

Lord Fairfax Community College

# Dual Enrollment Student Handbook

2018-19



**LFCC**  
Lord Fairfax Community College

## Public School Divisions and Private Partners—Contact Information

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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 . . . . . Gary Arthur

Millbrook High School . . . . . Kristi Unger

Sherando High School . . . . . Debbie Potter

Dowell J. Howard Center . . . . . Janet Pack

**Fresta Valley Christian School** . . . . . Lisa Hailey

**Front Royal Christian School** . . . . . Mary Anna Ouakil

### Governor's Schools

Massanutten Governor's School . . . . . Susan Fream

Mountain Vista Governor's School . . . . . Dr. Rosanne Williamson

**Legacy Christian Academy** . . . . . Rev. Robert Quinn

### Page County Public Schools

Luray High School . . . . . Sherry Grogg-Mathews

Page County High School . . . . . Jessica Markowitz

Page County Technical Center . . . . . LeighAnn Pettit

**Randolph-Macon Academy** . . . . . Derrick Leasure

**Rappahannock County High School** . . . . . Michelle Papa

### Shenandoah County Public Schools

Central High School . . . . . Savanna Lester

Stonewall Jackson High School . . . . . Aimee Miller

Strasburg High School . . . . . Corey Harlow

Triplett Tech. . . . . Crystal Lynn

**Wakefield Country Day School** . . . . . Marsha Dowell

### Warren County Public Schools

Skyline High School . . . . . Tammy VanEtten

Warren County High School . . . . . Leslie Detweiler

Blue Ridge Technical Center . . . . . Jane Baker

### Winchester Public Schools

John Handley High School . . . . . Amber Mungavin

## Dual Enrollment Mission Statement

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Dual enrollment is an instructional program that provides a 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 that 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

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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 2,626 students from 27 public and private school partners.

## Benefits and Objectives of Dual Enrollment

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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

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Eligibility requirements are as follows:

- Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. Because admitting freshman and sophomores is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting freshmen and sophomores. It is expected that all students meet placement criteria prior to enrolling in college coursework. Documentation of parental permission is required for all dual enrolled students.
- 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. 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 prerequisites. Note: Students who have applied to other Virginia community colleges must still apply to LFCC.

The enrollment process includes:

- Complete placement testing or submit appropriate SAT or ACT scores with name included on the scores.
- Complete any course prerequisites as evidenced on college transcript.
- Complete the appropriate enrollment form and secure 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, a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent or legal guardian declaring home school, 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

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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

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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

## Academic Advising

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Academic advising varies with the location of the course. All academic advising for LFCC courses is conducted by a staff member in the High School Outreach Office.

## Student Conduct – Discipline

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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

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Academic Honesty policies and procedures outlined in the LFCC Catalog and Student Handbook will be enforced for all college courses. Students are encouraged to read and be familiar with the Academic Honesty Policy at <https://lfcc.edu/current-students/student-life/policies/academic-honesty-pledge/>

## Attendance

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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 academic calendar. Professors establish their own attendance policies, and each policy must be followed precisely. Missing days from class could result in failure based upon missing content, assignments and assessments. High school breaks and holidays may not correspond to the College academic calendar. In addition, high school functions such as prom or sport activities are not excused absences. 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 Dean of Academic Affairs and 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 students.

## Parking and Student ID

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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. A copy of the student's schedule must be presented.

## Inclement Weather

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- **Courses taught in the high school:** The policies and procedures of the school division apply.
- **Courses taught at LFCC:** LFCC will often hold classes when local school divisions are closed. Students are issued a VCCS email address and will receive emails when the college is delayed or closed. If the student deems it unsafe to travel, the student should notify their instructor before class.

## Students with Disabilities and/or Special Needs

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- **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 [lfcc.edu/disability-services/](http://lfcc.edu/disability-services/) and contact the Student Services Office (Fauquier campus) or Student Support Programs (Middletown campus) at their home campus.

## FERPA (Family Educational Rights and Privacy Act)

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LFCC complies with all FERPA (Family Educational Rights and Privacy Act) guidelines, and all non-directory information is not shared unless the student grants permission.

On-campus instructors follow the Federal FERPA privacy guidelines when dealing with anyone other than the student. We want each student to become independent and prefer the communication occur between the student and instructor.





## LFCC Academic Calendar

### Dual Enrollment Timeline for Courses Taught in the High School

*(Students should review the syllabus from their high school instructor for the drop and withdrawal dates or contact the lead or director of counseling at the high school.)*

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 DROP deadline. This class will not appear on your transcript, and you will receive a refund from your high school.

**Withdrawing a class:** If you are enrolled in a class and are receiving 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

### Spring Semester 2019

#### 16-Week Session

Classes begin . . . . .	January 7
Holiday (College closed) . . . . .	January 21
Spring Break . . . . .	March 4-10
Classes end . . . . .	April 29
Final examinations . . . . .	April 30-May 6

#### Eight-Week Sessions

##### First Eight-Week Session

Classes begin . . . . .	January 7
Classes end . . . . .	March 3

##### Second Eight-Week Session

Classes begin . . . . .	March 11
Classes end . . . . .	May 5
Final examinations conducted during last scheduled class meeting	
Commencement . . . . .	May 11

### Summer Semester 2019

#### 10-Week Session

Classes begin . . . . .	May 20
Holiday (College closed) . . . . .	May 27 and July 4
Classes end . . . . .	July 29

#### Eight-Week Session

Classes begin . . . . .	May 20
Holiday (College closed) . . . . .	May 27 and July 4
Classes end . . . . .	July 15

Final examinations conducted during last scheduled class meeting for all summer sessions





## **Governor's Scholars—Earning a College Credential**

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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 commencement. In May 2018, 225 students earned Governor's Scholar status.

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 High School Outreach Office at 540-868-7149.

Students should consider their intended major and check with the prospective transfer institution to determine the most appropriate courses to take at LFCC.

## **Virginia Education Wizard**

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The Virginia Education Wizard was 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 [vawizard.org](http://vawizard.org). Students will be assisted through the process with Ginny, the Avatar.

## **Lord Fairfax Community College Library Information**

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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 who 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. In addition, users can login 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 50 print serials, and 2,000 DVD's and over 10,000 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

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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

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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)

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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:

- MyLFCC Portal: <http://lfcc.edu/mylfcc>
- ITO Student Tech Resources: <https://lfcc.edu/ito-sr>
- Submit a Student Tech Help Request: <https://goo.gl/forms/KqJe8SmaKBxsCAGQ2>
- Blackboard Help for Students: <http://en-us.help.blackboard.com/Learn/Student>

## Career Coaches

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Career Coaches are community college employees based in local high schools. Their mission is to help high school students define their career aspirations and recognize post-secondary programs and services that can help them 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:

- Administer career assessments;
- 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;
- Administer Placement test at the high school
- Ease the transition of students from high school to postsecondary education.

## 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. Follow the directions to look up your username or to reset your password. If issues occur, then please call Admissions at 540-868-7105.

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. Official transcripts will be done through parchment.
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.

## 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. Once the form has been processed a "W" grade will be assigned.
- 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.
- 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 2018-19 LFCC College Catalog and Student Handbook at <https://lfcc.edu/current-students/academic-information/academic-policies/grades/>



## Credit by Exam: CLEP

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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

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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

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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

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## 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

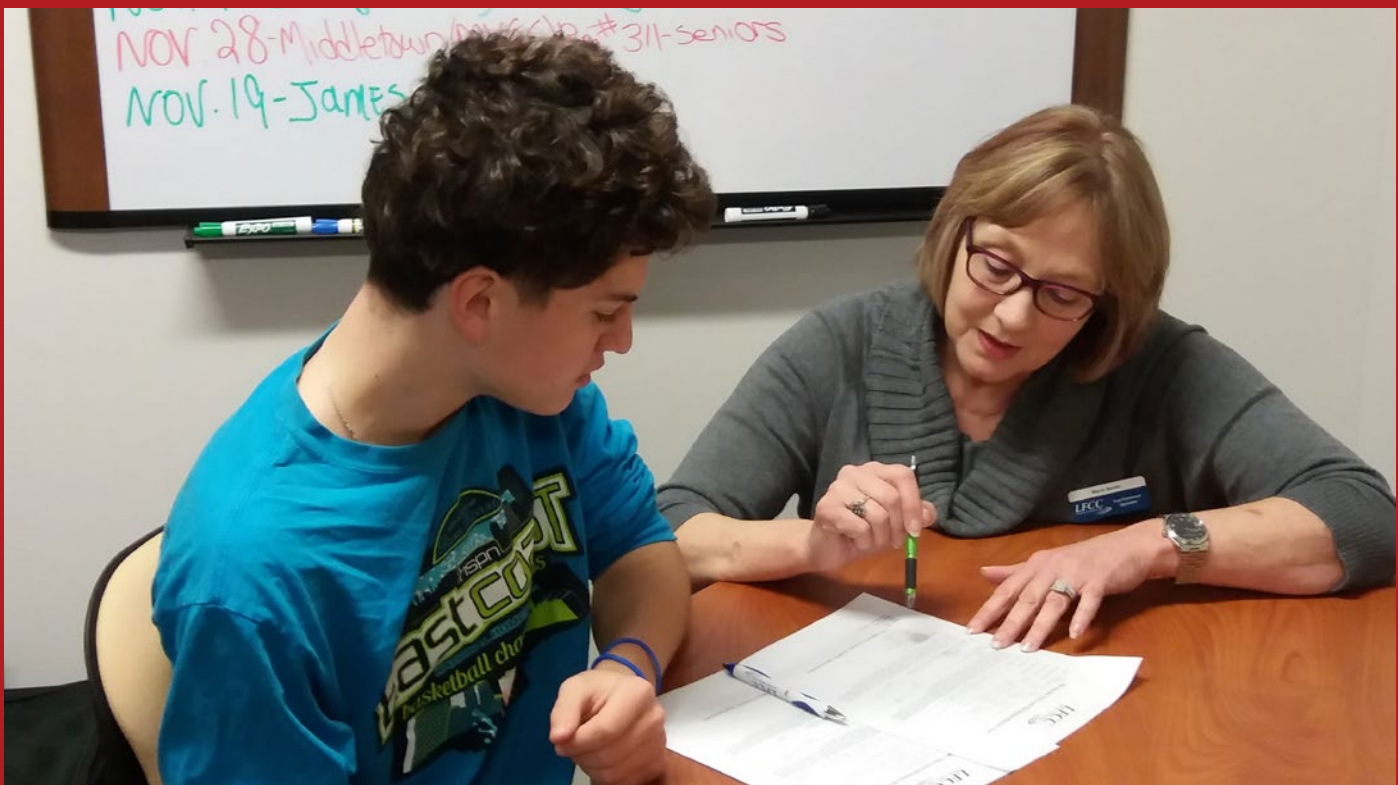
Luray-Page  
County Center  
540-843-0722

Vint Hill  
4151 Weeks Drive  
Warrenton, VA 20187  
540-351-1507

## 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](http://www.lfcc.edu/transfer) and then click Transfer Guide.





**Middletown Campus**

173 Skirmisher Lane  
 Middletown, VA 22645  
 800-906-5322  
 540-868-7116

- Admissions and Records . . . . .540-868-7105
- Bookstore . . . . .540-508-2103
- Disability Services . . . . .540-868-7110
- High School Outreach Office. . . . .540-868-7149
- Learning Resource  
 Center and Library . . . . .540-868-7170
- Testing Center . . . . .540-868-7140



**Fauquier Campus**

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

**Vint Hill**

4151 Weeks Drive  
 Warrenton, VA 20187  
 540-351-1531

- Admissions and Records . . . . .540-351-1510  
 (Rappahannock and Fauquier County)
- Bookstore. . . . .540-351-1526
- Disability Services . . . . .540-351-1517
- High School Outreach Office. . . . .540-868-7149
- 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) . . . . .540-868-7110
- High School Outreach Office. . . . .540-868-7149
- 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**  
 Dean of Business, Technology  
 and Education  
 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**  
 Dual Enrollment Specialist  
 540-869-0698  
 jbucher@lfcc.edu

**Mrs. Marie Beeler**  
 Dual Enrollment Specialist  
 540-868-7218  
 mbeeler@lfcc.edu

**To schedule an appointment please call:**

**Mrs. Erin DeHaven**  
 Administrative Assistant to Instruction  
 540-868-7149 • edehaven@lfcc.edu