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Welcome to Lakeland

We are honored that you have given us the opportunity to impact your life through learning. We hope you find your choice to continue your education or career training at Lakeland to be rewarding and enjoyable. Our faculty and staff are committed to creating a diverse environment to prepare you for your future. College is a fresh start. At Lakeland, we understand everyone’s educational path is unique and we are here to guide you along the way.

Take advantage of all the programs and services we offer.

ASK for help if you need it.

JOIN one of our many clubs and organizations.

GAIN LEADERSHIP experience with Lakeland Student Government (LSG) and represent the student body.

BECOME ACTIVE in Campus Activities Board (CAB) and program social/educational events.

SUPPORT our eight intercollegiate athletic teams throughout the year.

CONNECT with career services and take advantage of all they have available for current students and alumni.

APPLY for financial aid and scholarships to assist you in making a Lakeland education affordable.

ENGAGE YOURSELF with the learning center to enhance your skills in any subject.

This is your college so GET INVOLVED!

Take a moment and get to know your student handbook. The information inside will help you make the most of your time at Lakeland. Enjoy your student experience. It is our goal to provide you with the necessary tools to make a difference in your community and the world ahead of you.

Best Wishes,

Richard Novotny
Associate Vice President of Student Development and Dean of Students
Lakeland Community College Welcomes Your Call!

General Information ................................................................. 440.525.7000
Academic Divisions
   Applied Studies, T-153a ..................................................... 440.525.7085
   Arts & Sciences, B-1047 ...................................................... 440.525.7304
Alumni & Friends Network, C-2089 .......................................... 440.525.7102
Athletics, L-102 ................................................................. 440.525.7302
Athletic and Fitness Center (AFC) ............................................ 440.525.7111
Bookstore, A-1037 ............................................................... 440.525.7124
Breakers Dining Hall, S-Building ........................................... 440.525.7280
Campus Kids (Child Care Center), L-01 .................................... 440.525.7010 or 440.525.7500
Career Services, A-1039 ....................................................... 440.525.7222
Cashier, A-1004 ................................................................. 440.525.7133 or 440.525.7134
Class Cancellations / College Closing ...................................... 440.525.7242
Dental Hygiene Clinic, H-001 ................................................... 440.525.7221
Distance Learning / Online Classes, A-2112 ............................... 440.525.7716
Health Services (First Aid), H-273 ........................................... 440.525.7009
Help Desk, C-2060 ............................................................... 440.525.7570
Hispanic Program ................................................................. 440.525.7576
Learning Center (Tutorial), A-1044 ......................................... 440.525.7019
   Test Center, A-1040 ........................................................ 440.525.7574
Library, C-3051 ................................................................. 440.525.7069
Men’s Resource Center, L-101 ................................................ 440.525.7447
Off-Site Locations
   Holden University Center .................................................... 440.525.7535
Police Department (Campus), A-2 .......................................... 440.525.7241
   Shuttle Bus ................................................................. 440.525.7241
Student Accommodation Center, A-1042 ................................. 440.525.7020
   TTY ................................................................. 440.525.7644
Student Engagement & Leadership, S-237 ............................... 440.525.7271
   Campus Activities Board, S-224 ...................................... 440.525.7356
   Intramurals and Recreation, S-231 .................................... 440.525.7462
   Student Government, S-226 ............................................ 440.525.7012
Student Development
   Dean of Students, S-242 ................................................... 440.525.7744
Student Service Center, A-1002  .......................................... 440.525.7744
   Admissions ............................................................... 440.525.7100
   College Credit Plus (CCP) .............................................. 440.525.7404
   Counseling Services .................................................... 440.525.7200
   Financial Aid ........................................................... 440.525.7070
   Registration ............................................................ 440.525.7101
Tech Prep ....................................................................... 440.525.7481
Transfer Center ................................................................. 440.525.7338
Veterans Program, E-117 ..................................................... 440.525.7529
Veterans Benefits, A-1001 .................................................... 440.525.7246
Women’s Center, C-1076 ....................................................... 440.525.7322
Core Purpose
To impact lives through learning.

Core Values

**Excellence**
ensuring high-quality services and learning opportunities through assessment for continuous improvement

**Accessibility**
serving as a center of learning for all people by removing barriers, strengthening relationships, and maintaining affordability

**Diversity**
fostering civility by respecting and celebrating differences among individuals and communities

**Integrity**
committing to high standards of personal and professional behavior within a culture of honesty and trust

**Innovation**
empowering learners and communities to be creative and versatile in their thinking and performance

**Joy**
creating diverse and vibrant learning communities that inspire lifelong learning

Vision
To be the best in creating quality learning opportunities.

Mission
To provide quality learning opportunities to meet the social and economic needs of the community.

*Lakeland Community College continues its policy that in its educational and employment opportunities there shall be no discrimination against any person because of race, color, religion, sexual orientation, national origin, handicap, ancestry, disabled veteran or Vietnam-era veteran status, age, marital and/or parental status.*
THE ARMS OF LAKELAND COMMUNITY COLLEGE

Arms approved by the Board of Trustees and assumed on Friday, Oct. 20, 1967.

BLAZON: (description in heraldic terms)
Per fess Azure and Argent, in chief two open books of the last and in base three barrulets wavy of the first.

College colors: Blue and silver

SIGNIFICANCE

In nonheraldic language, the arms of Lakeland Community College may be described as a shield divided across the middle—known in heraldry as “per fess”—with the upper portion being blue and the lower portion silver (white may be substituted). In the upper part of the shield—known in heraldry as the “chief”—are placed two open books completely in silver. In the lower part of the shield are three narrow wavy bars—known in heraldry as “three barrulets wavy.”

The Arms of Lakeland Community College are known in heraldry as canting or “arms parlantes”; they sing or play upon the name. The division across the middle of the shield and the three narrow wavy bars in blue in the base, cant or sing upon the name Lakeland (the land being a deposit from the lake).

The two open books in silver in the upper part of the shield symbolize the arts and sciences. Both branches of learning are dependent upon the written word which is generally transmitted by means of books.

These Arms were designed by A.W.C. Phelps, Fellow of The American Society of Heraldry, member of The Heraldry Society (London) England, on Thursday, May 11, 1967.

THE ALMA MATER

“The Soul of Lakeland College”

Lyrics by J.S. Larkins
Music by George Parrish

In memories across the years with a grace forever true, dwells the soul of Lakeland College all dressed in silver and blue. The friendships of our Lakeland days linger on with warmth and cheer, to bless our lives in countless ways, keep Lakeland ever near. Across the years, across the years, our hearts will rendezvous with the lovely soul of Lakeland, our glorious silver and blue.
Frequently Asked Questions (FAQs)

Where can I find a place to live in order to attend Lakeland?
Refer to page 17 for housing information.

Where do I park to go to class?
Student parking is available at no charge in lots around the campus (page 21). Shuttle buses are provided at no charge to transport students on campus (page 22).

Do I need a student ID card?
A student ID card is required for gym access, Lakeland Library use/access, free Laketran bus service and to access information at the Student Service Center (page 23).

Can I get help to pay for classes?
The financial aid office can provide assistance with grants, scholarships and loans (page 23).

Can I get help finding a job?
Career services offers employment-related services for jobs on or off campus (page 11). Experiential learning opportunities are available for students in certain programs. Visit A-1039 or visit careers.lakelandcc.edu for more information.

Where can I get something to eat on campus?
Breakers dining hall is located in the S-Building and food kiosks are located throughout campus (page 16). Vending machines with soft drinks and snacks are located throughout campus. The bookstore sells soft drinks and snacks. Breakers cashiers process vending machine refunds.

How do I get a Lakeland User Name and a Lakeland ID Number?
All Lakeland credit students have a Lakeland email address and a Lakeland ID number. Your ID number is printed on your schedule and your tuition bill. New Lakeland students receive their email address and ID number for the first time by email immediately after registering.

Are alcohol/drugs allowed on campus?
Lakeland is a drug- and alcohol-free workplace. For more information, refer to Lakeland’s student conduct code (page 9).

Are there computers at Lakeland that I can use?
Computer labs are located at the main campus and Holden University Center, and are open to current Lakeland and university partner students for the purpose of doing class-related work. For computer lab locations and computing access information see pages 12-15.

Is smoking allowed on campus?
The Ohio Department of Health prohibits smoking (including electronic devices) in public places and places of employment. Lakeland has established a smoke-free zone prohibiting smoking or the use of electronic smoking devices within 20 feet of college entrances and exits and in enclosed areas including all buildings, entryways, bus shelters and college-owned vehicles. Smoking receptacles are placed at “transition” points where smoking is not prohibited.

My financial aid application is still being processed but I need to pay for classes and buy textbooks. What can I do?
Check with the student service center for options.

What happens if I do not pay my tuition on time?
If a student has not signed a tuition loan plan ($25) the student may be dropped from classes.

What is the Tuition Refund Policy?
Refunds will be calculated as of the date of OFFICIAL withdrawal. (Non-attendance of classes or notification to the instructor or department does not constitute official withdrawal). Refunds or reduction of indebtedness for withdrawals after the official dates will not be made in cases of failure or inability to attend classes because of changes in business or personal affairs. You are still liable for payment of your tuition loan plan. In extraordinary circumstances wherein a student is forced to withdraw from classes AFTER the refund periods, a written appeal may be made requesting special consideration. Appropriate documentation is required with such appeal. Appeals will be considered only during the period immediately following the one in which the student is requesting the refund. EXCEPTION: A refund for the spring semester may be granted during either the following summer or fall term. (Instructor’s approval to drop a class does NOT ensure financial refund for the course.)

What course(s) should I take?
Academic counselors will assist you with appropriate course selection based on your program requirements. The counseling & advising center should be one of the first stops for new students, a frequent stop for continuing students, and a last stop before graduation.
What if I have special learning needs?
The student accommodation center provides assistance to those living with a disability (pages 22-23). The learning center provides free tutoring for most credit classes offered at Lakeland (page 18).

What if I am having academic difficulties in a class?
First speak with your instructor for assistance. You may sign up for tutoring sessions in the learning center (page 18). Another option is to make an appointment with a counselor. If you are having difficulty due to a disability, student accommodation center can assist you (pages 22-23). If you wish to withdraw from a class, then refer to page 30 for the withdrawal process.

Can I get help when personal issues affect my classes?
You should advise your instructor if you are having problems because of personal issues. Counseling and psychological services are available to help you succeed in college (page 23). The men's resource center meets the special, continuing educational needs of men (page 19). The women's center encourages and supports women (page 26).

What do I do if I am accused of cheating?
Refer to Lakeland's Student Conduct Code (page 9) or call student development at 440.525.7744.

What if I have a problem with my instructor or other college employee?
If you have a problem with any Lakeland employee, you have the right to have your complaint addressed. The best way to handle any conflict is to address your concern with the individual involved. If this does not resolve the situation, contact the dean of student development at 440.525.7744 for additional guidance.

What if I want to drop classes? Do I get a refund?
The college policy allows 100 percent refund for full semester classes dropped in the first week of the term and 50 percent refund in the second week. Any outstanding financial obligation to the college will be deducted from any tuition refund.

What if I’m receiving financial aid and want to drop classes?
If you drop one or more classes but remain enrolled, you may be subject to a financial aid recalculation. If you withdraw from all classes, your financial aid may need adjustment and you may be required to repay all or a part of the financial aid received. You may view the Return of Title IV federal funds procedures on-line or pick up a copy at the student service center.

How can I sell my textbooks at the end of the semester?
The bookstore buys used textbooks daily and during finals week each term (page 11). You can also create a flier advertising the books for sale and bring up to seven copies to student engagement & leadership in S-237. The fliers will be dated and posted on student engagement & leadership bulletin boards around campus for two weeks.

Where do I get forms signed to verify my enrollment at Lakeland?
The student service center will complete forms for students such as good student discount for insurance, medical insurance and loan deferments.

Where do I take a transfer referral form for approval?
Obtain a transfer referral form from the college or university you are transferring to. Fill in the student section and bring the form to student development in S-242. The form will be completed and mailed to the college/university within five (5) business days. For questions, call 440.525.7744.

How do I know if classes are cancelled due to weather or an emergency?
Students are automatically enrolled in the college's emergency alert system and are strongly encouraged to opt-in to the text messaging service. Visit lakelandcc.edu/emergencyalerts for additional information. For individual class cancellations students can call the Lakeland Emergency Closing Hotline at 440.525.7242 or visit lakelandcc.edu/closings. More information is on page 12.

Does Lakeland provide student email?
Lakeland provides credit students with an email address (page 20).

Is there a lost and found?
The campus police in A-2 maintain lost and found items. See page 22 for police services.

Where can I receive first aid?
Health services is located in H-273 (page 16).
College Policies & Procedures

Below are select college policies and procedures. To view these policies and procedures, please visit the dean of student development website at: http://www.lakelandcc.edu/web/about/documents-forms-student-development. Hard copies are also available by contacting the student development office.

**Academic Standards**

**Policy: 3354:2-47-02**  **Procedure: IS47-02**

A student is placed on academic probation when his/her grade point average falls below minimum standards established by the college.

**FERPA Policy for the Confidentiality and Review of Student Records**

**Policy: 3354:2-63-01**  **Procedure: SS63-01**

The linked statement is the college’s policy and procedure on students’ rights to review their educational records and the confidentiality of these records in accordance with the 1974 Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). The college will provide notice of this policy to each eligible student at the beginning of each term.

The college designates the Director of Admissions/Registrar as the FERPA Coordinator.

**Student Conduct Code**

**Policy: 3354:2-61-01**  **Procedure: SS61-01**

The Board of Trustees of Lakeland Community College requires that the conduct of students be of an honest, responsible and appropriate nature so as to permit the college to properly pursue its educational objectives and programs. Academic integrity is the foundation of our institution as honesty, the basic component of trust, is essential to both individual and institutional integrity. Lakeland Community College has set forth certain behaviors as violating academic honesty and appropriate standards of student conduct and, thus, potentially diminishing Lakeland’s integrity, reputation for academic quality, and ability to function as an academic community.

**Student Initiated Complaint**

**Procedure: SS61-02B**

A student may utilize this procedure if he/she has been unable to resolve a concern or disagreement with a college department, a Lakeland faculty member, administrator, supervisory/professional, or staff employee.
Student Initiated Course Grade Change

Procedure: IS47-03

A student may utilize this procedure if he/she has a dispute regarding a course grade.

Sexual Misconduct and Title IX

Procedure: HR20-74A Related Policies: 3354:2-20-02, 3354:2-20-74, SS61-01, SS61-10

This procedure applies to alleged sexual harassment or sexual misconduct that takes place on College property or in connection with any activity sponsored, conducted, or authorized by the college or by a recognized student organization, regardless of the location of the activity.

This procedure may also apply to alleged sexual harassment or sexual misconduct that occurs off-campus when the Title IX Coordinator determines that the alleged off-campus conduct could reasonably create a hostile environment or a continuing adverse effect on campus, or where the sexual harassment or sexual misconduct undermines the security of the College community or the integrity of the educational process.

The Title IX Coordinator for Lakeland Community College is the Director for Human Resources:

Catherine Bush
7700 Clocktower Drive, Suite C-2103
440.525.7112
CBush@lakelandcc.edu
BOOKSTORE
The bookstore is your one-stop-shop for:
• Course Materials
• Apparel and Accessories
• Tablets/Laptops
• Electronics/Calculators
• Reference Materials/Study Aids
• Medical Supplies
• Course Supplies/Backpacks
• Gifts and Imprinted Items
• Snacks/Drinks
• And More!

The bookstore offers:
• The most up-to-date, accurate information directly from the faculty which means that you get the correct materials for your class.
• Course materials in a format and a price that works best for you:
  - New, used, loose-leaf or e-books.
  - Textbook rentals (select titles only) for a specified term.
• Purchases protected under the bookstore’s return policies.
• The convenience of on-campus shopping and the opportunity to buy all your course materials at the same time with in-store pick up or delivered to your home.
• Daily and end of term book buyback.

And, the bookstore is owned and operated by Lakeland Community College which means all the money spent in the store goes back into the college to directly benefit you.

Stop in today or visit lakelandcc.edu/bookstore to discover all the bookstore has to offer to help you succeed at Lakeland.

Location: A-1037
Phone: 440.525.7124
Web: lakelandcc.edu/bookstore
Hours: Monday - Thursday ...... 8 a.m. to 6 p.m.
       Friday.............................. 8 a.m. to 5 p.m.
       Saturday & Sunday ............ CLOSED

Summer Hours:
   Monday – Thursday ...... 8 a.m. – 6 p.m.
   Friday.............................. 8 a.m. – Noon
   Saturday & Sunday ............ CLOSED

CARDINAL CREDIT UNION
Cardinal Credit Union is a not-for-profit financial cooperative whose mission is to save its members money on banking services. It is open to the public, serving all Lakeland students, faculty and staff as well as the residents of Ashtabula, Cuyahoga, Geauga, Lake, Portage, Summit, Mahoning, Trumbull and Columbiana counties.

Cardinal offers free financial counseling to anyone at Lakeland. Its banking products include checking and savings accounts, credit cards, auto loans, mortgages and much more.

Location: A-Building (across from campus bookstore)
Phone: 440.266.2276

Hours:
   Monday & Tuesday ............10 a.m. to 6 p.m.
   Wednesday & Thursday ...... 8 a.m. to 4 p.m.
   Friday................................. 8 a.m. to 1 p.m.

Summer Hours:
   Wednesday ......................... 8 a.m. to 4 p.m.

CAREER SERVICES
Career services provides students and alumni with up-to-date career and job search assistance, training and resources so that you can choose, obtain and maintain careers and employment to meet your goals. The expert and friendly staff at the career services center can assist you with:
• Individualized job coaching sessions and enlightening workshops to enhance your job search success, resume, interviewing skills, self-marketing, job offer negotiations and more.
• Personalized coaching for your employment barriers, unique situations or on-the-job concerns.
• Local employment opportunities via our online career board careers.lakelandcc.edu and special events.
• An online career board, which offers personalizd job opening notifications and resume-sending service.
• A website with job search advice, videos, printable guides, interview practice, Facebook, up-to-date announcements about our upcoming career events and more!
• A website with the latest job search advice, podcasts, videos, announcements about upcoming events, Facebook, recommended resource websites and current employment and salary information.

Experiential Learning
Career services offers experiential learning opportunities, so you can gain work experience and exposure to your field of study. There are many types of opportunities such as paid internships, job shadowing, field trips, networking events and more! These experiences merge your classroom learning with the real world of work.

Visit the career services center on the first floor of A-Building in room A-1039, view the website at careers.lakelandcc.edu, or call 440.525.7222.

CASHIER
The cashier’s office, located in A-1033, collects payment for tuition, tuition payment plan, parking tickets, graduation fees, transcripts, application fees and other fees. The cashier is open: Monday - Thursday from 8 a.m. to 6 p.m.; Friday from 8 a.m. to 5 p.m.

CHILD CARE CENTER
Campus Kids
Campus Kids, Lakeland’s on-site child care center, is located in the lower level of the early childhood education building (L-Building) and is available for the children of registered students.

• Serves Lakeland campus and Holden University Center families.

• Hours of service coordinate with course schedule on a semester to semester basis.

• Children must be 3 years old before enrolling (must be toilet trained).

• School-age children (first grade through 10 years old) are served between the hours of 3:30 - 6 p.m.

For additional information or questions about registration, contact Campus Kids at 440.525.7500, 440.525.7010 or online at lakelandcc.edu/campuskids.

CLASS CANCELLATIONS
Information regarding class cancellations is available online at lakelandcc.edu/closings, by phone at 440.525.7242, and on TV monitors located around the campus.

COLLEGE CLOSING
Information will be available on the Lakeland Emergency Closing Hotline at 440.525.7242, through Lakeland’s emergency alert mass messaging system or lakelandcc.edu/closings if an emergency requires the closing of the main campus in Kirtland and/or the Holden University Center and/or Mooreland Mansion. Authorized closing information will be reported to these television and radio stations: WKYC-TV 3, WEWS-TV 5, WJW-TV 8, WOIO-TV 19, WYXP-MBS, Ideastream-25, WUAB-TV 43, WAKS-96.5 FM, WCLV-104.9 FM, WCPN-90.3 FM Ideastream, WCRF-103.3 FM, WXJ-107.5 FM, WGAN-99.5 FM, WJDD-98.1 FM, WKKY-104.7 FM, WMJ-105.7 FM, WMMS 100.7 FM, WMVX-106.5 FM, WREO-97.1 FM, WYBL-98.3, WZOO-102.5 FM, WFUN-970 AM, WHLO-640 AM, WTAM-1100 AM, and Radio Free Ohio-1350 AM.

The announcement that Lakeland, the Holden University Center and/or Mooreland Mansion are closed means that all classes are cancelled at the site(s) identified. This includes all classes, activities, special events and college offices. For questions, call campus police at 440.525.7241.

COLLEGE CREDIT PLUS
Lakeland’s College Credit Plus program (CCP) offers high school students the opportunity to enroll at the college on a part-time or full-time basis, and earn college credit which may also be used to fulfill their high school graduation requirements.

The intent of the CCP program is to offer a broad range of college-level classes which provide educational opportunities not typically available in high school. Admission into this program is open to students who have clearly demonstrated the ability to handle college-level coursework.

More information regarding the CCP program is available online at lakelandcc.edu/CCP or email ccpinfo@lakelandcc.edu.

COMPUTER/INTERNET ACCESS
Computer Lab Locations
Computer labs are located at the main campus and Holden University Center. They are open to current Lakeland and university partner students for the purpose of doing class-related work. The labs provide students with access to the internet, library services and a variety of software applications. Check with a lab attendant or the navigation desk at the Holden University Center regarding software availability, usage rules and classes that may have a reserved lab time for special projects or instructional sessions.
The main computer lab is located in A-1046 and hours are: Monday through Thursday, 7:30 a.m. to 9 p.m.; Friday and Saturday, 7:30 a.m. to 6 p.m.; and Sunday, noon to 6 p.m. Summer hours are as posted outside the room.

Lakeland grants computer access to registered students primarily through classrooms, computer labs and the library. There are specific college policies which govern use of all computer resources on campus. This information is to advise students of their rights and responsibilities in regard to college computer resources.

If you have any problems with computer access as detailed below, or any questions or concerns, contact the learning technologies division, customer service help desk at 440.525.7570.

Use Guidelines
Use of Lakeland’s computer resources is granted to an individual student by Lakeland Community College solely for that individual student’s use and is non-transferrable to any other student or individual.

Every user of Lakeland’s computing resources has two basic rights regarding computing: (1) privacy and (2) a fair share of resources. It is unethical and a violation of this policy for any person to violate these rights.

All student users are expected to exercise common sense and decency, with due regard for the rights of others, in respect to the community and intellectual inquiry at the college. Access is a right that may be limited or revoked if an individual misuses the right or violates applicable college policies or state or federal laws.

The following principles govern student use of computing resources at Lakeland:

- Student user access to Lakeland’s computing resources is contingent upon prudent and responsible use.
- Student users may not use Lakeland’s computing resources for any commercial purpose.
- Computing resources and access must be shared among all users in an equitable manner. Student users may not participate in any behavior that reasonably interferes with the fair use of computing resources by another.
- Access to all Lakeland systems including Wi-Fi, myLakeland, Microsoft Office 365, student email, OneDrive, Google Drive and printing will be available as long as you have access to myLakeland. Typically, that is about two years after the last class taken, but removal of your account can happen at any time without notice.

After you leave Lakeland, if you would still like to continue to use Microsoft Office on your personal devices, you will need to “subscribe” to the Office Cloud with a personal account. Once Lakeland removes your account, Microsoft provides 30 days to handle account migration.

- In recognition of the Student Conduct Code Procedure SS61-02A, Item III. (B)(1)(p), all open lab computer user and internet access should be restricted to those activities directly related to current coursework at the college.

Due to the Higher Education Opportunity Act (HEOA) (H.R.4137, Section 493), Lakeland is required to “deter” access to illegal file sharing and peer-to-peer distribution websites. Violation of copyright policy, could result in expulsion or termination, along with legal and criminal penalties.

Illegal file sharing sites such as: BitTorrent, LimeWire, Shareaza, Gnutella, Kazaa, etc. will be affected. Therefore, we are lowering the speed at which you can actually download illegal peer-to-peer files. A typical music file download could take up to a few days.

The HEOA would like us to supply you wish a list of legal file sharing sites. Educause maintains the most complete and up-to-date list of legal downloading vendors: https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-only
**Computer Housekeeping**

Access to all computer resources requires prudent housekeeping procedures:

- **Eating and drinking at any computer workstation is prohibited.** Accidental spills of liquids and food particles can permanently damage the keyboard, mouse, etc. and expose users to potentially lethal electrical shocks.

- **Maintain a clean work area.** Remove and discard paper printouts and work papers before you leave so that the next user does not have to clean up after you.

- **Unless otherwise explicitly instructed, do not touch the video monitor.** Fingerprints and greasy stains make it very difficult to view displayed information. Should your monitor need cleaning, DO NOT use any liquid cleaner, but inform the instructor, lab assistant, or Customer Services Help Desk at 440.525.7570.

- **Students currently registered are provided with $10 in free printing/copying per semester.** Free funds are only available until the end of the semester. Funds can be added through myLakeland using “Print Fund Manager.”

- **Lab rules are posted and enforced.**

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**Software Copyright**

It is Lakeland’s policy to comply with all state, federal and/or international software copyright laws. Copyright law protects software authors and publishers, just as patent law protects inventors.

Under these laws, commercial and shareware software available to the students are licenses purchased by the college for use and are not owned by the college. These licenses stipulate that:

- **Software is covered by copyright, which means that under no circumstances can copies be made of the program without explicit permission of the copyright holder and the college.**

- **Modifications to the software are not allowed.**

- ** Decompiling (i.e., reverse engineering) of the program code is not allowed without permission of the copyright holder.**

- **Development of new works built upon the package (derivative works) are not allowed without permission of the copyright holder.**

It is Lakeland’s position to strictly enforce this policy. Anyone compromising the copyright laws is subject to applicable local, state, federal and/or international penalties and possible expulsion from the college through the college Student Conduct Code.

**Software Virus Infection**

Due to the destructive nature of software viruses, extreme precautions are necessary to avoid infections and to limit infections once they are detected. It is Lakeland’s policy to provide virus detection methods on all computer systems, if possible, and to immediately localize any computer virus infection and eliminate the source.
The following procedure should be followed in the event of a computer virus infection:

- Immediately notify your instructor or the computer lab attendant.
- Do not attempt to use another computer system until the virus infection has been localized and eliminated.
- If you suspect that your USB drive or laptop is carrying a virus, bring it to the customer services help desk, located in C-2060, for examination and eradication.

Although the majority of computer viruses are unintentionally imported, students who intentionally infect any of the college’s computer systems will risk expulsion from the college through the college Student Conduct Code.

**Wireless Internet**

Wireless access points have been installed throughout the campus to allow internet access for all faculty, students and staff. Persons using wireless devices to connect to the network must comply with the use guidelines of this handbook and the college’s acceptable use policy. Any person attaching a wireless device to the college network is responsible for the security of the computer device and for any intentional or unintentional activities from or to the network pathway that the device is using.

Wireless Network - Use the LCC.STU network with the following credentials: USERNAME - Lakeland student email address before the “@” symbol; e.g. jjones97 PASSWORD - Password is the same as your myLakeland password. For assistance in finding a campus hotspot or getting connected, call the Customer Services Help Desk at 440.525.7570.

**Wi-Fi**

- LCC-STU (for active credit students)
- LCC-GUEST (for guests)

For students select LCC-STU wireless network and enter your credentials when prompted:

**Username/ID:** Your ID is the first part of your student email address before the @ symbol.

*Example:* jsmith12 of jsmith12@mail.lakelandcc.edu

**Password:** Your password is the same as your myLakeland password.

Guests may self register for a temporary guest wireless account. The account grants them 7 days of uninterrupted access. After 7 days, the guest will need to reconnect.

**DENTAL HYGIENE CLINIC**

The Lakeland Dental Hygiene Clinic is open to the public. Services offered are:

- Dental screening
- Oral examination
- Oral prophylaxis (cleaning and polishing the teeth)
- Dental health instructions
- Nutritional counseling
- Radiographs (X-rays)
- Fluoride treatments/sealants

The clinic is open early September through early May and hours vary each semester. For cost of services and to schedule an appointment, call 440.525.7220.
**DINING SERVICES**

Breakers Dining Hall is located in the S-Building with a serving area and seating on the first floor and additional seating on the second floor. Breakfast, lunch, dinner and snack items are available Monday through Friday with hours as posted. Daily specials are featured along with à la carte items, grab-n-go sandwiches and salads, salad & hot bar, create your plate and made-to-order deli. Check out the daily menu on the myLakeland portal.

Several kiosks serving gourmet coffees, pastries, grab-n-go foods and a variety of hot foods are located throughout campus. Kiosk locations include the S-Building atrium, the E- and T-Building lobbies, and the ground floor of the H-Building. Hours are as posted at each kiosk.

Catering for special events and meetings is available through Breakers Catering. For more information about menus and pricing, call 440.525.7408 or 440.525.7280.

**DISTANCE LEARNING**

Students are able to earn college credit through distance learning options including online and hybrid (partially online) courses. In distance learning a portion or all of the instruction is delivered using technologies that permit the instructor and student to be separated by time and/or place. Unlike self-paced learning or correspondence courses, distance learning includes regular interaction between the student and instructor. Online courses can be taken from home, office, or anyplace where you have broadband internet access. Online learning requires students to work independently. The successful online learner must be self-motivated, and possess good organizational and time-management skills. To learn more about distance learning offerings, visit lakelandcc.edu/dl or call 440.525.7716.

**EMERGENCIES**

For on-campus emergencies, dial 911 from any campus phone or use the call boxes located in the parking lots. It is recommended that the campus police telephone number (440.525.7241) be loaded into cellphone speed-dial options or download the Lakeland Safe App found at the Apple Store or Google Play Store.

**HEALTH SERVICES**

Health services is located in H-273 and maintains a first aid station, which provides first aid care and interim treatment of minor injury or illness. Health promotion programs are also available at no charge. Information on the “Affordable Care Act” is available in health services or go to healthcare.gov/families.

Individuals with physical disabilities that could present problems within the college environment are encouraged to meet with the counselors for students with disabilities in A-1042. For information, call 440.525.7020 or TTY 440.525.7006.

**HISPANIC PROGRAM**

Hispanic students at Lakeland reflect a variety of Spanish-speaking cultures and countries including North, Central and South America as well as Puerto Rico. Lakeland’s Hispanic Program provides students with a Spanish-speaking mentor and offers a support system with peers who understand the unique culture. The students share similar experiences with being first in their families to attend college and, in many cases, growing up bilingual. The Hispanic Program also oversees the Hispanic Club, which is the student-driven organization that promotes growth in confidence and leadership. The program office is located in B-2024. For program information, call 440.525.7576.

**HIVE**

HIVE is a place for making, but it’s much more than a makerspace. Students and community members may learn to use new tools and work with their hands, but, at its best, hands-on learning is not about materials or equipment. The heart of HIVE is a new mindset—an attitude toward problem-solving that is open-minded, collaborative, action-oriented and optimistic. The purpose of this mindset is to support the development of 21st century skills such as critical thinking, communication, creativity and collaboration. HIVE houses technology such as 3D pens and printers, laser and vinyl cutters. It also has many low-fi tools such as screen printing,
button making and a sewing machine. For more information about our machines, design thinking, our spaces and our upcoming workshops, make sure to "Like" HIVE - Lakeland Community College on Facebook, call 440.525.7268, email hive@lakelandcc.edu or check out our webpage at lakelandcc.edu/web/about/hive-departments.

HONORS PROGRAM
Lakeland students with a 3.5 GPA are encouraged to apply to the Honors Program. Students in the program will take honors-level courses that will transfer to a partner college or university, engage in leadership, service and cultural offerings, and have a unique honors portfolio once the program is completed. Honors scholarships are available. For more information about joining the Honors Program, email lakelandhonors@lakelandcc.edu.

HOUSING
Lakeland Community College does not provide housing for students; however, housing is available in nearby communities. Housing ads are occasionally posted on campus bulletin boards. The college provides this information for your convenience and assistance, but does not accept responsibility for the nature of the housing facilities. None of the facilities have been examined or approved by college personnel. Neither Lakeland Community College nor its agents or employees assume responsibility for any lease or rental agreements and cannot be held liable for nonpayment or damage.

LAKETRAN TRANSPORTATION SERVICE
Campus Loop: Laketran's Campus Loop provides no-fare, accessible shuttle bus transportation connecting Lakeland's main campus and the Holden University Center for students, faculty, staff and visitors between 7:30 a.m. and 10 p.m. Monday-Thursday, and 7:30 a.m. and noon on Friday. Campus Loop serves nine bus stop locations with service every 10 minutes throughout campus. Campus Loop deviates to the B-Building bus stop in the handicap lot by request. Students can call 440.350.5667 to request a pickup at the B-Building. Campus Loop operates during spring and fall semesters and does not operate on weekends or days the college is closed.

Local Routes: Students enrolled in credit classes at Lakeland and the Holden University Center are provided free Local Routes bus service Monday–Saturday with free transfers to Greater Cleveland RTA. Laketran's Local Routes offer regularly scheduled bus service throughout Lake County with service to campus on Routes 1, 2, 3 and 6. Route 11 provides morning and evening service between main campus and Laketran's Madison Park-n-Ride. Bus schedules are available at laketran.com, the student service center, the athletic & fitness center (AFC) and the campus library. Students are required to swipe a valid Lakeland student ID card when boarding the bus to ride for free. A Lakeland student ID card can be obtained at the campus library or AFC by bringing a class schedule and photo ID, such as a
driver’s license or State of Ohio ID card. With the Laketran app, you can plan a trip, read schedules, or track your bus in real time. By texting LTBUS + STOP ID + ROUTE NUMBER to 41411, you can find out the next time your bus will depart from your bus stop. The Lakeland campus bus stop ID is 14. Text messaging and data rates may apply. Students are also encouraged to sign-up for Laketran Rider Alerts by texting LAKETRAN to 313131 for information on delays or detours. Laketran is closed on federally observed holidays including: New year’s day, Memorial Day, July 4, Labor Day, Thanksgiving Day and Christmas Day. No services will operate these days. For more information about Campus Loop or Local Route service, contact Laketran at 440.354.6100 or visit laketran.com.

Test Center
The test center is located in A-1044e, which is within the learning center. Instructors may leave makeup exams. The test center also proctors online class tests, CLEP, Pearson-Vue, TEAS exam(s), and exams for other colleges. Students must present a photo to receive an exam. Students in violation of the Academic Integrity Policy may lose the privilege of taking tests in the test center.

Test center hours of operation for Fall and Spring semesters:
Monday-Friday .................. 8 a.m. – 9 p.m.
Saturday .......................... 10 a.m. – 2 p.m.

Summer term:
Monday & Tuesday ............... 8 a.m. – 9 p.m.
Wednesday & Thursday ....... 8 a.m. – 5 p.m.
Friday ............................. 8 a.m.–noon
Saturday .......................... 10 a.m. – 2 p.m.

All tests must begin 30 minutes before closing.

Writing Center
The purpose of the writing center is to assist students in the pursuit of excellent writing in all subjects. The writing center is a free service for writers working on assignments at any stage from brainstorming to editing or proofreading. The writing center supports students by reading aloud, listening, questioning and offering candid, constructive responses. Students can schedule an appointment by logging on to myLakeland or by calling 440.525.7019.

LEARNING CENTER/TUTORIAL SERVICES
Lakeland’s Learning Center is dedicated to helping students develop their natural strengths to the fullest extent and to assist them in correcting or overcoming academic deficiencies. All services are free to Lakeland students. For more information, call 440.525.7019 or stop by A-1044.

Tutorial Services
The services offered, free of charge, by the learning center help students maintain their academic performance as well as overcome academic difficulties. Tutoring is offered in many subject areas and is available to students currently enrolled in and attending credit courses.

Tutoring hours for fall and spring semester are:
Monday - Thursday ............ 9 a.m. - 8 p.m.
LIBRARY
The library is located on the third floor of C-Building, C-3051. It serves the campus community, as well as Ohio residents.

The Lakeland Student ID card serves as a library card. Students may present their ID card at the library to borrow materials. Student ID cards are made in the library and in the Athletic and Fitness Center (AFC).

Students may use the library and OhioLINK electronic resources from home via myLakeland. For more information, visit the library's web page at: lakelandcc.edu/library.

Library semester hours are:
- Monday - Thursday ........................................ 8 a.m. - 9 p.m.
- Friday ......................................................... 9 a.m. - 5 p.m.
- Saturday ....................................................... 9 a.m. - 1 p.m.
- Sunday ......................................................... Closed

Library hours vary during breaks, holidays and summer. Call 440.525.7424 for more information.

The library offers many services to students including:
- Research assistance
- One-on-one research appointments
- Information literacy classes and workshops

The Lakeland Library is a member of OhioLINK.

The Ohio Library and Information Network, OhioLINK, is a consortium of 118 Ohio college and university libraries, and the State Library of Ohio, that work together to provide Ohio students, faculty and researchers with the information they need for teaching and research.

OhioLINK and its member libraries provide access to:
- 46 million books and other library materials.
- Over 24 million electronic journal articles.
- More than 100 electronic research databases.
- Over 100,000 e-books.
- Nearly 85,000 images, videos and sounds.
- Nearly 58,000 theses and dissertations from Ohio students.

MEN'S RESOURCE CENTER
The men's resource center offers programs to men who are interested in taking classes at Lakeland, but who are not sure how – or whether – to begin the process of entering college. Men's resource center programs which help men transition into college include the Pathfinders Program, for African-American men, and the Gateway Project, for men 25 years and older. The center also helps facilitate support services for current male students and, in general, acts as a clearinghouse for information about other Lakeland resources as well as community resources. The men's resource center is located in L-101. Phone: 440.525.7447.

myLAKELAND PORTAL
myLakeland is the campus portal of Lakeland Community College. The portal is personalized to you and customizable – when you log in you will find information and services such as registration, transcripts, grades, course home pages, library tools, financial information and more.

Logging in to myLakeland
1. Go to http://my.lakelandcc.edu or click on myLakeland on the college website (lakelandcc.edu).
2. Fill in your user name -- Lakeland student email address before the “@” symbol; e.g. jjones97
3. Fill in your password.
   a. Setup your password.
      1. Click on “First Time Users” (under the “LOGIN” button)
      2. When prompted for your personal email address, enter: (insert personal email address of record) and click “SUBMIT”
      3. Follow the remaining prompts to fill out your security questions and create your password
   b. Contact the help desk for password assistance. If you forget your password after you change it, you can reset it by clicking on “Login Assistance.”

How do I get a Lakeland ID number?
All Lakeland credit students have a Lakeland email address and a Lakeland ID number. New Lakeland students receive their Lakeland ID number for the first time by email after applying. Your Lakeland ID is printed on your schedule and on your tuition bill. Lakeland students may get their ID number by presenting a photo identification in person at the Lakeland Student Service Center or at the Holden University Center front desk.

Need Help Accessing myLakeland?
If you are having difficulty logging in to myLakeland, contact the help desk:
Lakeland Help Desk is located in C-2060
440.525.7570.
lakelandcc.edu/help
lcchelpdesk@lakelandcc.edu

Help Desk Hours:
Help Desk is available 24 hours a day / 7 days a week via phone or self service. Walk-in hours are posted on the website at: lakelandcc.edu/help.

Student Email
Students — Get to know your Lakeland email account
Lakeland provides students with an email account. All official college email communication will go to your Lakeland email. In order to ensure that we are working with you specifically; faculty and staff will require communications through your student account.

Access your email through:
A. Your mobile device.
   You can add your student Gmail account on your device’s default email app using your entire student email address as your username and your myLakeland password as the password. Alternatively, the Gmail app can be downloaded and used to access your student email from your respective app store.

B. A browser by:
   1. Clicking on the email icon in myLakeland
   2. Direct access via gmail.com

Username/ID: Your ID is the first part of your student email address before the @ symbol.

Example: jsmith12 of jsmith12@mail.lakelandcc.edu
Your username is on the confirmation email that is sent to your personal email account upon acceptance to Lakeland.

Visit our full student email FAQ for full details about access, storage space, forwarding, mobile and pop setup.

Blackboard
Blackboard hosts Lakeland’s online courses, online assistants, and virtual instructional communities. Students in current courses that use Blackboard can log in to get their syllabus, assignments, course documents, etc. To access Blackboard:

1) Go to http://my.lakelandcc.edu, log into myLakeland, go to the Student tab, and click on the Blackboard icon under “Quick Tools.” Accessing Blackboard this way will not require you to log in a second time.

Username is the first section of your Lakeland email address (username@mail.lakelandcc.edu). For example, John Smith’s email is jsmith12@mail.lakelandcc.edu, so his username is jsmith12. If you use your entire email address in the username field, your login will fail. Password is the same as your myLakeland password.
OFF-SITE CENTER

Holden University Center

The Holden University Center provides convenient access to complete a bachelor’s or graduate degree through one of our partnership programs right here in Lake County. Programs are designed for students to transfer Lakeland credits into a four-year degree program through one of our University Partnership programs. Many of the programs are designed for students to take their first three years at Lakeland paying Lakeland’s tuition, while finishing their final year toward a bachelor’s degree at the Holden University Center through one of our many partners. Graduates of the programs will receive their degrees from the partner institution of their degree program. This affords students the ability to take all of their courses through the Holden University Center, without having to attend the partner’s main campus.

Students may be enrolled in a variety of Lakeland courses held at the Holden University Center. The university center is located directly across the street from Lakeland and a courtesy shuttle bus is available to and from the facility. There are great collaboration spaces, computer labs, science labs and state-of-the-art technology available for students to utilize throughout the building.

Students can explore the Holden University Center partnership programs with their Lakeland Counselor, stop by the university center, or contact 440.525.7535 or visit lakelandcc.edu/uc for more information.

PARKING

Student parking is available at no charge in the conveniently located lots around the campus. STUDENTS MAY NOT PARK IN FACULTY/STAFF DESIGNATED AREAS OR ON THE GRASS. Violators will be ticketed and may be towed by the campus police. General parking fines are $20. Handicapped, bus, police and fire fines are $50. No overnight parking permitted without permission from the campus police department.

Parking For People With Disabilities

Parking spaces for people with disabilities are available by the B-Building, E-Building, H-Building, T-Building and Y-Building (Athletic and Fitness Center). Short-term parking is available by the metered spaces in front of A-Building. Vehicles must display an official state or municipal handicapped parking permit pursuant to law. Temporary handicap parking permit applications can be obtained from police services located in A-2.
Towing  
As a last resort, campus police can tow vehicles creating a hazard to traffic or safety, apparently abandoned, incidental to an arrest for safekeeping, or when listed on the campus police tow list as having accumulated 10 or more unpaid parking tickets.

POLICE PROCEDURES AND SERVICES  
The Lakeland Community College Police District was formed in 1978. The campus police department exists to protect the learning environment while providing a variety of unique services designed to enhance the safety of the entire college community. All persons on the Lakeland campus are subject to the federal and state law, college policies and procedures, and the Student Conduct Code. Violence on campus is not tolerated. Victims of stalking, menacing, etc., on or off campus, should notify the campus police immediately. The campus police headquarters is located in A-2 and can be reached on any campus telephone by dialing 911 or 440.525.7241. Requests for service can be made through the Lakeland Safe App which can be downloaded for free from the Apple Store or Google Play Store. Emergency call boxes are also available in various college parking lots, and emergency telephones can be found in some campus hallways and classrooms.

Services of the police department include lost and found, vehicle lockouts, and personal escorts to and from your vehicle. Additional information can be found at lakelandcc.edu/police including Campus Safety Annual Report and crime prevention tips.

Concealed Weapons  
Even if you have a valid state weapons permit, firearms are PROHIBITED at all Lakeland Community College campus locations and events. The college is exempt from allowing concealed weapons under Ohio Senate Bill 199 and by college ordinance.

Lost and Found Property  
Unclaimed, abandoned, and/or lost and found property shall be delivered to the campus police department (Room A-2) for safekeeping. Property owners can claim property at the police department upon demonstrating proof of ownership. Unclaimed property which has accumulated over a period of time will be disposed of by the college pursuant to the applicable laws and ordinances.

Police Escorts  
Police escorts are provided to employees and students at individual requests. Please call the police at 440.525.7241 for additional information or download the Lakeland Safe App found at the Apple Store or Google Play Store.

Protection Orders  
Employees and students who have obtained a legal protection order from the courts should file a copy of the order with the Lakeland Campus Police. The Lakeland Police Department can be designated as a recipient of any certified protective court order by request of the plaintiff.

Traffic and Parking  
Campus police officers enforce the college traffic and parking regulations by issuing tickets to violators. Fines associated with parking tickets must be paid within 21 days at Lakeland’s Cashier’s Office. All parking and traffic fines are credited to the college’s scholarship foundation. Traffic offenders are cited to the Willoughby Municipal Court.

Questions About Campus Protection  
Questions or concerns about campus safety should be directed to the Police Department in A-2 or by calling 440.525.7241. While specific details of Lakeland’s protection program are now confidential under federal law and state laws, the agency welcomes inquiries about programs, staff performance and quality.

SHUTTLE BUS SERVICE  
Shuttle bus service on campus is provided by Laketrans. Laketrans’s Campus Loop (Route 7) serves eight bus stop locations with service every 10 minutes connecting all points from the Holden University Center (U-Building) to the T-Building, and everywhere in between. The police web page will have the current shuttle schedule for each semester, lakelandcc.edu/police.

STUDENT ACCOMMODATION CENTER  
The student accommodation center provides information and support to those living with a disability. Services are provided on an individual basis and may include services such as: accessibility to audio materials, sign language interpreters, note-takers and test-taking accommodations.

To be assured of receiving academic, instructional or classroom accommodations, or other special student services, you must register with the student accommodation center during the special advising period. All registrations are confidential. For further information, contact the student accommodation center at 440.525.7020 (voice) or 440.525.7006 (TTY), or stop by the student accommodation center in A-1042.
Parking for People with Disabilities
Parking spaces for people with disabilities are available by the B-Building, E-Building, H-Building, T-Building and Y-Building (Athletic and Fitness Center). Short-term parking for people with disabilities is available by the metered spaces in front of A-Building. Vehicles must display an official state or municipal handicapped parking permit pursuant to law. Temporary permit applications can be obtained from police services located in A-2.

Restrooms for People with Disabilities
Restrooms that have automatic door operators include: 1st floor of A-Building, D-Building, E-Building, L-Building, and Athletic and Fitness Center (men’s and women’s); 2nd floor of S-Building and T-Building (men’s and women’s); and 3rd floor of A-Building (men’s and women’s) and C-Building (women’s).

STUDENT IDENTIFICATION CARD
Use of Lakeland’s Athletic and Fitness Center (AFC), the library, Laketran bus service and the Student Service Center requires a student identification card. In order to receive an ID card, bring a current class schedule and a photo ID, such as a driver’s license or State of Ohio ID, to the library or the welcome center in the AFC. Your photo will be taken and a Lakeland Community College student ID card will be issued in a few minutes.

STUDENT SERVICE CENTER
Counseling & Psychological Services
Comprehensive counseling and psychological services are available to all full-time, part-time and potential students. Lakeland counselors and the campus psychologist specialize in the academic and personal guidance that can help you succeed in college. Services include admissions counseling, career planning, academic planning, personal counseling and crisis intervention. You may see counselors by appointment or by walk-in on designated days. For more information, call 440.525.7200 or stop by the Student Service Center, located on the first floor of the A-Building. Or log on to lakelandcc.edu/counseling and select from several topics.

Mental Health Crisis Procedures for Lakeland Students
The following procedures are provided as a resource for Lakeland students who may be experiencing a mental health crisis. However, if you are currently under the care of a mental health professional, you should first follow the crisis guidelines of your counselor or the agency where you receive services.

For all emergency situations involving a crime or physical danger, please contact the police by dialing 911 or 440.525.7241.

A mental health crisis is a situation in which you are experiencing extreme emotional distress which threatens your safety or the safety of others or which compromises your ability to function.

If you are experiencing a mental health crisis, please follow these procedures:

1. Stop by the Student Service Center on the first floor of the A-Building. Tell the receptionist that you would like to speak with the psychologist and that it is an emergency.

2. If you are not on campus or if it is after hours, call the Lake County Crisis Hotline at 440.953.8255 or 800.411.0103 or the Lakeland Campus Police at 440.525.7241.

3. For life-threatening emergencies requiring immediate assistance, you can always dial 911; go to the Lakeland Campus Police, located in Room A-2 in the basement of the A-Building; or go to the nearest hospital emergency room.

Financial Aid/Scholarships
Financial aid includes grants, scholarships, loans and federal work study. Students must complete the Free Application for Federal Student Aid (FAFSA) to determine their eligibility for federal aid which is based on their financial need and the availability of funds. Students who are eligible and wish to participate in federal work study will be placed through the career services center.

In addition, it is strongly recommended that students apply for scholarships at Lakeland by completing the Lakeland Scholarship Application online through myLakeland. These scholarships are available through The Lakeland Foundation, intercollegiate athletics and academic departments, as well as a number of civic organizations and private donors.

To be considered for ALL of the financial aid available to you, you must:

a. Earn a high school diploma or GED;

b. Be accepted into a degree or eligible certificate program;

c. Complete the Free Application for Federal Student Aid (FAFSA); and

d. Complete a Lakeland scholarship application.
Students who are financial aid recipients should be aware of the following:

- Important deadlines that may affect financial aid.
  Important dates and deadlines are posted through campus on the announcement page of the portal, the electronic signage, the announcement page of the financial aid web page, and on many of the financial aid forms. These include but are not limited to freeze dates, deadlines for appeals, last day to submit the Free Application for Federal Student Aid, etc.

- Policies that may affect financial aid eligibility.

**Satisfactory Academic Progress Policy**
Federal regulations mandate that we establish minimum standards of “Satisfactory Academic Progress” for students receiving federal aid. The policy can be found at https://bssa.lakelandcc.edu/pdf/policies/sap_policy.pdf.

**Return to Title IV Refund Policy (R2T4)**
A recipient of federal financial aid (Title IV) is subject to a recalculation of their aid eligibility if he/she:

- Completely withdraws from all classes prior to the 60 percent point of the semester or
- Stops attending all of his/her classes before completing the semester or
- Does not complete all the modules (courses which are not scheduled for the entire semester) for which he/she has registered at the time those modules begin.

More information about the R2T4 policy may be found at: https://bssa.lakelandcc.edu/pdf/policies/title_iv_refund.pdf.

**Attendance Policy**
Financial aid eligibility is based on class attendance. Instructors will provide attendance verification directly to the financial aid office. If attendance cannot be verified, financial aid will be adjusted accordingly.

Students will be administratively withdrawn from any class in which they are enrolled and have not attended during the first two weeks of the term. Administrative withdrawals will occur at the beginning of the third week of the term at zero percent refund (or during the first 20 percent of a flexibly scheduled class).

For more information, contact the financial aid office at 440.525.7070.

**Registration**
Lakeland offers easy, convenient registration: in-person at the Student Service Center on the main campus in Kirtland; online (lakelandcc.edu); or phone-in (440.525.7100 or 1.800.589.8520).

The schedule of classes is available online only. The online schedule provides up-to-date real-time data for class offerings and seat availability and includes class descriptions, prerequisite information and required textbooks and pricing. View the class schedule at lakelandcc.edu/schedule or go to myLakeland and click on “Course Schedule Viewer” on the login page.

New, transfer or transient students must complete an application for admission and must fulfill all admissions requirements prior to registering for classes.

**Registration Policy**
Lakeland believes sound registration processes promote student success and that all students should be properly registered and present in the classroom (or available for online courses) from the first day that the class meets. Registration activity is limited to the time periods outlined in the enrollment guide and important dates on the admissions web page.

**Course Registration Schedule**
New and continuing students may register for credit courses prior to the first class meeting.

**Schedule Adjustments**
Students who are officially registered may adjust their schedule prior to the first day of class.

**First week of the term:** Officially registered students wishing to add a class during the first week of the term are required to obtain permission from the faculty member if the first class meeting has been held. If the class has met, the faculty member must sign the appropriate college form. The student must then return the form to the Student Service Center for processing.

The first day of online classes is considered the first day of the term.

Students wishing to drop a class may do so online through their myLakeland account or in person at the Student Service Center.

Specific registration dates are published online and in the semester enrollment guide.
TRANSFER CENTER
The transfer center, located on the 1st floor of A-Building in room A-1040b, strives to provide a seamless process for students transferring college credits TO and FROM Lakeland Community College. With this goal in mind, the transfer center provides the following services to all Lakeland students:

- Provide current Lakeland students with information about continuing their education at a four-year college/university including partnerships at the Holden University Center.
- Provide contact information for college and university representatives.
- Provide written and web-based equivalency guides and course articulation information.
- Provide information about the Ohio Transfer Module (OTM) and Transfer Assurance Guides (TAG).
- Provide help with access to Transferology to see how courses will transfer to other colleges/universities.
- Maintain a calendar of regularly scheduled visits by college/university representatives.
- Assist students with all phases of the transfer credit process, including tracking transcripts sent to and from Lakeland.

TUITION AND FEES
Your tuition and fees may be paid with cash (in person only), personal check, Visa, MasterCard, Discover and/or some type of financial assistance. Payments may be made at the cashier’s office or online. Please check your student email regularly for communications - e-bills and e-refunds are online.

As a Lakeland student, you authorize the college to debit and/or credit your depository account for any payments made with a personal check through an ACH (Automated Clearing House) electronic method. If you do not want your personal check converted to an electronic payment, you must provide a statement enclosed with your check requesting that the college not process the check with the ACH electronic method.

Any check or credit card transaction rendered to Lakeland Community College in payment of amounts due to the college and dishonored for any reason shall be charged $25 return payment charge. Student will not be permitted to register for any subsequent term or obtain grade transcripts or receive grades for the current term until financial obligation has been met.

Financial Responsibility
Students who have not settled their obligation to the college by the final due date shall be considered delinquent and be charged a late fee not to exceed $60 for the semester. The student cannot be considered as enrolled in that term until the financial obligation has been met.

Required Acknowledgement of Financial Responsibility
By registering for courses at Lakeland Community College, I accept responsibility for payment by the due date of all college charges assessed to my student account, including tuition and fees, late payment fees and reversals of financial aid. I fully accept this debt as my personal financial responsibility. I acknowledge that non-attendance does not relieve me of financial responsibility for the courses in which I am enrolled, and that I will access my bill online to remain abreast of any outstanding balances or other financial obligations. I both understand and agree that, should I fail to make the required full payment or receive financial aid to meet the balance by the established deadline, I may be charged late payment fees, I will be restricted from registering for additional courses this term or for future terms, my transcripts and diplomas will be placed on hold, and I may be denied other college services. In addition, I understand that accounts more than 45 days past due may be placed with the Ohio Attorney General’s Office and I will be responsible for paying any additional fees and costs, including attorney fees and court costs, associated with collection of this debt. I understand that the college sends electronic notifications (emails) to my
official Lakeland email account to communicate important updates, and that I must adhere to college procedures for dropping or withdrawing from courses.

**Tuition Loan Plan**

Students attending Lakeland may choose to pay certain fees through the online Lakeland Tuition Loan Plan. The student must pay a $25 non-refundable processing fee at the time of signing up for the plan. The student must pay all charges by the tuition loan plan due date(s) which are published in the online plan agreement. If payment is not received, in full, by three specified due dates, a $20 fee will be charged each time. For summer, there is only one due date. If the due date is missed, there will be a $60 late fee. For information about educational benefits, call 440.525.7246. For information about the veterans’ support program, call 440.525.7529.

**VETERANS CENTER**

Lakeland Community College is committed to helping active duty personnel, veterans, reservists and dependents attain their personal and professional goals. The Veterans Center comprises two student services: Veterans Educational Benefits and Veterans Support Program and lounge. The Veterans Educational Benefits office helps student veterans take advantage of the educational benefits that are available, from dealing with the VA, applying to Lakeland, to registering for classes and completing a degree. Lakeland’s Veterans Support Program assists those who have served in the United States armed forces and those currently serving, as well as military family members, in making a smooth and successful transition to college. The program also advises Lakeland’s chapter of SVA (Student Veterans of America) which is a student organization open to veterans and nonveteran allies and advocates. Lakeland’s SVA was named one of the top five chapters in the U.S. at the national SVA conference in 2019. The Veterans Lounge, located in room E-117, is equipped with computers, printers, snacks, couches and other amenities where student veterans can gather in private any time. The Veterans Center is located in room E-118. For information about educational benefits, call 440.525.7246. For information about the veterans’ support program, call 440.525.7529.

**WOMEN’S CENTER**

Many women say that the Lakeland Women’s Center puts the “community” in “community college.” The women’s center is a place where women can obtain the support system, knowledge and skills they need in order to succeed in college. New students can come to the women’s center for help navigating college offices and procedures. Students can also participate in programs and workshops on topics related to student success. Single mothers and women over 25 may be eligible for special programs. The women’s center is also a drop-in center (no appointment needed) where women may come when life begins to interfere with their education. The staff helps with problem solving and refers students to college departments and community agencies for assistance. Each semester the women’s center sponsors special events which focus on women’s issues. Staff is available Monday through Friday 9 a.m. - 6 p.m. and by appointment. Room: C-1076. Phone: 440.525.7322.
ACCREDITATION
Lakeland is accredited through the Higher Learning Commission and participates in the Academic Quality Improvement Program (AQIP). The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 800.621.7440, hlcommission.org.

ACADEMIC AWARDS
An annual academic awards program is held in spring semester to honor students who have excelled in their academic performance. Honors include outstanding student of the year in various academic fields and the Provost’s Award for overall excellence.

ATTENDANCE
Individual instructors determine the attendance policy for their classes; there is no uniform attendance set by the college. Attendance is encouraged at all classes or laboratories for maximum student achievement. Attendance is required for all federal financial aid recipients and must be verified. Instructors will provide attendance information directly to the financial aid office. If attendance cannot be verified, financial aid will be adjusted accordingly.

CHANGE OF ADDRESS
If you change your address while enrolled at Lakeland, you must file a “Student Record Change” form in the Student Service Center.

CHANGE OF MAJOR FIELD OF STUDY
You may change your major field of study any time during your enrollment at Lakeland by completing a “Student Record Change” form, available in the Student Service Center. It is suggested that you consult with a counselor before registering for classes in your new program.

DEAN’S LIST
In recognition of high academic achievement, a dean’s list is compiled for fall and spring semesters.

The provost has responsibility for compiling the list, and full- and part-time students are eligible for recognition.

To qualify for the dean’s list, a full-time student must complete a minimum of 12 credit hours and earn a minimum grade point average (GPA) of 3.5 for the semester. All credits must be in courses calculated in the GPA (see Grading System).

Part-time students (taking less than 12 credit hours per semester) must complete a minimum of six credit hours and earn a minimum grade point average (GPA) of 3.5 for the semester. All credits must be in courses calculated in the GPA (see Grading System).

GRADE APPEALS
Grade appeals must be submitted to the course instructor. Requests for grade changes will be considered only during the term immediately following the one in which the grade was assigned with the exception of grades assigned during the spring semester which may be changed during the following summer or fall term.

GRADE REPORTS
Grade reports are available online approximately one (1) week after the end of each term. If grades are not received or appear to be incorrect, contact the office of admissions and records at 440.525.7100.

GRADING SYSTEM
Lakeland uses a “four-point” system in calculating the student’s GPA, and this calculation occurs at the end of each term through the use of the following formula:
Total Number of Grade Points Earned ÷ Total Number of GPA Credit Hours Attempted = Grade Point Average

Lakeland’s letter grade system includes 17 grades, only 6 of which affect the GPA:

- A 4 grade points per credit hour
- B 3 grade points per credit hour
- C 2 grade points per credit hour
- D 1 grade point per credit hour
- F 0 grade points per credit hour
- FNA 0 grade points per credit hour
- S/U Satisfactory/Unsatisfactory (not calculated in GPA)
- SA Satisfactory earned “A” if grades were issued (not calculated in GPA)
- SB Satisfactory earned “B” if grades were issued (not calculated in GPA)
- SC Satisfactory earned “C” if grades were issued (not calculated in GPA)
- UD Unsatisfactory earned “D” if grades were issued (not calculated in GPA)
- UF Unsatisfactory earned “F” if grades were issued (not calculated in GPA)
- UFNA Unsatisfactory because of nonattendance (not calculated in GPA)
- V Audit (not calculated in GPA)
- I Incomplete (not calculated in GPA)
- W Withdrawal (not calculated in GPA)
- AW Administrative withdrawal (not calculated in GPA)
- NA No grade available (not calculated in GPA)

Grade reports are available online at my.Lakelandcc.edu at the end of the semester.

This example illustrates how to calculate a GPA:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits Attempted</th>
<th>Point Value</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>A</td>
<td>3</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>#2</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>#3</td>
<td>C</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>#4</td>
<td>D</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>#5</td>
<td>C</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>#6</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

32 points divided by 16 credits equals a 2.0 grade point average.

GRADUATION
All students intending to graduate must file a graduation application to graduate online through myLakeland. Applications must be submitted by the deadline established by the college. Students who have petitioned to graduate will receive a letter from the dean of students along with a copy of the graduation guidebook that contains information and instructions regarding participation in the commencement ceremony held on May 9, 2020. Students petitioning for graduation for summer 2020 should participate in the May 2020 ceremony.

Graduation Application Deadline Dates
Fall 2019 ......................... Dec. 6, 2019
Spring 2020 ..................... April 3, 2020
Summer 2020 ..................... July 31, 2020

Graduation Requirements Policy
1. All associate degrees (or arts, science, applied science and technical studies) require successful completion of at least 60 semester hours with a 2.0 minimum grade point average (GPA). The student must have earned at least 20 credit hours at Lakeland Community College.

2. Students earning an associate of applied business degree or associate of applied science degree are required to:
   a. Pass all applicable technical courses for the particular major with a “C” grade or better.
   b. Enroll and earn no fewer than 20 technical credits at Lakeland Community College for the particular major.
   c. Maintain a 2.0 overall grade point average (GPA).

3. Some programs of study may have additional program and/or grade point average requirements based upon accreditation standards. The students must review the requirements of the specific degree program to determine if there are additional requirements.
4. All students intending to graduate must file a petition to graduate online through myLakeland. Petitions must be submitted by the deadline dates established by the college.

**Graduation Honors**
Graduation honors are based upon the student's cumulative grade point average determined at the time of completing graduation requirements and will entitle the student to have honors notation included on his/her transcript and diploma.

- Those who attain a cumulative grade point average (GPA) in the range of 3.9 to 4.0 are granted their degrees Summa Cum Laude.
- Those who attain a cumulative GPA in the range of 3.75 to 3.89 are granted their degrees Magna Cum Laude.
- Those who attain a cumulative GPA in the range of 3.5 to 3.74 are granted their degrees Cum Laude.

In addition, students must complete at least 50 percent of all degree requirements (credit hours) at Lakeland Community College.

**Commencement Honors**
Students who attain a cumulative grade point average (GPA) in the range of 3.5 to 4.0 through the student's last fully completed and graded semester (as of April 2020) will be recognized in the commencement program as graduating with honors. Students entitled to commencement honors may wear the gold honors cord at the commencement ceremony on May 9, 2020.

**OFFICIAL RECORDS**
Official student records are maintained in various offices on campus.

**Academic Transcripts:**
Office of admission and records (Room A-1002)

**Advisement and Counseling:**
Counseling and advising (Room A-1027)

**Disciplinary:**
Dean of students (Room S-243)

**Financial Aid:**
Financial aid (Room A-1004)

**Medical:**
Health services (Room H-273)

**On Campus Employment:**
Career services (Room A-1039)

**Police:**
Campus police (Room A-2)

Students may inspect and review their records by submitting a written request to the appropriate administrator of the office in which the desired record is maintained. An appointment will be made within a reasonable time.

A student wishing an official academic transcript of his/her records sent to another college, university or professional school, or for other purposes, must make written application to the office of admissions and records located in the Student Service Center. For each official transcript requested there is a small charge. Unofficial copies for student use are available upon request in the Student Service Center (photo identification is required) at no charge.

**RESIDENCY REQUIREMENTS**
Lakeland Community College is required by law to classify student residency as follows:

1. **In-County** - Resident of Lake County who has lived in Ohio for at least one (1) year, AND in Lake County for at least six (6) months.
2. **Out-of-County** - Resident outside of Lake County who has resided in Ohio for at least one (1) year.
3. **Out-of-State** - Resident of another state who has NOT resided in Ohio for at least one (1) year.

Students who cannot provide proof of residency in Ohio will be charged the out-of-state tuition rate.

International students on an F1 visa are always subject to the out-of-state rate.

Students requesting a change of fees to in-state or in-county MUST submit an Ohio driver's license AND documentation of at least six consecutive months of residency. Acceptable forms of documentation are:

1. Canceled rent checks
2. Property tax receipts
3. Rental or lease agreements
4. Real estate title/deed of ownership of property
5. Utility bills - water, gas or electric only (Bill MUST include student name and address)
6. Voter registration card

A change to a Lake County address does not automatically change residency status. Students must submit acceptable documentation to the Student Service Center and will be reviewed for approval by the Registrar.
Please note fees will ONLY be adjusted prior to or no later than the first day of the term. No mid-semester adjustments will be made. If documentation is presented in the middle of the semester the next term will have the updated residency code listed.

TRANSFER MODULE
The Ohio Department of Higher Education’s Transfer and Articulation Policy established the transfer module, which is a specific subset or entire set of a college’s or university’s general education requirements. The transfer module contains 36-40 semester hours of specified course credits in English composition, mathematics, statistics and formal/symbolic logic, arts/humanities, social and behavioral sciences and natural sciences. Oral communication and interdisciplinary areas may be included as additional options.

Transfer Module course(s) or the full transfer module completed at an Ohio public college or university is guaranteed to meet the requirements of the transfer module at the receiving Ohio public institution, once the student is accepted.

Copies of the Lakeland Community College Transfer Module can be obtained from the transfer center and the counseling office.

TRANSFER RECOMMENDATION
In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), a student wishing to have a Transfer Recommendation/Letter of Recommendation or Evaluation Form completed from another college may bring it to the dean of students in S-243. For more information call 440.525.7744.

WITHDRAWAL FROM CLASSES
Students are able to withdraw from a class from the beginning of the second week through the end of the twelfth week of the semester. A course withdrawal will be indicated on a student’s academic record by a grade of “W”. After the twelfth week no withdrawal is permitted.

Students registered for courses other than the standard 16-week semester should consult the Lakeland website or the session enrollment guide for appropriate deadlines regarding withdrawal.

A student seeking an exception to the posted withdrawal deadline for reasons beyond his/her control, must petition the registrar in writing for a late withdrawal and will need to indicate that attendance and completion of coursework is not possible for documented serious personal, medical or employment reasons.

Documentation must be included with the petition and should be submitted to the Student Service Center.
ALUMNI & FRIENDS NETWORK
The Lakeland Alumni and Friends Network provides an opportunity for all graduates and students who have successfully completed any credit course at Lakeland to stay connected to their college through activities, networking, volunteer opportunities and more. Members of the Lakeland Alumni and Friends Network receive a variety of member benefits. Many of the Lakeland Alumni efforts support the Olga Freitag Endowed Scholarship Fund which is awarded annually to deserving students. In addition, the Lakeland Alumni Hall of Fame (created in 2006) recognizes outstanding Lakeland graduates who have made significant contributions through service to the community and the college. New members are nominated, selected and inducted annually. Students who are interested in attending should contact the alumni office.

For more information, contact the alumni office, located in The Lakeland Foundation, at 440.525.7102 or alumnioffice@lakelandcc.edu, visit our website at lakelandcc.edu/alumni, or become a fan on Facebook - Lakeland Community College Alumni & Friends Network.

ATHLETIC AND FITNESS CENTER
Lakeland’s Athletic and Fitness Center (AFC) is located in the Y-Building. The facility includes selectorized equipment, free weights, indoor track, racquetball and tennis courts, two gymnasiums for basketball and volleyball, a multi-purpose room, golf and batting cages, as well as softball, baseball and soccer fields. The AFC is open to Lakeland students enrolled in the current semester and employees at no charge. Use of the AFC requires a student identification card, which can be obtained at the welcome desk by bringing a class schedule and photo ID, such as a driver’s license or State of Ohio ID. Membership is also available to the community.

For facility or field rentals, call 440.525.7114 or 440.525.7502.

For information, contact the AFC welcome desk at 440.525.7111.

Find us at facebook.com/Lakelandccathletics.

CIVIC PERFORMANCE PROGRAM
Lakeland provides talented community members and students with many opportunities for expressing their artistic abilities in the performing arts. The college's civic performance program, which is a part of the arts & sciences division, offers community members a theater program and music groups through which they can express and advance their talents. The college's four music groups include its civic orchestra, civic band, civic chorus and civic jazz orchestra. Additionally, the college offers talented high school students Jazz Impact, an all-star high school music group. The college’s civic theatre program offers community members the opportunity to perform in or work backstage on several productions each year. The groups and their directors are listed below:

- Lakeland Civic Band,
  Director, Daniel Crain
- Lakeland Civic Chorus,
  Director, Leonard DiCosimo
- Lakeland Jazz Impact,
  Director, Ed Michaels
- Lakeland Civic Jazz Orchestra,
  Director, Dave Sterner
- Lakeland Civic Orchestra,
  Director, Dr. Matthew C. Saunders
- Lakeland Civic Theater,
  Director, Dr. Martin Friedman

If you would like to obtain additional information or to audition for these civic groups, contact the arts and sciences division: phone 440.525.7526 or email jpilarczyk5@lakelandcc.edu.

DIVERSITY
The college seeks to address diversity by offering a broad spectrum of learning experiences through special events such as festivals, lectures, dramatic presentations, dance workshops and art exhibits. In exploring diversity, the student development division seeks to promote inclusion by working with various campus groups to examine the rich cultural, ethnic, sexual orientation and racial heritages, which differentiate while uniting us into the family of humankind.

For more information, contact student development in S-242 or call 440.525.7744.
INTERCOLLEGIATE ATHLETICS
Throughout the years, Lakeland has gained national recognition for its outstanding intercollegiate athletic teams and fine student-athletes. The college provides students the opportunity to participate in varsity athletic programs. As a member of the National Junior College Athletic Association (NJCAA) and the Ohio Community College Athletic Conference (OCCAC), Lakeland competes in eight intercollegiate sports: basketball, softball, soccer and volleyball for women; basketball, baseball, golf and soccer for men. Lakeland is in Region XII of the NJCAA and regularly plays teams from Ohio, Michigan, Indiana, New York and Pennsylvania.

For more information, contact the athletic office in L-102 or call 440.525.7350.

INTRAMURAL SPORTS AND RECREATION
Intramural activities at Lakeland Community College occur throughout the year. Intramurals allow students to participate against other Lakeland students, faculty and staff in an organized setting. Students should consult the student engagement & leadership website for details.

For further information contact the student engagement & leadership office at 440.525.7271 or stop by room S-237.

STUDENT ENGAGEMENT & LEADERSHIP
The Lakeland Student Engagement & Leadership (S.E.A.L.) office exists to promote student success through building community, and to enhance the learning environment by working both within the classroom and co-curricularly to improve campus life. The S.E.A.L. office helps students achieve their goals by teaching life skills and providing opportunities that encourage student leadership, personal and professional development, personal and social responsibility, and the celebration of human diversity.

The S.E.A.L. office oversees Lakeland Student Government, the Campus Activities Board, student organizations, and programs to promote an understanding and appreciation of diversity. The department promotes activities for students to increase involvement in campus life outside the classroom, arranges new student orientation, administers student conduct, coordinates the student center atrium art gallery exhibits, facilitates posting on bulletin boards around campus, and publishes the Campus Connection e-newsletter, the student handbook and calendar, and various booklets for student organization use. The S.E.A.L. office provides an opportunity to pursue an interest or talent in an organized environment with other students.

GET INVOLVED by stopping in S-237, “Like” Lakeland S.E.A.L. office on Facebook or call 440.525.7271 or email getinvolved@lakelandcc.edu.

STUDENT ORGANIZATIONS
The S.E.A.L. office provides an opportunity to pursue personal or professional interests or talents through organized involvement with other students and faculty/staff advisers. There are currently more than 30 active organizations, and the S.E.A.L. office will assist in forming an organization to better accommodate your interests. You are encouraged to take an active role in campus life at Lakeland. From your involvement, you will develop skills in such areas as communication, organizational leadership, creative abilities and analytical skills, which will be valuable in both your personal and professional life. Membership in all organizations is open to any Lakeland student. The registration of a student organization shall not be construed as approval, endorsement or sponsorship by Lakeland Community College of the organization's publications, activities, purposes, actions or positions.

ACCOUNTING CLUB
The goal of the accounting club is to promote student awareness of the accounting profession, provide students with the opportunity to network with accounting professionals and promote the importance and desirability of a career in accounting.

Co-Adviser: James Racic  
Phone: 440.525.7189  
Email: jracic@lakelandcc.edu  
Office: T-117

Co-Adviser: Nichole Dauenhauer  
Phone: 440.525.7741  
Email: ndauenhauer@lakelandcc.edu  
Office: T-157

ACTIVE SOCIETY FOR ANIMATION PRESERVATION (ASAP)
The purpose of ASAP is to bring together students who are curious or enthusiastic about anime, cartoons, manga, comics, internet pop culture and Asian culture.

Adviser: TBA  
Phone: 440.525.7271  
Office: S-237
ACTIVELY CARING FOR PEOPLE
The purpose of the Actively Caring for People is to cultivate a more compassionate and empathetic culture through acts of kindness at Lakeland Community College.

Co-Adviser: Dr. William Armstrong
Phone: 440.525.7415
Email: warmstrong@lakelandcc.edu
Office: B-3051

Co-Adviser: Don Davis
Phone: 440.525.7833
Email: davis@lakelandcc.edu
Office: B-2052

ALPHA DELTA NU NURSING HONOR SOCIETY (ADN)
ADN is the honor society for associate degree nursing students. To qualify for membership, a student must receive a B or above in all nursing courses, have maintained a minimum 3.0 GPA in all nursing courses, have maintained a minimum overall GPA of 3.0, and have demonstrated conduct that reflects integrity and professionalism on campus and in all clinical areas. Students meeting the eligibility requirements will be invited for consideration for induction in the third semester in the RN nursing program.

Co-Adviser: Patsy Gehring
Phone: 440.525.7244
Email: pgehring@lakelandcc.edu
Office: H-278

Co-Adviser: Cheryl Goergen
Phone: 440.525.7309
Email: cgoergen@lakelandcc.edu
Office: H-283

Co-Adviser: Gina Marie McKee
Phone: 440.525.7179
Email: gmckee@lakelandcc.edu
Office: H-286

BLACK STUDENT UNION
The purpose of the Black Student Union (B.S.U.) is to increase the level of consciousness in relation to the black cultural experience within the Lakeland Community College environment, assist with transition and success of black and minority students into college, and aid with the retention of black and minority students.

Co-Adviser: Deborah Hardy
Phone: 440.525.7082
Email: dhardy@lakelandcc.edu
Office: H-173

Co-Adviser: Kenneth Sharkey
Phone: 440.525.7209
Email: ksharkey@lakelandcc.edu
Office: A-1027

CAMPUS ACTIVITIES BOARD (CAB)
CAB is responsible for bringing various social, educational and entertainment events to campus. CAB membership is open to any Lakeland student interested in planning programs such as the annual Halloween Bash and Spring Fling, movies, performers and interactive events. CAB officers are eligible to receive tuition reimbursement for their work. Stop by the CAB office in S-224 today! Also, find CAB on Facebook and Twitter.

Adviser: Christina Corsi
Phone: 440.525.7226
Email: ccorsi3@lakelandcc.edu
Office: S-238
CAMPUS CHRISTIANS
Campus Christians provides the opportunity for students to share the gospel with others through bible studies, singing, praying, and sharing experiences with other Christians or seekers.
Adviser: Jeanette Brossmann
Phone: 440.525.7187
Email: jbrossmann@lakelandcc.edu
Office: C-2075

CIVIC HACKING CLUB
The purpose of the Civic Hacking Club shall be to promote creative ways to solve civic problems by looking at new ideas or methods for improving cities, communities and the citizens who live there. The club strives to enable students in humanitarian and community service from the local to the global scale through technology.
Co-Adviser: Bobby Oliver
Phone: 440.525.7598
Email: boliver@lakelandcc.edu
Office: B-2032
Co-Adviser: Leah Konopka Hartmann
Phone: 440.525.7578
Email: lkonopka@lakelandcc.edu
Office: D-2114

CONSTRUCTION MANAGEMENT CLUB
The purpose of the construction management student organization is to: promote professional skills of those within the field, expose students to affiliate companies and accreditations, and strengthen students' professional image or portfolios. Students will gain experience, skills, create relationships, and be provided opportunities through extracurricular activities.
Co-Adviser: Mike Hoffner
Phone: 440.525.7184
Email: mhoffner@lakelandcc.edu
Office: T-151
Co-Adviser: Jason Ohlsson
Email: johlsson1@lakelandcc.edu

EARLY CHILDHOOD EDUCATION CLUB
The Early Childhood Education Club supports students who are passionate about the field of education and exploring ideas of how to prepare for a classroom and career.
Co-Adviser: Teresa Bonnema
Phone: 440.525.7355
Email: tbonnema2@lakelandcc.edu
Office: L-113
Co-Adviser: Cris Vanek
Phone: 440.525.7196
Email: cvanek@lakelandcc.edu
Office: L-01

ENGINEERING TECHNOLOGY
Promotes interest, awareness, fellowship and academic excellence in the engineering field for students at Lakeland.
Adviser: Tom Sopko
Phone: 440.525.7276
Email: tsopko@lakelandcc.edu
Office: E-2029

GAMER’S GUILD
The Gamer’s Guild promotes responsible playing of organized role-playing and strategy games in an atmosphere of friendly and pleasant fellowship. No prior experience is needed to enjoy these activities or to become part of the guild.
Co-Adviser: Carl Stitz
Phone: 440.525.7443
Email: cstitz@lakelandcc.edu
Office: B-3045
Co-Adviser: Joseph Mastromatteo
Phone: 440.525.7443
Email: jmastromatteo2@lakelandcc.edu
Office: B-3039

THE GREEN GROUP
The Green Group promotes environmental awareness and sustainability through educational and local outreach programs.
Co-Adviser: Lisa Lewins
Phone: 440.525.7339
Email: llewins@lakelandcc.edu
Office: T-152
Co-Adviser: Cris Vanek
Phone: 440.525.7635
Email: cvanek@lakelandcc.edu
Office: L-02
Co-Adviser: Jeanette Brossmann
Phone: 440.525.7187
Email: jbrossmann@lakelandcc.edu
Office: C-2075
**HISPANIC CLUB**
The Hispanic Club creates an environment in which its members can get together and learn the customs, share ethnic foods and celebrate festivals and holidays of Latin countries and cultures.

Adviser: Lissette Lopez Piepenburg
Phone: 440.525.7576
Email: lpiepenburg1@lakelandcc.edu
Office: B-2024

**INTERNATIONAL STUDENT CLUB**
The International Student Club allows students to socialize and learn customs, share food and celebrate festivals and holidays of different countries.

Co-Adviser: Hyojin Jeong
Phone: 440.525.7448
Email: hjeong@lakelandcc.edu
Office: C-2080

Co-Adviser: Connie Sheykhany
Phone: 440.525.7166
Email: csheykhan@lakelandcc.edu
Office: B-3036

**LAKE EFFECT RADIO STATION**
Lakeland’s closed-circuit radio station Lake Effect gives students first-hand experience in broadcasting and communications. Applications are accepted each semester for the positions of D.J., engineer, production engineer, music director and program director.

Co-Adviser: Jesse Eastman
Phone: 440.525.7743
Email: jeastman@lakelandcc.edu
Office: U-109

Co-Adviser: Tim Pringey
Phone: 440.525.7748
Email: tpringey2@lakelandcc.edu
Office: H-109

**LAKELAND EQUALITY ALLIANCE (LEA)**
The Lakeland Equality Alliance (LEA) creates a positive environment at Lakeland Community College for all students of all orientations who seek to promote equality and diversity on campus.

Co-Adviser: Peter Orr
Phone: 440.525.7308
Email: porr4@lakelandcc.edu
Office: H-284

Co-Adviser: Michelle Smith
Phone: 440.525.7159
Email: msmith@lakelandcc.edu
Office: B-2051

**LAKELAND STUDENT GOVERNMENT (LSG)**
LSG is the representative body of the students of Lakeland. The board consists of nine members. LSG representatives participate in various decision-making committees on campus that are responsible for rules and regulations governing the entire college. LSG officers are eligible to receive tuition reimbursement for their work. Stop by the LSG office in S-226 today! Also, find LSG on Facebook.

Adviser: Mario Petitti
Phone: 440.525.7328
Email: mpetitti@lakelandcc.edu
Office: S-235
LAKELAND STUDENT VETERANS OF AMERICA (SVA)
The Lakeland SVA supports veterans and their families by providing support and encouragement through the educational process.
Co-Adviser: Edward Evans
Phone: 440.525.7529
Email: eevans3@lakelandcc.edu
Office: E-118
Co-Adviser: Debbie Weber
Phone: 440.525.7246
Email: dweber@lakelandcc.edu
Office: E-118

THE LAKELANDER
The Lakelander is the college’s student-driven publication featuring literary and visual art as well as campus news and commentary. Students may submit creative work and new items to be included in this magazine-style, full-color publication.

MODEL UN/NATO CLUB OF LAKELAND COMMUNITY COLLEGE
The purpose of this student club is to learn about international relations and policies of foreign countries, and to prepare for conferences that model real United Nations (UN) and North Atlantic Treaty Organization (NATO) meetings.

MU ALPHA THETA MATHEMATICS HONOR SOCIETY
Mu Alpha Theta promotes scholarship, enjoyment and understanding of mathematics among high school or two-year college students. Students are eligible if they have had at least one mathematics course at or above the college algebra/precalculus level, and a 3.0 cumulative GPA in all two-year college courses and a “B” or better in all mathematics courses at or above the college algebra/precalculus level.

PARALEGAL ASSOCIATION
The Paralegal Association strives to promote and expand interests and opportunities in the legal field for paralegals and paralegal students at Lakeland.
Adviser: Becky Gabriel
Phone: 440.525.7344
Email: bgabel@lakelandcc.edu
Office: T-153b

PHI THETA KAPPA HONOR SOCIETY (PTK)
PTK provides opportunities for members to participate in leadership, scholarly and social functions, as well as provide service to their college and community. To qualify, a student must have accumulated at least 12 credit hours at Lakeland and have a minimum cumulative GPA of 3.5. Letters of invitation to join PTK are sent to students who meet the requirements listed above at the beginning of fall and spring semesters.

PSI BETA PSYCHOLOGY HONOR SOCIETY
Psi Beta encourages professional development and psychological literacy of all students at two-year colleges through promotion and recognition of excellence in scholarship, leadership, research and community service. Students are eligible if they maintain a minimum GPA of 3.25 and have completed a college-level psychology course with a grade of B or higher.

ROBOTICS CLUB
The Robotics Club aims to promote creativity and skills in engineering, provide students with the opportunity to build and create robots, and teach team-working skills.

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**SALUTE VETERANS NATIONAL HONOR SOCIETY**
The purpose of SALUTE Veterans National Honor Society is to recognize and honor the academic achievement of student veterans and is dedicated to encouraging excellence in scholarship, leadership and community service. Student veterans are eligible if they have been honorably discharged from the armed services or provide proof of current duty station, completed 12 semester hours or its equivalent of one semester, and have a minimum 3.0 grade point average.

Co-Adviser: Edward Evans  
Phone: 440.525.7529  
Email: eevans3@lakelandcc.edu  
Office: E-118

Co-Adviser: Debbie Weber  
Phone: 440.525.7246  
Email: dweber@lakelandcc.edu  
Office: E-118

**THE SCIENCE CLUB**
The Science Club’s primary purpose will be to increase interest in science both from students and surrounding community members in the various activities that Lakeland Community College has to offer.

Co-Adviser: David Pierce  
Phone: 440.525.7341  
Email: dpierce@lakelandcc.edu  
Office: B-3041

Co-Adviser: Marty Shingler  
Phone: 440.525.7293  
Email: mshingler@lakelandcc.edu  
Office: T-110

**SIGMA KAPPA DELTA ENGLISH HONOR SOCIETY (SKD)**
SKD is the national honor society for students of English at two-year colleges. To qualify for membership, a student must complete a minimum of one non-developmental college English course, receive a B or above in all English courses, have a minimum 3.3 cumulative GPA, and complete at least one semester of college coursework.

Co-Adviser: Gretchen Frank  
Phone: 440.525.7249  
Email: gfrank3@lakelandcc.edu  
Office: B-2040

Co-Adviser: Natalie Hopper  
Phone: 440.525.7212  
Email: nhopper1@lakelandcc.edu  
Office: C-2083

**SKILLS USA CLUB**
The purpose of the SkillsUSA club shall be to serve members by preparing for technical, skilled and service occupation careers, by developing their occupational, academic, leadership and employability skills.

Co-Adviser: Suzanne Baker  
Phone: 440.525.7265  
Email: sbaker@lakelandcc.edu  
Office: C-1001M

Co-Adviser: Melinda O’Connor  
Email: moconnor28@lakelandcc.edu
STUDENT CHAPTER OF THE AMERICAN DENTAL HYGIENISTS’ ASSOCIATION
The Student Chapter of the American Dental Hygienists’ Association (SADHA) cultivates, promotes and sustains the art and science of dental hygiene.
Co-Adviser: Maryanne Zavarella
Phone: 440.525.7188
Email: mzavarella@lakelandcc.edu
Office: H-160

STUDENT LIBRARY INNOVATORS
The purpose of the Student Library Innovators shall be to promote awareness of library space and services through student involvement and collaboration in the library.
Co-Adviser: Ragan Snead
Phone: 440.525.7273
Email: rsnead1@lakelandcc.edu
Office: H-3051C

STUDENT NURSES’ ASSOCIATION (SNA)
The Student Nurses’ Association works to promote responsible participation of nursing students in college and community activities, especially those related to nursing. SNA acts as Lakeland’s representative body in local, state and national student nursing organizations.
Co-Adviser: Patsy Gehring
Phone: 440.525.7244
Email: pgehring@lakelandcc.edu
Office: H-278

Co-Adviser: Megan Mamolen
Phone: 440.525.7310
Email: mmamolen1@lakelandcc.edu
Office: C-3051C

STUDENT OCCUPATIONAL THERAPY ASSOCIATION
The purpose of the Student Occupational Therapy Association shall be to promote awareness of the field of occupational therapy and the Occupational Therapy Assistant program at Lakeland through student activities, professional development, social activities, networking and community outreach.
Adviser: Barry Artis
Phone: 440.525.7798
Email: bartis2@lakelandcc.edu
Office: H-269

STUDENT PARENT ASSOCIATION
The purpose of the Student Parent Association is to create a campus community for student-parents that promotes awareness of the Lakeland organizations and community resources available to them. The group will encourage and promote understanding of the student-parent experience to Lakeland staff, faculty and administration.
Co-Adviser: Cris Vanek
Phone: 440.525.7196
Email: cvanek@lakelandcc.edu
Office: L-02

Co-Adviser: Gloria Lane
Phone: 440.525.7322
Email: glane@lakelandcc.edu
Office: C-1076

STUDENT RADIOLOGIC TECHNOLOGY ASSOCIATION
The Student Radiologic Technology Association promotes student interest and awareness in local, state and national radiography associations.
Adviser: Tina Barnauskas
Phone: 440.525.7319
Email: tbarnauskas@lakelandcc.edu
Office: H-282

STUDENT RESPIRATORY THERAPY ASSOCIATION
The Student Respiratory Therapy Association promotes responsible participation of Respiratory Therapy students in college and community activities related to the respiratory care field organizations.
Adviser: Cathie Kenny
Phone: 440.525.7343
Email: ckenny@lakelandcc.edu
Office: H-148

STUDENT SURGICAL TECHNOLOGIST ASSOCIATION
The Student Surgical Technologist Association provides college and community awareness of the educational standards and the scope of practice of a surgical technologist.
Adviser: Janice Lawrenz
Phone: 440.525.7016
Email: jlawrenz1@lakelandcc.edu
Office: H-267
<table>
<thead>
<tr>
<th>Monday</th>
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<tr>
<td>Fall books available for purchase</td>
<td>Library summer break hours, Monday-Friday, 9 a.m.-5 p.m.</td>
<td>Library summer break hours, Monday-Friday, 9 a.m.-5 p.m.</td>
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<td>First 8-week and full fall session weekday classes begin</td>
<td>LSG welcome wagon snack &amp; coffee bar, 8 a.m.-10 a.m. &amp; 4 p.m.-6 p.m., Student Center Atrium &amp; Holden University Center Lobby</td>
<td>Holden University Center Night, 6-7 p.m., Holden University Center Learning Center open. Tutoring is available on a limited basis. Full tutoring begins next week.</td>
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<tr>
<td>LSG welcome wagon activities sponsored by CAB, Student Center Atrium</td>
<td>LSG welcome activities sponsored by CAB, Student Center Atrium</td>
<td>Welcome week cookout sponsored by CAB, 11 a.m.-1 p.m. and 4-6 p.m., HIVE patio (main entrance near clocktower)</td>
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<td>Monday-Friday, 9 a.m.- 5 p.m.</td>
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<td>Grades posted for all summer terms</td>
<td>Full moon</td>
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<td>Tuition due for first 8-week</td>
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<td>Learning Center open. Tutoring is available on a limited basis. Full</td>
<td>Last day to withdraw from a class for 100% refund for first 8-week or</td>
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<td>tutoring begins next week.</td>
<td>full fall session</td>
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<tr>
<td>Welcome week cookout sponsored by CAB, 11 a.m.-1 p.m. and 4-6 p.m.,</td>
<td>Last day to add a class/declare an audit for first 8-week or full fall</td>
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<td>HIVE patio (main entrance near clocktower)</td>
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<td>Freeze date for financial aid for first 8-week and full fall session</td>
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<td>Last day for refund for first 8-week and full fall session</td>
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<td>Last day for refund on rented textbooks</td>
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</table>
Monday, August 5
Fall books available for purchase
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.

Tuesday, August 6
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.

Wednesday, August 7
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.
Thursday, August 8
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.
Grades posted for all summer terms

Friday, August 9
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.

Saturday, August 10
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.

Sunday, August 11
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.
Monday, August 12
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.

Tuesday, August 13
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.

Wednesday, August 14
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.
<table>
<thead>
<tr>
<th>JULY 2019</th>
<th>AUGUST 2019</th>
<th>SEPTEMBER 2019</th>
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<td>28 29 30 31</td>
<td>25 26 27 28 29 30 31</td>
<td>29 30</td>
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**Thursday, August 15**

Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.

Full moon

**Friday, August 16**

Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.

Tuition due for first 8-week session and full fall session

**Saturday, August 17**

**Sunday, August 18**
Monday, August 19
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.

Tuesday, August 20
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.

Wednesday, August 21
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.
Thursday, August 22
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.

Friday, August 23
Library summer break hours, Monday-Friday, 9 a.m.- 5 p.m.
Last day to register for first 8-week session and full fall session

Saturday, August 24
Fall semester first 8-week and full Saturday classes begin
Deadline for standards of academic progress appeals for first 8-week and full sessions
Library fall hours begin, Mon-Thurs 8 a.m.- 9 p.m.; Fri 9 a.m.-5 p.m.; Sat 9 a.m.-1 p.m.; Sun Closed

Sunday, August 25
Monday, August 26
First 8-week and full fall session weekday classes begin
LSG welcome wagon snack & coffee bar, 8 a.m.-10 a.m. & 4 p.m.-6 p.m., Student Center Atrium & Holden University Center Lobby
Welcome week activities sponsored by CAB, Student Center Atrium

Tuesday, August 27
LSG welcome wagon snack & coffee bar, 8 a.m.-10 a.m. & 4 p.m.-6 p.m., Student Center Atrium & Holden University Center Lobby
Welcome week activities sponsored by CAB, Student Center Atrium

Wednesday, August 28
Welcome week activities sponsored by CAB, Student Center Atrium
Holden University Center Night, 6-7 p.m., Holden University Center
Learning Center open. Tutoring is available on a limited basis. Full tutoring begins next week.
Thursday, August 29
Learning Center open. Tutoring is available on a limited basis. Full tutoring begins next week. Welcome week cookout sponsored by CAB, 11 a.m.-1 p.m. and 4-6 p.m., HIVE patio (main entrance near clocktower)

Friday, August 30
Last day to withdraw from a class for 100% refund for first 8-week or full fall session
Last day to add a class/declare an audit for first 8-week or full fall session
Freeze date for financial aid for first 8-week and full fall session
Last day for refund for first 8-week and full fall session textbooks
Last day for refund on rented textbooks

Saturday, August 31

Sunday, September 1
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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<tbody>
<tr>
<td>Labor Day</td>
<td>First full week for tutoring, math-in-minutes table and writing center appointments</td>
<td>Connect Fest, 11 a.m.-1 p.m., Library</td>
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<td>College Closed</td>
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<td>Laketrans Closed (no scheduled service)</td>
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<td>Constitution Day and Citizenship Day</td>
<td>Student Involvement Fair, 10 a.m.-1 p.m., Student Center Atrium</td>
<td>Student Involvement Fair, 10 a.m.-1 p.m., Student Center Atrium</td>
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<td>1st day of fall</td>
<td>Inter-Club Council meeting, 4 p.m. - 6 p.m., A-2101</td>
<td>Tuition loan payment plan, first installment due for fall</td>
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<td>Holden University Center Night, 6-7 p.m., Holden University Center</td>
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<td>Last day to withdraw from a class for 50% refund for first 8-week and full fall session</td>
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<td>Last day to request satisfactory/unsatisfactory option for first 8-week fall session</td>
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<td>Emerging Leaders application due</td>
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<td>Last day for textbook refund with drop slip and schedule</td>
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<td>International Day of Peace</td>
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<td>Last day to request satisfactory/unsatisfactory option full fall session</td>
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<td>Clocktower Run, 8:30 a.m, Clocktower</td>
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<td>Rosh Hashanah</td>
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Monday, September 2
College Closed
Laketran Closed (no scheduled service)

Tuesday, September 3
First full week for tutoring, math-in-minutes table and writing center appointments

Wednesday, September 4
Thursday, September 5

Friday, September 6
Last day to withdraw from a class for 50% refund for first 8-week and full fall session
Last day to request satisfactory/unsatisfactory option for first 8-week fall session
Emerging Leaders application due

Saturday, September 7

Sunday, September 8
Monday, September 9

Tuesday, September 10

Wednesday, September 11
Connect Fest, 11 a.m.-1 p.m., Library
Thursday, September 12

Friday, September 13

Saturday, September 14
Full moon

Sunday, September 15
Clocktower Run, 8:30 a.m, Clocktower
Monday, September 16

Tuesday, September 17
Constitution Day and Citizenship Day
Student Involvement Fair, 10 a.m.-1 p.m., Student Center Atrium

Wednesday, September 18
Student Involvement Fair, 10 a.m.-1 p.m., Student Center Atrium
Thursday, September 19

Friday, September 20
Last day for textbook refund with drop slip and schedule
Last day to request satisfactory/unsatisfactory option full fall session

Saturday, September 21
International Day of Peace

Sunday, September 22
Monday, September 23
1st day of fall

Tuesday, September 24
Inter-Club Council meeting, 4 p.m. - 6 p.m., A-2101

Wednesday, September 25
Tuition loan payment plan, first installment due for fall
Holden University Center Night, 6-7 p.m., Holden University Center
Thursday, September 26

Friday, September 27

Saturday, September 28

Sunday, September 29

Rosh Hashanah
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<th>Monday</th>
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<td></td>
<td><strong>Deadline for voter registration for Nov. 5 general election</strong></td>
<td><strong>Yom Kippur</strong></td>
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<td><strong>October 2019</strong></td>
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<td>Last day to withdraw from a class for first 8-week fall session (No Refund)</td>
<td>NyanCon anime convention, Noon-11 p.m., AFC/HIVE</td>
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<tr>
<td>3 Tuition loan payment plan, second installment due for fall</td>
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<td>10 Midterm stress relief, 8 a.m.- 9 p.m., Library</td>
<td>First 8-week session ends</td>
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<td>12 Last day to register for second 8-week session</td>
<td>Tuition due for second 8-week fall session</td>
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<td>Classes begin for second 8-week fall session</td>
<td>Deadline for standard of academic progress appeals for second 8-week fall session</td>
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<td>17 United Nations Day</td>
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<td>CAB Halloween Party, children 6-8 p.m.; adults 9-11 p.m., AFC</td>
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<td>24 Last day for refund for second 8-week fall textbooks</td>
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<td>Financial aid freeze date for second 8-week fall session</td>
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<td>Last day to add a class/declare an audit for second 8-week fall session</td>
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<td>Last day to withdraw from a class for 100% refund for second 8-week fall session</td>
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<td>31 Halloween</td>
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<td>Tuition loan payment plan, third installment due for fall</td>
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**Thursday, October 3**

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**Friday, October 4**

Last day to withdraw from a class for first 8-week fall session (No Refund)

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**Saturday, October 5**

NyanCon anime convention, Noon-11 p.m., AFC/HIVE

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**Sunday, October 6**
Monday, October 7
Deadline for voter registration for Nov. 5 general election

Tuesday, October 8

Wednesday, October 9
Yom Kippur
Thursday, October 10

Tuition loan payment plan, second installment due for fall

Friday, October 11

Saturday, October 12

Sunday, October 13

Full moon
Monday, October 14  
Columbus Day
National Dessert Day, 8 a.m.- 4 p.m., Women’s Center
Midterm stress relief, 8 a.m.- 9 p.m., Library

Tuesday, October 15
Midterm stress relief, 8 a.m.- 9 p.m., Library
Balance Matters, mental health awareness fair, 10 a.m.-1 p.m., Student Center Atrium

Wednesday, October 16
Midterm stress relief, 8 a.m.- 9 p.m., Library
Balance Matters, mental health awareness fair, 10 a.m.-1 p.m., Student Center Atrium
Thursday, October 17
Midterm stress relief, 8 a.m.- 9 p.m., Library

Friday, October 18
Last day to register for second 8-week session
First 8-week session ends

Saturday, October 19
Tuition due for second 8-week fall session
Classes begin for second 8-week fall session
Deadline for standard of academic progress appeals for second 8-week fall session
Sweetest Day

Sunday, October 20
Thursday, October 24
United Nations Day
CAB Halloween Party, children 6-8 p.m.; adults 9-11 p.m., AFC

Friday, October 25
Last day for refund for second 8-week fall textbooks
Financial aid freeze date for second 8-week fall session
Last day to add a class/declare an audit for second 8-week fall session
Last day to withdraw from a class for 100% refund for second 8-week fall session

Saturday, October 26

Sunday, October 27
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<thead>
<tr>
<th>Monday</th>
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<tbody>
<tr>
<td>Spring registration begins</td>
<td>Election Day, Remember to Vote</td>
<td>Inter-Club Council meeting, 4-6 p.m., A-2101</td>
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<tr>
<td>Veterans Day</td>
<td>Full moon</td>
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<td>Student Leader Elections, Vote online at my.lakelandcc.edu</td>
<td>Student Leader Elections, Vote online at my.lakelandcc.edu</td>
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<td>Holden University Center Night, 6-7 p.m., Holden University Center</td>
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**November 2019**
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<tr>
<th>Thursday</th>
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<th>Saturday/Sunday</th>
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<tbody>
<tr>
<td>Last day to rent a textbook for fall semester</td>
<td>Last day to withdraw from a class for 50% refund for second 8-week fall session</td>
<td>Daylight Saving Time Ends</td>
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<td>Last day to request satisfactory/unsatisfactory for second 8-week fall session</td>
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<td>Great American Smokeout</td>
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<td>21</td>
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<tr>
<td>Thanksgiving</td>
<td>Thanksgiving</td>
<td>24</td>
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<td>Laketran Closed (no scheduled service)</td>
<td>Laketran Closed (no scheduled service)</td>
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<td>College Closed</td>
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Monday, October 28

Tuesday, October 29

Wednesday, October 30
Holden University Center Night, 6-7 p.m., Holden University Center
Thursday, October 31  
Tuition loan payment plan, third installment due for fall  

Friday, November 1  
Last day to rent a textbook for fall semester  
Last day to withdraw from a class for 50% refund for second 8-week fall session  
Last day to request satisfactory/unsatisfactory for second 8-week fall session  

Saturday, November 2  

Sunday, November 3  
Daylight Saving Time Ends
Monday, November 4
Spring registration begins

Tuesday, November 5
Election Day, Remember to Vote

Wednesday, November 6
Thursday, November 7

Friday, November 8

Saturday, November 9

Sunday, November 10
Monday, November 11
Veterans Day

Tuesday, November 12
Full moon

Wednesday, November 13
Inter-Club Council meeting, 4-6 p.m., A-2101
Thursday, November 14

Friday, November 15
Last day to withdraw from full fall session (no refund)

Saturday, November 16

Sunday, November 17
Monday, November 18

Tuesday, November 19
Student Leader Elections, Vote online at my.lakelandcc.edu

Wednesday, November 20
Student Leader Elections, Vote online at my.lakelandcc.edu
Thursday, November 21
Great American Smokeout

Friday, November 22

Saturday, November 23

Sunday, November 24
Monday, November 25

Tuesday, November 26

Wednesday, November 27
Holden University Center Night, 6-7 p.m., Holden University Center
Thursday, November 28  
Laketran Closed (no scheduled service)
College Closed

Friday, November 29
College Closed

Saturday, November 30
College Closed

Sunday, December 1
College Closed
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<th>Monday</th>
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<tbody>
<tr>
<td>Last day to withdraw from</td>
<td>Finals week tutoring is</td>
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<tr>
<td>8-week fall session (no refund)</td>
<td>available for math, math-in-</td>
<td>available for math, math-in-</td>
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<td>minutes and writing center</td>
<td>minutes and writing center</td>
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<td>Finals stress relief, 8 a.m.-</td>
<td>Finals stress relief, 8 a.m.-</td>
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<td>9 p.m., Library</td>
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<td>Monday-Friday, 9 a.m.- 5 p.m.</td>
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<td>Grades posted on transcript</td>
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<td>Hanukkah Begins</td>
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- **December 2019**
- **Last day to withdraw from second 8-week fall session (no refund)**
- **Last week of tutoring for all subjects. Limited tutoring will be available during finals week.**
- **Finals week tutoring is available for math, math-in-minutes and writing center**
- **Finals stress relief, 8 a.m.-9 p.m., Library**
- **Bookstore buyback**
- **Spring books available for purchase**
- **Library winter break hours, Monday-Friday, 9 a.m.-5 p.m.**
- **Grades posted on transcript**
- **Hanukkah Begins**
- **College Closed**
- **Christmas Eve**
- **College Closed**
- **Christmas Day**
- **College Closed**
- **LakeTran Closed (no scheduled service)**
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<th>Thursday</th>
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<tr>
<td></td>
<td>Graduation application deadline for fall</td>
<td>College Closed</td>
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<td>Finals week tutoring is available for</td>
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<td>Pearl Harbor Day</td>
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<td>Final Exams</td>
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<td>Finals stress relief, 8 a.m.- 9 p.m.,</td>
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<td>Bookstore buyback</td>
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<td>Textbook rentals due</td>
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<td>Library winter break hours, Monday-</td>
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<td>First day of winter</td>
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Monday, December 2
Last day to withdraw from second 8-week fall session (no refund)
Last week of tutoring for all subjects. Limited tutoring will be available during finals week

Tuesday, December 3

Wednesday, December 4
### Thursday, December 5


### Friday, December 6

Graduation application deadline for fall semester


### Saturday, December 7

Pearl Harbor Day
Final Exams
Finals week tutoring is available for math, math-in-minutes and writing center


### Sunday, December 8
Monday, December 9
Final Exams
Finals week tutoring is available for math, math-in-minutes and writing center
Finals stress relief, 8 a.m.- 9 p.m., Library
Bookstore buyback

Tuesday, December 10
Final Exams
Finals week tutoring is available for math, math-in-minutes and writing center
Finals stress relief, 8 a.m.- 9 p.m., Library
Bookstore buyback

Wednesday, December 11
Final Exams
Finals week tutoring is available for math, math-in-minutes and writing center
Finals stress relief, 8 a.m.- 9 p.m., Library
Bookstore buyback
Thursday, December 12

Final Exams
Finals week tutoring is available for math, math-in-minutes and writing center
Finals stress relief, 8 a.m.-9 p.m., Library
Bookstore buyback
Full Moon

Friday, December 13

Final Exams
Finals week tutoring is available for math, math-in-minutes and writing center
Bookstore buyback
Textbook rentals due

Saturday, December 14

Sunday, December 15
Monday, December 16
Spring books available for purchase
Library winter break hours, Monday-Friday, 9 a.m.-5 p.m.

Tuesday, December 17
Library winter break hours, Monday-Friday, 9 a.m.-5 p.m.
Grades posted on transcript

Wednesday, December 18
Library winter break hours, Monday-Friday, 9 a.m.-5 p.m.
Thursday, December 19

Library winter break hours, Monday-Friday, 9 a.m.- 5 p.m.

Friday, December 20

Library winter break hours, Monday-Friday, 9 a.m.- 5 p.m.

Saturday, December 21

First day of winter
College Closed

Sunday, December 22

College Closed
<table>
<thead>
<tr>
<th>Monday, December 23</th>
<th>Hanukkah Begins</th>
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<td>College Closed</td>
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<tr>
<th>Tuesday, December 24</th>
<th>Christmas Eve</th>
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<th>Wednesday, December 25</th>
<th>Christmas Day</th>
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<tr>
<td>Laketrans Closed (no scheduled service)</td>
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Thursday, December 26  
College Closed

Friday, December 27  
College Closed

Saturday, December 28  
College Closed

Sunday, December 29  
College Closed
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<tr>
<td>Library spring hours begin, Mon-Thurs 8 a.m.-9 p.m.; Fri 9 a.m.- 5 p.m.; Sat 9 a.m.-1 p.m.; Sun Closed</td>
<td>LSG welcome wagon snack &amp; coffee bar, 8 a.m.-10 a.m. &amp; 4 p.m.-6 p.m., Student Center Atrium &amp; Holden University Center Lobby</td>
<td>Learning Center open. Tutoring is available on a limited basis. Full tutoring begins next week.</td>
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<td>Library winter break hours, Monday-Friday, 9 a.m.-5 p.m.</td>
<td>Library winter break hours, Monday-Friday, 9 a.m.-5 p.m.</td>
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<tr>
<td></td>
<td>Tuition due for first 8-week session and full spring session</td>
<td>Full Moon</td>
</tr>
<tr>
<td>Learning Center open. Tutoring is available on a limited basis. Full tutoring begins next week.</td>
<td>Freeze date for financial aid for first 8-week and full spring session</td>
<td>Deadline for standards of academic progress appeals for first 8-week and full spring sessions</td>
</tr>
<tr>
<td></td>
<td>Last day to add a class/ declare an audit for first 8-week and full spring session</td>
<td>Spring semester first 8-week and full Saturday classes begin</td>
</tr>
<tr>
<td></td>
<td>Last day to withdraw from a class for 100% refund for first 8-week and full spring session</td>
<td>Last day to add a class/ declare an audit for first 8-week and full spring session</td>
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<tr>
<td></td>
<td>Last day for refund for first 8-week and full spring session textbooks</td>
<td>Last day to withdraw from a class for 50% refund for first 8-week and full spring session</td>
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<tr>
<td></td>
<td>Last day for refund for rented textbooks</td>
<td>Last day to request satisfactory/un satisfactory option for first 8-week spring session</td>
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<tr>
<td></td>
<td>Chinese New Year</td>
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</tbody>
</table>
Monday, December 30
College Closed

Tuesday, December 31
College Closed

Wednesday, January 1
College Closed
Laketran Closed (no scheduled service) New Year's Day
<table>
<thead>
<tr>
<th>DECEMBER 2019</th>
<th>JANUARY 2020</th>
<th>FEBRUARY 2020</th>
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**Thursday, January 2**

Library winter break hours, Monday-Friday, 9 a.m.- 5 p.m.

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**Friday, January 3**

Library winter break hours, Monday-Friday, 9 a.m.- 5 p.m.
Tuition due for first 8-week session and full spring session

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**Saturday, January 4**

Library winter break hours, Monday-Friday, 9 a.m.- 5 p.m.

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**Sunday, January 5**
Monday, January 6
Library winter break hours, Monday-Friday, 9 a.m.- 5 p.m.

Tuesday, January 7
Library winter break hours, Monday-Friday, 9 a.m.- 5 p.m.

Wednesday, January 8
Library winter break hours, Monday-Friday, 9 a.m.- 5 p.m.
Thursday, January 9
Library winter break hours, Monday-Friday, 9 a.m.- 5 p.m.

Friday, January 10
Library winter break hours, Monday-Friday, 9 a.m.- 5 p.m.
Full Moon

Saturday, January 11
Deadline for standards of academic progress appeals for first 8-week and full spring sessions
Spring semester first 8-week and full Saturday classes begin

Sunday, January 12
Monday, January 13
Library spring hours begin, Mon-Thurs 8 a.m.-9 p.m.; Fri 9 a.m.-5 p.m.; Sat 9 a.m.-1 p.m.; Sun Closed
Spring semester first 8-week and full weekday classes begin
LSG welcome wagon snack & coffee bar, 8 a.m.-10 a.m. & 4 p.m.-6 p.m., Student Center Atrium & Holden University Center Lobby

Tuesday, January 14
LSG welcome wagon snack & coffee bar, 8 a.m.-10 a.m. & 4 p.m.-6 p.m., Student Center Atrium & Holden University Center Lobby

Wednesday, January 15
Learning Center open. Tutoring is available on a limited basis. Full tutoring begins next week.
Thursday, January 16
Learning Center open. Tutoring is available on a limited basis. Full tutoring begins next week.

Friday, January 17
Freeze date for financial aid for first 8-week and full spring session
Last day to add a class/ declare an audit for first 8-week and full spring session
Last day to withdraw from a class for 100% refund for first 8-week and full spring session
Last day for refund for first 8-week and full spring session textbooks
Last day for refund for rented textbooks

Saturday, January 18

Sunday, January 19
Monday, January 20
Martin Luther King Jr. Day
College Closed
First full week for tutoring, math-in-minutes table and writing center appointments.

Tuesday, January 21

Wednesday, January 22
Thursday, January 23

Friday, January 24
Last day to withdraw from a class for 50% refund for first 8-week and full spring session
Last day to request satisfactory/unsatisfactory option for first 8-week spring session

Saturday, January 25
Chinese New Year

Sunday, January 26
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Healthy Relationships Fair, 10 a.m.-1 p.m., Student Center Atrium</td>
<td>Tuition loan payment plan - first installment due for spring</td>
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<td></td>
<td>Presidents Day</td>
<td>Inter-club council meeting, 4-6 p.m., A-2101</td>
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<td>Mardi Gras</td>
<td>Ash Wednesday</td>
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<td>Transfer Fair, 10 a.m.-2 p.m., Student Center Atrium</td>
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<td>Holden University Center Night, 6-7 p.m., Holden University Center</td>
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<td>Thursday</td>
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<td>Groundhog Day</td>
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<td>Last day for textbook refund with drop slip and schedule</td>
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<td>Last day to request satisfactory/unsatisfactory option for full spring session</td>
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<td></td>
<td>Valentine’s Day</td>
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<td>College Closed (Presidents’ Day observed at Lakeland)</td>
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<td>Last day to withdraw from a class for first 8-week spring session (No Refund)</td>
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</tbody>
</table>
Monday, January 27

Tuesday, January 28
Student Involvement Fair, 10 a.m.-1 p.m., Student Center Atrium

Wednesday, January 29
Student Involvement Fair, 10 a.m.-1 p.m., Student Center Atrium
Holden University Center Night, 6-7 p.m., Holden University Center
Thursday, January 30

Friday, January 31

Saturday, February 1

Sunday, February 2  
Groundhog Day
<table>
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<tr>
<th>Thursday, February 6</th>
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<th>Friday, February 7</th>
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<tr>
<td>Last day for textbook refund with drop slip and schedule</td>
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<th>Saturday, February 8</th>
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<tr>
<th>Sunday, February 9</th>
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<tbody>
<tr>
<td>Full Moon</td>
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</table>
Monday, February 10


Tuesday, February 11
Healthy Relationships Fair, 10 a.m.-1 p.m., Student Center Atrium


Wednesday, February 12
Healthy Relationships Fair, 10 a.m.-1 p.m., Student Center Atrium
Tuition loan payment plan - first installment due for spring
Thursday, February 13

Friday, February 14

Valentine's Day

College Closed (Presidents' Day observed at Lakeland)

Saturday, February 15

Sunday, February 16
Monday, February 17

Presidents Day

Tuesday, February 18

Wednesday, February 19

Inter-club council meeting, 4-6 p.m., A-2101
Thursday, February 20

Friday, February 21

Last day to withdraw from a class for first 8-week spring session (No Refund)

Saturday, February 22

Sunday, February 23
Monday, February 24

Tuesday, February 25
Mardi Gras

Wednesday, February 26
Ash Wednesday
Transfer Fair, 10 a.m.-2 p.m., Student Center Atrium
Holden University Center Night, 6-7 p.m., Holden University Center
**March 2020**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>Registration begins for all summer sessions</td>
<td>Midterm stress relief, 8 a.m.- 9 p.m., Library</td>
<td>Midterm stress relief, 8 a.m.- 9 p.m., Library</td>
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<tr>
<td>Midterm stress relief, 8 a.m.- 9 p.m., Library</td>
<td>Tuition loan payment plan, second installment due for spring</td>
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<tr>
<td>Spring break, college offices open Library spring break hours, Mon-Fri, 9 a.m.-5 p.m.</td>
<td>Spring break, college offices open Library spring break hours, Mon-Fri, 9 a.m.-5 p.m.</td>
<td>Spring break, college offices open Library spring break hours, Mon-Fri, 9 a.m.-5 p.m.</td>
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<td>Thursday</td>
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</tr>
<tr>
<td>Midterm stress relief, 8 a.m.-9 p.m., Library</td>
<td>First 8-week spring session ends</td>
<td>Spring break, college offices open</td>
</tr>
<tr>
<td>Spring break, college offices open Library spring break hours, Mon-Fri, 9 a.m.-5 p.m.</td>
<td>Spring break, college offices open Library spring break hours, Mon-Fri, 9 a.m.-5 p.m. Last day to register for second 8-week spring session</td>
<td>Last day to add a class/declare an audit for second 8-week spring session Last day to withdraw from a class for a 100% refund for second 8-week spring session Freeze date for financial aid, second 8-week spring session Last day for refund for second 8-week spring textbooks</td>
</tr>
<tr>
<td>First day of spring</td>
<td>Last day to add a class/declare an audit for second 8-week spring session Last day to withdraw from a class for a 100% refund for second 8-week spring session Freeze date for financial aid, second 8-week spring session Last day for refund for second 8-week spring textbooks</td>
<td>Tuition due for second 8-week spring session Deadline for standards of academic progress appeals for second 8-week spring session Second 8-week spring session begins</td>
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<td>Daylight Savings Time Starts</td>
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<td>Last day to withdraw from a class for a 50% refund for second 8-week spring session Last day to request satisfactory/unsatisfactory for second 8-week spring session Last day to rent a textbook for spring semester</td>
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</tbody>
</table>
Monday, March 2
Registration begins for all summer sessions
Midterm stress relief, 8 a.m.- 9 p.m., Library

Tuesday, March 3
Midterm stress relief, 8 a.m.- 9 p.m., Library

Wednesday, March 4
Midterm stress relief, 8 a.m.- 9 p.m., Library
Tuition loan payment plan, second installment due for spring
Thursday, March 5

Midterm stress relief, 8 a.m.- 9 p.m., Library

Friday, March 6

First 8-week spring session ends

Saturday, March 7

Spring break, college offices open

Sunday, March 8

Daylight Saving Time Starts
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
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<tbody>
<tr>
<td>Monday, March 9</td>
<td>Spring break, college offices open</td>
</tr>
<tr>
<td></td>
<td>Full Moon</td>
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<td>Library spring break hours, Mon-Fri, 9 a.m.-5 p.m.</td>
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<tr>
<td>Tuesday, March 10</td>
<td>Spring break, college offices open</td>
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<tr>
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<td>Library spring break hours, Mon-Fri, 9 a.m.-5 p.m.</td>
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<tr>
<td>Wednesday, March 11</td>
<td>Spring break, college offices open</td>
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<td></td>
<td>Library spring break hours, Mon-Fri, 9 a.m.-5 p.m.</td>
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</tbody>
</table>
Thursday, March 12
Spring break, college offices open
Library spring break hours, Mon-Fri, 9 a.m.-5 p.m.

Friday, March 13
Spring break, college offices open
Library spring break hours, Mon-Fri, 9 a.m.-5 p.m.
Last day to register for second 8-week spring session

Saturday, March 14
Tuition due for second 8-week spring session
Deadline for standards of academic progress appeals for second 8-week spring session
Second 8-week spring session begins

Sunday, March 15
Monday, March 16

Tuesday, March 17  St. Patrick’s Day

Wednesday, March 18
Connect Fest, 11 a.m.-1 p.m., Library
Thursday, March 19
First day of spring

Friday, March 20
Last day to add a class/declare an audit for second 8-week spring session
Last day to withdraw from a class for a 100% refund for second 8-week spring session
Freeze date for financial aid, second 8-week spring session
Last day for refund for second 8-week spring textbooks

Saturday, March 21

Sunday, March 22
Monday, March 23

Tuesday, March 24

Wednesday, March 25
Holden University Center Night, 6-7 p.m., Holden University Center
Thursday, March 26

Friday, March 27
Last day to withdraw from a class for 50% refund for second 8-week spring session
Last day to request satisfactory/unsatisfactory for second 8-week spring session
Last day to rent a textbook for spring semester

Saturday, March 28

Sunday, March 29
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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</table>
| Fall registration begins  
Grad Fest, 10 a.m.-1 p.m. and 4-6 p.m., Bookstore Hallway/Student Center Atrium | Grad Fest, 10 a.m.-1 p.m. and 4-6 p.m., Bookstore Hallway/Student Center Atrium  
Inter-Club Council meeting, 4-6 p.m., HIVE | April Fool's Day |
| Student worker appreciation week | Student leader elections, vote online at my.lakelandcc.edu | Full moon  
Passover Begins |
| Spring Fling Week | Spring Fling Week | Earth Day  
Spring Fling Week  
CAB health & wellness fair, 10 a.m.-1 p.m., Student Center Atrium |
<p>| | | Holden University Center Night, 6-7 p.m., Holden University Center |</p>
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<thead>
<tr>
<th>Thursday</th>
<th>Friday</th>
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<tr>
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<td>Graduation application deadline for spring semester</td>
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<td>Good Friday</td>
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<td>Last day to withdraw from a class for full spring session (No Refund)</td>
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<td>Student worker appreciation week</td>
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<td>9</td>
<td>Student worker appreciation week</td>
<td>12</td>
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<tr>
<td>16</td>
<td>Ramadan Begins</td>
<td>18</td>
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<td>Spring Fling Week</td>
<td>19</td>
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<tr>
<td>23</td>
<td>Spring Fling Week</td>
<td>25</td>
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<tr>
<td>30</td>
<td>Student Leadership Awards Banquet</td>
<td>26</td>
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<td>Easter Sunday</td>
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</tbody>
</table>
Monday, March 30
Tuition loan payment plan, third installment due for spring

Tuesday, March 31

Wednesday, April 1
April Fool’s Day
Thursday, April 2

Friday, April 3
Graduation application deadline for spring semester

Saturday, April 4

Sunday, April 5
Monday, April 6
Fall registration begins
Grad Fest, 10 a.m.-1 p.m. and 4-6 p.m., Bookstore Hallway/Student Center Atrium

Tuesday, April 7
Grad Fest, 10 a.m.-1 p.m. and 4-6 p.m., Bookstore Hallway/Student Center Atrium
Inter-Club Council meeting, 4-6 p.m., HIVE

Wednesday, April 8
Full moon
Passover Begins
Thursday, April 9

Friday, April 10
Good Friday
Last day to withdraw from a class for full spring session (No Refund)

Saturday, April 11

Sunday, April 12
Easter Sunday
Monday, April 13
Student worker appreciation week

Tuesday, April 14
Student worker appreciation week
Student leader elections, vote online at my.lakelandcc.edu

Wednesday, April 15
Student worker appreciation week
Student leader elections, vote online at my.lakelandcc.edu
Thursday, April 16
Student worker appreciation week

Friday, April 17
Student worker appreciation week

Saturday, April 18
Student worker appreciation week

Sunday, April 19
Orthodox Easter
Monday, April 20
Spring Fling Week

Tuesday, April 21
Spring Fling Week

Wednesday, April 22
Spring Fling Week
CAB health & wellness fair, 10 a.m.-1 p.m., Student Center Atrium

Earth Day
Thursday, April 23

Spring Fling Week

Friday, April 24

Spring Fling Week
Last day to withdraw from a class for second 8-week session (No Refund)
Student Leadership Awards Banquet

Saturday, April 25

Sunday, April 26

Ramadan Begins
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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</table>
| 4    | Final Exams  
Bookstore buyback  
Finals stress relief, 8 a.m.-9 p.m., Library | Final Exams  
Bookstore buyback  
Finals stress relief, 8 a.m.-9 p.m., Library | Final Exams  
Bookstore buyback  
Finals week tutoring is available for math, math-in-minutes and writing center appointments  
Finals stress relief, 8 a.m.-9 p.m., Library |
| 5    | Library summer break hours, Mon-Thurs. 9 a.m.-5 p.m., Fri. 8 a.m.-noon, Sat. & Sun. Closed | Library summer break hours, Mon-Thurs. 9 a.m.-5 p.m., Fri. 8 a.m.-noon, Sat. & Sun. Closed | Library summer break hours, Mon-Thurs. 9 a.m.-5 p.m., Fri. 8 a.m.-noon, Sat. & Sun. Closed |
| 11   | Library summer session hours begin, Mon-Thurs. 8 a.m.-8 p.m., Friday 8 a.m.-noon, Sat. & Sun. Closed  
First 5-week summer session begins  
Deadline for standards of academic progress appeals for first summer session | Tutoring begins. Check learning center website for summer hours. | Financial aid freeze date for first summer session |
| 18   | Memorial Day  
College Closed (Memorial Day observed at Lakeland)  
Laketrans Closed (no scheduled service) | Last day to request satisfactory/unsatisfactory option for first summer session | Holden University Center Night, 6-7 p.m., Holden University Center |
<p>| 20   | | | |</p>
<table>
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<tr>
<th>Thursday</th>
<th>Friday</th>
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<td><strong>Bookstore buyback</strong></td>
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<tr>
<td><strong>Finals week tutoring is available for math, math-in-minutes and writing center appointments</strong></td>
<td><strong>Textbook rentals due</strong></td>
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<tr>
<td><strong>Finals stress relief, 8 a.m.-9 p.m., Library</strong></td>
<td><strong>Commencement, 10 a.m., Outdoor Pavilion near AFC</strong></td>
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<td><strong>Full moon</strong></td>
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<td><strong>Library summer break hours, Mon-Thurs. 9 a.m.-5 p.m., Fri. 8 a.m.-noon, Sat. &amp; Sun. Closed</strong></td>
<td><strong>Library summer break hours, Mon-Thurs. 9 a.m.-5 p.m., Fri. 8 a.m.-noon, Sat. &amp; Sun. Closed</strong></td>
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Monday, April 27

Tuesday, April 28

Wednesday, April 29
Holden University Center Night, 6-7 p.m., Holden University Center
Thursday, April 30

Friday, May 1

Saturday, May 2
Final Exams

Sunday, May 3
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Thursday, May 7
Final Exams
Bookstore buyback
Finals week tutoring is available for math, math-in-minutes and writing center appointments
Finals stress relief, 8 a.m.-9 p.m., Library
Full moon

Friday, May 8
Final Exams
Bookstore buyback

Saturday, May 9
Textbook rentals due
Commencement, 10 a.m., Outdoor Pavilion near AFC

Sunday, May 10
Mother's Day
Monday, May 11
Library summer break hours, Mon-Thurs. 9 a.m.-5 p.m., Fri. 8 a.m.-noon, Sat. & Sun. Closed

Tuesday, May 12
Library summer break hours, Mon-Thurs. 9 a.m.-5 p.m., Fri. 8 a.m.-noon, Sat. & Sun. Closed
Grades posted on transcript

Wednesday, May 13
Library summer break hours, Mon-Thurs. 9 a.m.-5 p.m., Fri. 8 a.m.-noon, Sat. & Sun. Closed
### Thursday, May 14

Library summer break hours, Mon-Thurs. 9 a.m.-5 p.m., Fri. 8 a.m.-noon, Sat. & Sun. Closed

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### Friday, May 15

Library summer break hours, Mon-Thurs. 9 a.m.-5 p.m., Fri. 8 a.m.-noon, Sat. & Sun. Closed

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### Saturday, May 16

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### Sunday, May 17

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Monday, May 18
Library summer session hours begin, Mon.-Thurs. 8 a.m.-8 p.m., Friday 8 a.m.-noon, Sat. & Sun. Closed
First 5-week summer session begins
Deadline for standards of academic progress appeals for first summer session

Tuesday, May 19
Tutoring begins. Check learning center website for summer hours.

Wednesday, May 20
Financial aid freeze date for first summer session
Monday, May 25
College Closed (Memorial Day observed at Lakeland)
Laketrans Closed (no scheduled service)

Tuesday, May 26
Last day to request satisfactory/unsatisfactory option for first summer session

Wednesday, May 27
Holden University Center Night, 6-7 p.m., Holden University Center
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| Full summer session classes begin
Deadline for standards of academic progress appeals for full summer session |
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| End of first summer session |
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| Second summer session classes begin
Holden University Center Night, 6-7 p.m., Holden University Center
Deadline for standards of academic progress appeals for second summer session |
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Thursday, June 4

Friday, June 5
Full moon

Saturday, June 6

Sunday, June 7
Monday, June 8
Full summer session classes begin
Deadline for standards of academic progress appeals for full summer session

Tuesday, June 9

Wednesday, June 10

Thursday, June 11

Friday, June 12
Last day to withdraw from first summer session
Financial aid freeze date for full summer session

Saturday, June 13

Sunday, June 14 Flag Day
Thursday, June 18

Friday, June 19
Last day to request satisfactory/unsatisfactory option for full summer session

Saturday, June 20
First day of summer

Sunday, June 21
Father’s Day
Monday, June 22

Tuesday, June 23
End of first summer session

Wednesday, June 24
Second summer session classes begin
Holden University Center Night, 6-7 p.m., Holden University Center
Deadline for standards of academic progress appeals for second summer session
Thursday, June 25

Friday, June 26
Financial aid freeze date for second summer session

Saturday, June 27

Sunday, June 28
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**July 2020**

- Last day to withdraw from second summer session
- Holden University Center Night, 6-7 p.m., Holden University Center
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<td>Independence Day Laketran Closed (no scheduled service)</td>
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Thursday, July 2

Friday, July 3
College Closed (Independence Day observed at Lakeland)

Saturday, July 4
Independence Day
Laketran Closed (no scheduled service)

Sunday, July 5
Full moon
Thursday, July 16

Friday, July 17
Last day to withdraw from full summer session

Saturday, July 18

Sunday, July 19
Monday, July 20
Last day to withdraw from second summer session

Tuesday, July 21

Wednesday, July 22
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Thursday, July 23

Friday, July 24

Saturday, July 25

Sunday, July 26
Monday, July 27

Tuesday, July 28

Wednesday, July 29
Holden University Center Night, 6-7 p.m., Holden University Center
Thursday, July 30
End of second summer session

Friday, July 31
Graduation application deadline for summer semester

Saturday, August 1

Sunday, August 2
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<th>YEAR</th>
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