Education Wizard. Students will be assisted through the process with Ginny, the Avatar.

Lord Fairfax Community College Library Information

The Paul Wolk Library at the (LFCC) Middletown campus and the Bob G. Sowder Library at the (LFCC) Fauquier campus provide and support students, faculty, staff, and the community. Students that attend classes at any location, or via distance education, have full access to all materials from the Learning Resource Center on any campus.

LFCC Learning Resource Centers are open 60 hours per week during the fall and spring semesters at Fauquier and 64 hours at Middletown. In addition, users can log on to the LRC Website at any time and search the collection through the online catalog or do research through the online databases by logging on through a proxy server. This is especially useful for students enrolled in distance education classes and dual enrollment students, giving them access to the same online materials as students who are on campus. The Libraries offer information resources and services through a Blackboard Research Tab that is accessible to any student using the Blackboard system. Students also have access to materials not owned by LFCC through Interlibrary Loan. One-on-one support is available in person at both libraries, or through the LRC website via email, SMS chat and LRC Live, a state-wide reference chat service shared by VCCS librarians.

The LFCC libraries have an extensive collection of print and electronic materials, with over 60,000 books, over 200,000 e-books, over 100 print serials, and 2,000 videotapes and DVD's and over 6,000 streaming films. Additionally, the libraries have access to over 10,000 full-text serials, as well as numerous online indexes and databases. The Virtual Library of Virginia (VIVA) provides access to a majority of our electronic resources, and the libraries have purchased several others to support the curricular needs of the College.

Online Learning

Are you ready for online learning? Online learning can be convenient, but participating in an online course is not easier than taking in-person classes. Students enrolled in an online course at LFCC are expected to login the first week of class and complete an assignment as directed by the instructor. Failure to respond to this requirement results in students being administratively dropped and no refunds are issued. Students frequently have the misconception that they can do the work whenever they choose. However, most online courses are very structured and there are set deadlines as detailed in the course syllabus. A student who is taking an online course must be self-directed and manage their time well.

Resources for Online Learners

If you are interested in learning more about LFCC Online please visit <http://www.lfcc.edu/lfcc-online>. This website is your resource for learning online. From information about programs and courses offered online at LFCC to understanding the technology and skill demands for learning online, this site is available to connect you immediately to resources to help you.

Blackboard (LFCC's Course Management System)

When students take courses on campus they need to familiarize themselves with Blackboard. Access Blackboard and other college tools by logging in at MY LFCC (in the upper right corner of the LFCC homepage). Faculty at LFCC utilize Blackboard and post important course information such as: Instructor's contact information, announcements, course syllabus, group discussions, assignments, grades, etc. If Lord Fairfax Community College is closed due to inclement weather, instructors still expect students to continue with the course through assignments on Blackboard.

Here are some tools that will assist student with Blackboard:

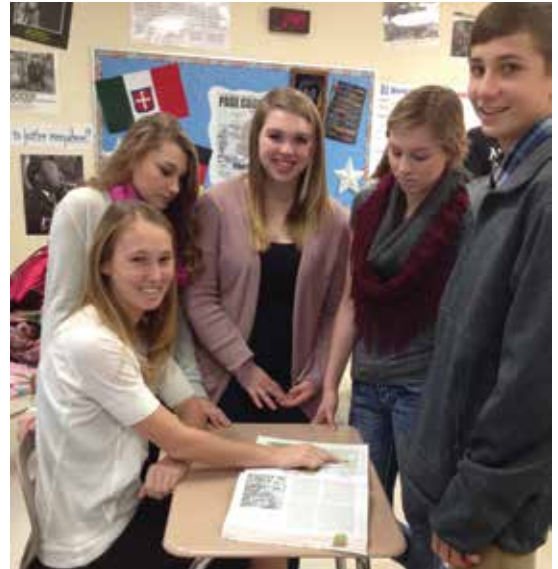
- Check the LFCC online FAQ: <http://ito.lfcc.libanswers.com/>
- Blackboard Help for Students: http://help.blackboard.com/en-us/Learn/9.1_SP_14/Student

Career Coaches

Career Coaches are community college employees based in local high schools with the mission to help high school students define their career aspirations and recognize postsecondary programs and services that can help students achieve their goals.

Career Coaches help to empower students to make informed decisions about their career and educational plans and to prepare students for success in postsecondary education and training. Career Coaches:

- Facilitate the development of individual career plans and portfolios;
- Share information on careers and career pathways;
- Connect students to early college programs; such as dual enrollment
- Ease the transition of students from high school to postsecondary education and training and the skilled workforce.



MY LFCC Information *(Revised August 2015)*

Follow these instructions to log in to the Student Information System and get your grades, transcripts and other relevant information:

1. Go to <http://www.lfcc.edu>.
2. Select the "Login to MY LFCC" icon in the upper right corner of the home page.
3. If you are logging in for the first time, click on "Look up your username and set your password."
 - a. Key in your first name and last name. Use your legal name – no nicknames.
 - b. Key in your birth date using six digits. For example, enter 042799 for April 27, 1999.
 - c. Key in your Social Security number using no hyphens or spaces. For example, 222222222.
 - d. Select "SEARCH."
 - e. Follow the instructions on the screen to create a password and security question.
4. The next screen should give you your username and emplid (student ID number). Print this page and write the password you just created on it. Keep this information in a safe place. You will need it whenever you log in to the system.
5. If you've logged in before, but have forgotten your username or password, you may click on "Look up your username" or "Reset your password" from the login screen.

After you have successfully logged in, you will arrive at the "My Tools" screen.

1. Click on "VCCS SIS: Student Information System."
2. At the next screen, select "Self Service."
3. The "Self Service" screen will enable you to do several things:
 - a. To check your grades, look for and click the heading "Student Center"

and click on the drop-down menu and select "Grades." Once the term has been selected, click "Continue." In order to see a different term, click the green "change term" button.

- b. To print your unofficial transcript, look for the heading "Academic Records" and click on "View Unofficial Transcript." At the next screen, make sure the academic institution says "Lord Fairfax Community College." For "Report Type," use the drop-down arrow to choose "Unofficial Transcript" and select the "GO" button. You may then print your unofficial transcript, which should include your placement test scores.
 - c. You may also "Request an Official Transcript" by selecting that item and completing the required fields.
4. If you are taking on-campus classes, be sure to print your class schedule. You will need to take this to the LFCC Bookstore when you purchase your textbooks. From the "Self Service" screen, click on "My Class Schedule" under "Enrollment."
 5. Please log out of the system when you have finished.

Dual Enrollment Students: Dual-enrolled students (high school students) are not permitted to register for classes online. Appropriate signatures are required, including the high school principal/director of counseling, for all dual-enrolled students. This ensures that students are meeting graduation requirements (if applicable).

College Grading

Credit and Grading System

The College's credit and grading system is as follows:

- Students will receive a terminal (final) course grade each semester for the course work taken during the semester (i.e., ENG 111 for first semester; ENG 112 for second semester). Grades are not averaged to give a year grade. College courses are based upon semesters.
- Students should do the very best work possible in their college courses. In order for courses to transfer to four-year schools, a grade of C or higher is required.
- Grades are reported to students, not parents. Students having difficulty with a course must be proactive and speak to the instructor before/after class or via e-mail. Do not wait until the course is almost over.
- It is inappropriate for parents to speak to college instructors, even though they may have paid the student's tuition. This is a part of FERPA (Family Education Rights and Privacy Act). Parents or legal guardians are required to contact the high school counseling office to inquire about a student's progress.

Grade Reports

The College does not send report cards. Students must check their grades by logging in to MY LFCC and viewing their unofficial transcript. This should be done in a timely manner, as students have **have no later than 10 business days after the first day of class of the next regular semester** to contest their grade if they believe it is incorrect.

Grades are issued to the student, not the parents.

All LFCC course grades, including those earned by taking courses taught at the high school, are issued on a semester basis and are not averaged together to award a yearly grade.

Instructors post their course grades to the LFCC Student Information System. For courses taught on campus, the College will forward dual enrollment course grades to the appropriate high school counseling department.

Grading Policy

The grading policy varies with the location of the course.

- Courses taught in the high school: The school division determines the grading scale for all the courses taught in the high schools.
- Courses taught at LFCC: The grading scale is determined by each instructor. Students should consult with the instructor, seek a tutor or consider withdrawing if they experience difficulty with coursework.

Each semester hour of credit given for a course is based upon one academic hour (50 minutes) per week of formalized, structured instructional time in a particular course, for 15 weeks (or equivalent). The grades of A, B, C and D are passing grades. The grade of F is a failing grade.

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

A-Excellent	4 grade points per credit
B-Good	3 grade points per credit
C-Average	2 grade points per credit
D-Poor	1 grade point per credit
F-Failure	0 grade point per credit

LFCC does not have a standardized numerical grading scale. Students and parents need to be aware that professors establish their own numerical grading scale that is outlined in the course syllabus.



Withdrawal from Class

Students are strongly encouraged to withdraw from a course if it is likely that they will earn a D or F. A grade of D will not transfer to another college. Grades on transcripts are permanent; they can never be deleted. If a student receives an F in a course and retakes it, both grades will show on the transcript.

A withdrawal date is established each semester. That date is different for courses being taught in the high school and courses taught on campus. The date is communicated to the high school counselors and all dual-enrolled students. For on campus, you may consult the College's calendar. Before withdrawing from a course, speak to the instructor to ensure that withdrawal is warranted. Once you withdraw, verify it by logging into MY LFCC and viewing your unofficial transcript. It should show a W. If this goes neglected, it could result in an F on your permanent transcript..

- Courses taught at the high school: The College requires a Drop or Withdrawal Request Form from the high school counselor in order to withdraw students from courses.
- Courses taught at LFCC: The student will need to log in to MY LFCC and go to Student Center. In order to withdraw the student will need to click "drop". The system would assign the "W" and the student will get the message that a "W" grade is assigned. The student will not get a refund.

Grade Appeal Policy

The grade appeal policy varies with the location of the course.

- Courses taught in the high school: The policies and procedures of the school division apply, and the student should speak with the instructor.
- Courses taught at LFCC: If the student does not agree with the grade given by the instructor, the student has the right to initiate the grade appeal process as outlined in the 2014-15 LFCC College Catalog and Student Handbook at <http://www.lfcc.edu/files/documents/current-students/college-catalog/2015-16/2015-16-Catalog-Pages/Student%20Handbook/Student%20Handbook.pdf>

Credit by Exam: CLEP

Dual enrollment students may earn college credit by successfully passing the College Level Examination Program (CLEP) exams; however, these exams will not count toward high school graduation in a Commonwealth of Virginia high school. Home-schooled students and their parents must determine if CLEP credit applies toward high school graduation.

Before attempting a CLEP test, students should contact the College to determine course equivalencies and acceptance policies by four-year schools.

Honors Program

The honors policy is as follows:

The Lord Fairfax Community College Honors Program is designed to challenge and reward students who are intellectually motivated and academically able through opportunities for in-depth study and interaction with like-minded students. A student may obtain honors credit by earning credit in an honors section, by fulfilling the honors component in a regular course as specified by the course professor or by completing a special one-credit honors seminar. A grade of A or B is required in a course or seminar in order to earn honors credit. Faculty recommendation or approval is required for enrollment in an honors seminar.

Incomplete (I) Grades

In accordance with the policies of LFCC, a dual enrolled student might be able to receive an incomplete grade if there are verifiable unavoidable reasons that a student is unable to complete a course within the normal time line. The faculty member has the discretion to decide whether the "I" grade will be awarded. Students and parent(s) must understand that an incomplete grade may jeopardize or delay graduation from high school. Failure to complete coursework during the prescribed time limit will result in an F for the course. Students and parents should contact their high school counselor before requesting an incomplete in any course.



Transfer Information

Transfer College Credit to Four-Year Institutions

Four-year institutions are readily accepting community college credits. However, students/parents are encouraged to contact the Admissions and Records Office at the receiving institution to verify policies and requirements. Students are strongly encouraged to maintain a portfolio containing course syllabi and examples of completed work for each course.

Articulation Agreements with Four-Year Institutions

Lord Fairfax Community College has a number of agreements with four-year colleges and universities that provide significant benefits to LFCC students. These “Transfer Agreements” provide clear pathways to help achieve goals of earning a bachelor’s degree. Students are strongly encouraged to maintain a portfolio containing course syllabi and examples of completed work for each course.

These agreements pave the way for a smooth transition from LFCC to a four-year college or university. They also help maximize the number of transfer credits from LFCC to four-year institutions, in some cases resulting in acceptance at the junior level at the four-year institution. A number of agreements also offer guaranteed acceptance as long as the students achieve the required grade point average (GPA) during studies at LFCC.

Contact the Office of Student Services to review “Transfer Guide” information:

Fauquier Campus Room 213 540-351-1507	Middletown Campus Room 162 540-868-7110	Luray-Page County Center 540-843-0722
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Transfer Agreements are also accessible on the LFCC Web site:

<http://www.lfcc.edu/current-students/the-transfer-process/>

Students earning an Associate’s degree or Certificate in General Education concurrent with high school graduation do not fall under the Transfer (Articulation) Agreements. Students are encouraged to read the Transfer (Articulation) Agreements at www.lfcc.edu/transfer and then click Transfer Guide.

LFCC has current transfer agreements with the following institutions:

American Public University	Longwood University	Troy University
Art Institute of Atlanta	Lynchburg College	University of Mary Washington
Bluefield College	Mary Baldwin College	University of Phoenix
Bridgewater College	Norfolk State University	University of Virginia
Christopher Newport University	Old Dominion University	University of Virginia’s College at Wise
College of William and Mary	ODU (Teletechnet)	Virginia Commonwealth University
Eastern Mennonite University	Radford University	Virginia International University
ECPI University	Randolph College	Virginia State University
Emory & Henry College	Regent University	Virginia Tech
Ferrum College	Regis University	Virginia Union University
George Mason University	Shenandoah University (RN to BSN, MBA	Virginia Wesleyan College
George Washington University	and Pre-Pharmacy)	West Virginia University
Grand Canyon University (RN-BSN)	Shepherd University	Western Governors University (Nursing)
Hollins University	St. Leo University	
James Madison University	Strayer University	
Kaplan University	Sweet Briar College	
Liberty University		



Middletown Campus
 173 Skirmisher Lane
 Middletown, VA 22645
 800-906-LFCC
 540-868-7116

Admissions
 and Records 540-868-7105
 Bookstore 540-508-2103
 Disability Services 540-869-0758
 Learning Resource
 Center and Library 540-868-7170
 Testing Center 540-868-7140



Fauquier Campus
 6480 College Street
 Warrenton, VA 20187
 540-351-1505

Admissions and Records . . 540-351-1510
 (Rappahannock and
 Fauquier County)
 Bookstore 540-351-1526
 Disability Services 540-347-7954
 Learning Resource
 Center and Library 540-351-1553
 Testing Center 540-351-1515



Luray-Page County Center
 334 Hawksbill Street
 Luray, VA 22835
 540-843-0722

Admissions and Records
 (contact the
 Middletown Campus) . . . 540-868-7105
 Disability Services
 (contact the
 Middletown Campus) . . . 540-869-0758
 Learning Resource
 Center and Library
 (Middletown Campus) . . . 540-868-7170

For announcements and inclement weather, call 540-868-7230 or visit <http://www.lfcc.edu>.
 For questions regarding dual enrollment, your first point of contact is your high school counselor.

LFCC High School Outreach Office

Mrs. Brenda Byard
 Director, High School Outreach
 Dean, Business and Technology
 540-868-7208
 bbyard@lfcc.edu
 Fax Number: 540-868-7051

Mrs. Heather Burton
 Associate Dean of Instruction
 540-868-7201
 hburton@lfcc.edu

Mrs. Jennifer Bucher
 Academic and Program Advisor
 540-869-0698
 jbucher@lfcc.edu

Mrs. Alexander Burton
 Administrative Assistant
 540-868-7149
 aaburton@lfcc.edu