New and Transfer Student Enrollment Checklist

**Step 1**
**Apply for Admission**
All new students need to apply for admission to Lakeland. Apply online at [lakelandcc.edu/apply](http://lakelandcc.edu/apply). The $15 application fee will be waived for spring semester 2021, summer term 2021 and fall semester 2021.

**Admissions Requirements**

**Step 2**
**Submit Transcripts**
All new, first-year students are required to submit a final, official high school transcript (showing graduation date) or GED. This requirement may be waived if you have earned 15 credit hours or more at an accredited post-secondary institution.

All new transfer students are required to submit official transcript(s) from all post-secondary institutions attended (even if no credit was earned).

Any student pursuing a health tech program must also submit an official high school transcript or GED.

Please contact your former high school and/or post-secondary institution(s) to request your transcripts to be sent directly to the Lakeland Admissions Office.

**Step 3**
**Take the Placement Test**
Course placement tests help to determine proper course selection. Lakeland requires placement testing in English and mathematics prior to registration. Appointments are required and can be scheduled through myLakeland after receiving admission notification.

The Lakeland Learning Center offers free placement test preparation sessions in writing and math for admitted students. Contact Lakeland’s Test Center at 440.525.7574 or 440.525.7568 to register for a session. For additional test preparation information, visit [lakelandcc.edu/placement](http://lakelandcc.edu/placement).

**ACT/SAT** scores can be submitted in lieu of the placement test. Students with ACT/SAT sub scores below the college readiness level are encouraged to take the placement test. For more information, visit [lakelandcc.edu/placement](http://lakelandcc.edu/placement).

<table>
<thead>
<tr>
<th>Readiness Area</th>
<th>ACT</th>
<th>SAT</th>
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<tbody>
<tr>
<td>English/Writing Sub Score</td>
<td>18 (or higher)</td>
<td>480 (or higher)</td>
</tr>
<tr>
<td>Mathematics Sub Score</td>
<td>21 (or higher)</td>
<td>530 (or higher)</td>
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Students can obtain college credit for introductory-level courses by taking special examinations at Lakeland through the College Board’s College-Level Examination Program (CLEP). Visit [lakelandcc.edu/web/about/clep-test](http://lakelandcc.edu/web/about/clep-test) to learn more. DUE TO COVID-19 STATUS CLEP EXAMS ARE SUSPENDED UNTIL FURTHER NOTICE.

**Step 4**
**Complete New Student Orientation Session**
All students must complete the New Student Online Orientation session through their myLakeland account. Once completed, students will meet remotely using Webex with an academic counselor, register for classes, discuss access to technology, and receive information about financial aid/scholarships. Students will receive instructions on how to access the New Student Online Orientation session via email after they have been admitted to Lakeland.

This requirement may be waived if you have earned a bachelor’s degree or higher at an accredited post-secondary institution.

**Step 5**
**Pay Tuition and Fees**
A variety of payment options are offered, including Lakeland’s Tuition Loan Payment Plan that allows students to make installment payments over the course of the term. Tuition and fees can be paid through myLakeland and are due by the published deadline. View the tuition schedule at [lakelandcc.edu/tuition](http://lakelandcc.edu/tuition).

**Step 6**
**Buy Textbooks and Get Your Student ID**
Textbooks can be purchased online at [lakelandcc.edu/bookstore](http://lakelandcc.edu/bookstore). In the online class schedule viewer, click on the book icon to view required book(s) and pricing. Get your Lakeland student photo ID in the bookstore.

**Notes**

**Readiness Area** ACT SAT

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**New Student Orientation Office**
440.525.7349

**Cashiers Office**
440.525.7133

**Lakeland’s Admissions Office**
440.525.7100

**Lakeland’s Financial Aid Office**
440.525.7070

finaid@lakelandcc.edu