Lakeland
COMMUNITY COLLEGE

Summer 2018 • Fall 2018 • Spring 2019

Enrollment Guide

Opportunity starts HERE
lakelandcc.edu
2018-2019 ENROLLMENT GUIDE

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General fee is $11.80 per credit hour for a maximum of 15 credit hours per term. The general fee is used to defray the costs of admissions, registration and other direct student services.

Career services fee is $8.25 per credit hour for a maximum of 15 credit hours per term. The fee is used to cover such direct career services as academic planning, career counseling, transfer and employment strategies. College Credit Plus students, students participating in apprenticeship programs, students age 60 and older auditing a class, and students taking noncredit classes are exempt from the career services fee.

Tuition and fees are subject to change. View lakelandcc.edu/tuition for more information.
Summer 2018 Term

FIRST SUMMER SESSION - May 21 - June 26, 2018

Registration ................................................................. March 5 - May 20, 2018
Last Day to Apply ......................................................... May 14, 2018
Senior Citizen Registration ........................................ May 17-20, 2018
Tuition Due* ................................................................... May 21, 2018
Classes Begin .......................................................... May 21, 2018
Last Day to Add a Class / Declare an Audit .................... May 23, 2018
Last Day to Withdraw from a Class for 100% Refund ......... May 23, 2018
College Closed - Memorial Day .................................... May 28, 2018
Last Day to Withdraw from a Class for 50% Refund .......... May 29, 2018
Last Day to Request Satisfactory / Unsatisfactory .......... May 29, 2018
Last Day to Withdraw from a Class (No Refund) ............ June 14, 2018
Final Exams .................................................................. June 25-26, 2018
Graduation Application Deadline ............................... June 29, 2018
Tuition Loan Payment Plan Due Date ......................... July 12, 2018
Grades Posted on Transcripts ..................................... Aug. 9, 2018

FULL SUMMER SESSION - June 11 - Aug. 5, 2018

Registration ................................................................. March 5 - May 20, 2018
Last Day to Apply ......................................................... May 14, 2018
Senior Citizen Registration ........................................ May 17-20, 2018
Last Day to Add a Class / Declare an Audit .................... June 11, 2018
Classes Begin .......................................................... June 11, 2018
Last Day to Withdraw from a Class for 100% Refund ......... June 15, 2018
Last Day to Withdraw from a Class for 50% Refund .......... June 22, 2018
Last Day to Request Satisfactory / Unsatisfactory .......... June 22, 2018
Graduation Application Deadline ............................... June 29, 2018
College Closed - Independence Day ............................ July 4, 2018
Tuition Loan Payment Plan Due Date ......................... July 12, 2018
Last Day to Withdraw from a Class (No Refund) ............ July 20, 2018
Final Exams .................................................................. Last Scheduled Day of Class
Grades Posted on Transcripts ..................................... Aug. 9, 2018

SECOND SUMMER SESSION - June 27 - Aug. 2, 2018

Registration ................................................................. March 5 - June 26, 2018
Last Day to Add a Class / Declare an Audit .................... June 29, 2018
Classes Begin .......................................................... June 27, 2018
Last Day to Withdraw from a Class for 100% Refund ......... June 29, 2018
Last Day to Withdraw from a Class for 50% Refund .......... July 23, 2018
Graduation Application Deadline ............................... June 29, 2018
College Closed - Independence Day ............................ July 4, 2018
Tuition Loan Payment Plan Due Date ......................... July 12, 2018
Last Day to Withdraw from a Class (No Refund) ............ July 20, 2018
Final Exams .................................................................. Aug. 1-2, 2018
Grades Posted on Transcripts ..................................... Aug. 9, 2018

* Tuition must be PAID IN FULL or the student must be enrolled in a Tuition Loan Payment Plan. Students may be dropped from classes for non-payment after this date. When registering for multiple sessions, the earliest tuition due date applies. The Tuition Loan Payment Plan due date for the summer semester is July 12, 2018.
IMPORTANT DATES / ACADEMIC CALENDAR

Fall 2018 Semester

FIRST FALL SESSION • Aug. 25 - Oct. 19, 2018

Registration .................................................................April 2 - Aug. 24, 2018
Last Day to Apply .........................................................Aug. 17, 2018
Tuition Due* ..............................................................Aug. 17, 2018
Senior Citizen Registration .......................................Aug. 23-24, 2018
Classes Begin ..............................................................Aug. 25, 2018
Last Day to Add a Class / Declare an Audit .............Aug. 31, 2018
Last Day to Withdraw from a Class for 100% Refund ....Aug. 31, 2018

College Closed - Labor Day ......................................Sept. 3, 2018
Last Day to Withdraw from a Class for 50% Refund ....Sept. 7, 2018
Last Day to Request Satisfactory / Unsatisfactory ......Sept. 7, 2018
Tuition Loan Payment Plan - First Installment Due ....Sept. 26, 2018
Last Day to Withdraw from a Class (No Refund) .......Oct. 5, 2018
Tuition Loan Payment Plan - Second Installment Due ..Oct. 11, 2018
Final Exams..............................................................Oct. 15-19, 2018
Graduation Application Deadline .........................Oct. 26, 2018
Tuition Loan Payment Plan - Third Installment Due ...Nov. 1, 2018
Tuition Due* ..............................................................Dec. 18, 2018
Last Day to Withdraw from a Class for 100% Refund ....Aug. 31, 2018
Registration .................................................................Aug. 25 - Oct. 19, 2018
Last Day to Request Satisfactory / Unsatisfactory ......Sept. 21, 2018
Last Day to Withdraw from a Class for 50% Refund ....Sept. 7, 2018
Last Day to Withdraw from a Class for 100% Refund ....Aug. 31, 2018
Last Day to Add a Class / Declare an Audit .............Aug. 31, 2018
Classes Begin ..............................................................Aug. 25, 2018
Tuition Loan Payment Plan - First Installment Due ....Sept. 26, 2018
Tuition Loan Payment Plan - Second Installment Due ..Oct. 11, 2018
Graduation Application Deadline .........................Oct. 26, 2018
Tuition Loan Payment Plan - Third Installment Due ...Nov. 1, 2018
Last Day to Withdraw from a Class (No Refund) .......Nov. 16, 2018
College Closed - Thanksgiving ..................................Nov. 22-25, 2018
Final Exams..............................................................Dec. 8-14, 2018
Grades Posted on Transcripts ....................................Dec. 18, 2018

Tuition Loan Payment Plan installments for the fall semester are due Sept. 26, Oct. 11 and Nov. 1, 2018.

FULL FALL SESSION • Aug. 25 - Dec. 14, 2018

Registration .................................................................April 2 - Aug. 24, 2018
Last Day to Apply .........................................................Aug. 17, 2018
Tuition Due* ..............................................................Aug. 17, 2018
Senior Citizen Registration .......................................Aug. 23-24, 2018
Classes Begin ..............................................................Aug. 25, 2018
Last Day to Add a Class / Declare an Audit .............Aug. 31, 2018
Last Day to Withdraw from a Class for 100% Refund ....Aug. 31, 2018

College Closed - Labor Day ......................................Sept. 3, 2018
Last Day to Withdraw from a Class for 50% Refund ....Sept. 7, 2018
Last Day to Request Satisfactory / Unsatisfactory ......Sept. 7, 2018
Tuition Loan Payment Plan - First Installment Due ....Sept. 26, 2018
Last Day to Withdraw from a Class (No Refund) .......Oct. 5, 2018
Tuition Loan Payment Plan - Second Installment Due ..Oct. 11, 2018
Final Exams..............................................................Oct. 15-19, 2018
Graduation Application Deadline .........................Oct. 26, 2018
Tuition Loan Payment Plan - Third Installment Due ...Nov. 1, 2018
Tuition Due* ..............................................................Dec. 18, 2018
Last Day to Withdraw from a Class for 100% Refund ....Aug. 31, 2018
Registration .................................................................Aug. 25 - Dec. 14, 2018
Last Day to Request Satisfactory / Unsatisfactory ......Sept. 21, 2018
Last Day to Withdraw from a Class for 50% Refund ....Sept. 7, 2018
Last Day to Withdraw from a Class for 100% Refund ....Aug. 31, 2018
Last Day to Add a Class / Declare an Audit .............Aug. 31, 2018
Classes Begin ..............................................................Aug. 25, 2018
Tuition Loan Payment Plan - First Installment Due ....Sept. 26, 2018
Tuition Loan Payment Plan - Second Installment Due ..Oct. 11, 2018
Graduation Application Deadline .........................Oct. 26, 2018
Tuition Loan Payment Plan - Third Installment Due ...Nov. 1, 2018
Last Day to Withdraw from a Class (No Refund) .......Nov. 16, 2018
College Closed - Thanksgiving ..................................Nov. 22-25, 2018
Final Exams..............................................................Dec. 8-14, 2018
Grades Posted on Transcripts ....................................Dec. 18, 2018

SECOND FALL SESSION • Oct. 20 - Dec. 14, 2018

Registration .................................................................April 2 - Oct. 19, 2018
Senior Citizen Registration .......................................Aug. 23 - Oct. 19, 2018
Tuition Loan Payment Plan - First Installment Due ....Sept. 26, 2018
Tuition Loan Payment Plan - Second Installment Due ..Oct. 11, 2018
Last Day to Add a Class / Declare an Audit .............Oct. 12, 2018
Tuition Due* ..............................................................Oct. 20, 2018
Classes Begin ..............................................................Oct. 20, 2018
Last Day to Add a Class / Declare an Audit .............Oct. 26, 2018
Last Day to Withdraw from a Class for 100% Refund ....Oct. 26, 2018
Graduation Application Deadline .........................Oct. 26, 2018
Tuition Loan Payment Plan - First Installment Due ....Sept. 26, 2018
Tuition Loan Payment Plan - Second Installment Due ..Oct. 11, 2018
Last Day to Request Satisfactory / Unsatisfactory ......Oct. 26, 2018
College Closed - Thanksgiving .................................Nov. 22-25, 2018
Final Exams..............................................................Dec. 8-14, 2018
Grades Posted on Transcripts ....................................Dec. 18, 2018

* Tuition must be PAID IN FULL or the student must be enrolled in a Tuition Loan Payment Plan. Students may be dropped from classes for non-payment after this date. When registering for multiple sessions, the earliest tuition due date applies. The Tuition Loan Payment Plan installments for the fall semester are due Sept. 26, Oct. 11 and Nov. 1, 2018.
### Spring 2019 Semester

**FIRST SPRING SESSION** • Jan. 12 - March 8, 2019

- Registration: Nov. 5, 2018 - Jan. 11, 2019
- Last Day to Apply: Jan. 4, 2019
- Tuition Due*: Jan. 4, 2019
- Senior Citizen Registration: Jan. 10-11, 2019
- Classes Begin: Jan. 12, 2019
- Last Day to Add a Class / Declare an Audit: Jan. 18, 2019
- Last Day to Withdraw from a Class for 100% Refund: Jan. 18, 2019

**College Closed - Martin Luther King Jr. Day** • Jan. 21, 2019

**Last Day to Withdraw from a Class for 50% Refund**: Jan. 25, 2019

**Last Day to Request Satisfactory / Unsatisfactory**: Jan. 25, 2019

**Tuition Loan Payment Plan - First Installment Due**: Feb. 13, 2019

**College Closed - Presidents Day** • Feb. 15, 2019

**Last Day to Withdraw from a Class (No Refund)**: Feb. 22, 2019

**Final Exams**: March 4-8, 2019

**Grades Posted on Transcripts**: May 14, 2019

**Tuition Loan Payment Plan - Second Installment Due**: March 6, 2019

**Tuition Loan Payment Plan - Third Installment Due**: April 1, 2019

**Last Day to Request Satisfactory / Unsatisfactory**: Jan. 25, 2019

**College Closed - Martin Luther King Jr. Day** • Jan. 21, 2019

**Last Day to Withdraw from a Class for 100% Refund**: Jan. 18, 2019

**Last Day to Add a Class / Declare an Audit**: Jan. 18, 2019

**Classes Begin**: Jan. 12, 2019

**Senior Citizen Registration**: Jan. 10-11, 2019

**Tuition Due**: Jan. 4, 2019

**Registration Closes Jan. 11**

### Full Spring Session • Jan. 12 - May 10, 2019

- Registration: Nov. 5, 2018 - March 15, 2019
- Last Day to Apply: Jan. 4, 2019
- Tuition Due*: Jan. 4, 2019
- Senior Citizen Registration: Jan. 10-11, 2019
- Classes Begin: Jan. 12, 2019
- Last Day to Add a Class / Declare an Audit: Jan. 18, 2019
- Last Day to Withdraw from a Class for 100% Refund: Jan. 18, 2019

**College Closed - Martin Luther King Jr. Day** • Jan. 21, 2019

**Last Day to Withdraw from a Class for 50% Refund**: Jan. 25, 2019

**Last Day to Request Satisfactory / Unsatisfactory**: Feb. 8, 2019

**Tuition Loan Payment Plan - First Installment Due**: Feb. 13, 2019

**College Closed - Presidents Day** • Feb. 15, 2019

**Tuition Loan Payment Plan - Second Installment Due**: March 6, 2019

**Tuition Loan Payment Plan - Third Installment Due**: April 1, 2019

**Graduation Application Deadline**: March 29, 2019

**Registration Closes March 15**

**Last Day to Withdraw from a Class (No Refund)**: April 12, 2019

**Final Exams**: May 4-10, 2019

**Grades Posted on Transcripts**: May 14, 2019

**Tuition Loan Payment Plan - Second Installment Due**: March 6, 2019

**Tuition Loan Payment Plan - First Installment Due**: Feb. 13, 2019

**Senior Citizen Registration**: Jan. 10-11, 2019

**Classes Begin**: March 16, 2019

**Tuition Due**: March 15, 2019

**Last Day to Add a Class / Declare an Audit**: March 22, 2019

**Last Day to Withdraw from a Class for 100% Refund**: March 22, 2019

**Last Day to Withdraw from a Class for 50% Refund**: March 29, 2019

**Graduation Application Deadline**: March 29, 2019

**Last Day to Request Satisfactory / Unsatisfactory**: Feb. 8, 2019

**Last Day to Withdraw from a Class for 50% Refund**: Jan. 25, 2019

**Last Day to Withdraw from a Class for 100% Refund**: Jan. 18, 2019

**Last Day to Add a Class / Declare an Audit**: Jan. 18, 2019

**Classes Begin**: Jan. 12, 2019

**Senior Citizen Registration**: Jan. 10-11, 2019

**Tuition Due**: Jan. 4, 2019

**Registration Closes Jan. 11**

**Registration Closes March 15**

**SECOND SPRING SESSION** • March 16 - May 10, 2019

- Registration: Nov. 5, 2018 - March 15, 2019
- Senior Citizen Registration: Jan. 10 - March 15, 2019
- Tuition Loan Payment Plan - First Installment Due: Feb. 13, 2019
- Tuition Loan Payment Plan - Second Installment Due: March 6, 2019
- Last Day to Apply: March 8, 2019
- Tuition Due*: March 15, 2019
- Classes Begin: March 16, 2019
- Last Day to Add a Class / Declare an Audit: March 22, 2019
- Last Day to Withdraw from a Class for 100% Refund: March 22, 2019
- Last Day to Withdraw from a Class for 50% Refund: March 29, 2019
- Last Day to Request Satisfactory / Unsatisfactory: March 29, 2019
- Graduation Application Deadline: March 29, 2019
- Tuition Loan Payment Plan - Third Installment Due: April 1, 2019
- Last Day to Withdraw from a Class (No Refund): April 26, 2019
- Final Exams: May 4-10, 2019
- Grades Posted on Transcripts: May 14, 2019

**Tuition Loan Payment Plan - Third Installment Due**: April 1, 2019

**Graduation Application Deadline**: March 29, 2019

**Last Day to Request Satisfactory / Unsatisfactory**: Feb. 8, 2019

**Last Day to Withdraw from a Class for 50% Refund**: Jan. 25, 2019

**Last Day to Withdraw from a Class for 100% Refund**: Jan. 18, 2019

**Last Day to Add a Class / Declare an Audit**: Jan. 18, 2019

**Classes Begin**: March 16, 2019

**Senior Citizen Registration**: Jan. 10-11, 2019

**Tuition Due**: March 15, 2019

**Registration Closes March 15**

* Tuition must be PAID IN FULL or the student must be enrolled in a Tuition Loan Payment Plan. Students may be dropped from classes for non-payment after this date. When registering for multiple sessions, the earliest tuition due date applies. The Tuition Loan Payment Plan installments for the spring semester are due Feb. 13, March 6 and April 1, 2019.
New Student Enrollment Checklist

☐ Apply for Admission
All new students need to apply for admission to Lakeland. Apply online at lakelandcc.edu/apply or in person at the Student Service Center (SSC), located on the first floor of the A-Building. The SSC is the one-stop location on campus where students can receive help with admissions, registration and financial aid. A $15 non-refundable application fee will be added upon registering for classes.

☐ Submit Transcripts
All new students are required to submit a final, official high school transcript (showing a graduation date) or GED and/or official college transcript (showing one successful semester of coursework) prior to registering for classes. Contact your high school guidance counselor and/or your former college Admissions Office and request to have all your transcripts sent directly to Lakeland’s Admissions Office.

☐ Take the Placement Test
Course placement tests help to determine proper course selection. Lakeland requires placement testing in English and mathematics prior to registration. Testing is available on a walk-in basis in the test center or by appointment. You can schedule an appointment online in myLakeland after receiving your admission notification. ACT/SAT scores can be submitted to the Student Service Center 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, including exemptions, visit lakelandcc.edu/placement.

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<th>Readiness Area</th>
<th>ACT</th>
<th>SAT</th>
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<tr>
<td>English/Writing Sub</td>
<td>18 (or higher)</td>
<td>430 (or higher)</td>
</tr>
<tr>
<td>Reading Sub</td>
<td>21 (or higher)</td>
<td>450 (or higher)</td>
</tr>
<tr>
<td>Mathematics Sub</td>
<td>22 (or higher)</td>
<td>520 (or higher)</td>
</tr>
</tbody>
</table>

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 to learn more.

☐ Schedule a New Student Orientation Session
New students must attend a new student orientation session, where they will meet with a counselor, register for classes and get their student I.D. They will also receive information about financial aid, scholarships and how to purchase textbooks. Register for orientation sessions online in myLakeland.

Pay Tuition and Fees
A variety of payment options are offered, including our Tuition Loan Payment Plan that allows you to make installment payments over the course of the term. Pay tuition and fees online in myLakeland, in person at the Cashier’s Office in the A-Building, or by phone at 440.525.7133. Tuition and fees are due by the published deadlines - found on page 1-3. See page 10 for more information.

Returning and Transfer Enrollment Resources

☐ Log in to Your myLakeland Account and Student Email
myLakeland offers you instant access to all your student information. Your Lakeland student email is your official method of correspondence from the college. Log in to your myLakeland account and check your student email frequently for important information and announcements.

☐ Apply for Financial Aid and Scholarships
Students interested in receiving financial aid must complete the Free Application for Federal Student Aid (FAFSA) at studentaid.ed.gov/sa/fafsa and use Lakeland’s code 006804. Students can also quickly and easily apply for scholarships through the Scholarship Center. See page 10 for details. For more information, call Lakeland’s Financial Aid Office at 440.525.7070 or visit the Student Service Center.

☐ Meet with a Counselor
It is highly recommended that all students meet with a counselor prior to registering for classes. Walk-in sessions are available Mondays 8-11:15 a.m. and Tuesdays 1-4:15 p.m. Sign in at the Student Service Center. Sign in may end sooner based on counselor availability. All other sessions are by appointment. To schedule an appointment, stop by the Counseling and Advising Center or call 440.525.7200.

If you have a documented disability and feel you may need accommodations, please call Lakeland’s Student Accommodation Center at 440.525.7020 to schedule an appointment with one of our counselors for students with disabilities.

FALL registration begins the first Monday in April. Students should see a counselor during the months of February and March.

SPRING registration begins the first Monday in November. Students should see a counselor during the months of September and October.

SUMMER registration begins the first Monday in March. Students should see a counselor during the months of December, January and February.
Register for Classes
Lakeland’s class schedule is only available online to provide the most up-to-date course information. To view the schedule of classes, visit lakelandcc.edu/schedule or go to myLakeland and click on “Course Schedule Viewer.”

Sign in to myLakeland to determine if you have any registration holds (e.g., missing transcripts or placement test scores, attendance needed at a student orientation session, or unpaid fees). Once registration holds are cleared, you will be able to register for classes.

Register for classes online in myLakeland, in person at the Student Service Center, or by calling Lakeland’s Registration Office at 440.525.7100 or toll free at 1.800.589.8520.

Get Your Lakeland Student ID Card
Have your photo taken for your Lakeland student ID card in the Lakeland Library or the Athletic and Fitness Center.

Buy Textbooks
Textbooks can be purchased in person at the bookstore or online at lakelandcc.edu/bookstore. Students may order books online and have them delivered to Lakeland’s Main Campus or Lakeland East at no additional cost. In the online class schedule viewer, click on the book icon to view required book(s) and pricing.

NOTE: Some books may be optional.

See pages 8-10 for a more complete guide of resources available through myLakeland.

Locations
Lakeland Community College offers two locations for students to complete an Associate of Arts or Associate of Science degree close to home. Both locations offer day, evening and weekend classes, providing flexible options for students with busy lifestyles. Online classes are also offered. (See page 6 for more information.)

Main Campus
Lakeland Community College’s main campus is located on 400 wooded acres in Kirtland, OH, only 30 minutes northeast of Cleveland.

Lakeland East
Located in Madison, OH, 20 minutes east of main campus, Lakeland Community College’s East Off-Site Center is a relaxed environment with personalized attention afforded by smaller class size. At Lakeland East, students can earn an Associate of Arts or an Associate of Science degree. Visit lakelandcc.edu/schedule to view the courses offered at Lakeland East. (Note: Be sure “Lakeland East” is selected in the “Campus” drop down menu.)

YOU’VE GOT EMAIL!
Your Lakeland student email is your official method of correspondence from the college. Log in to my.lakelandcc.edu to access your student email. Check it early and check it often for important information on placement testing, financial aid and much more!
Types of Classes

Accelerated Classes
Accelerated classes are eight-week or five-week courses taught in an accelerated format, placing a high degree of responsibility on the student to complete assignments and projects outside the classroom.

Fully Online
In the fully online course all course instruction is delivered online. Students are not required to come to campus to participate in any portion of the coursework. There are no required synchronous (real-time) scheduled interactions (e.g. web-conferencing, chat). Proctored testing may be required on-campus or elsewhere. Please refer to the course syllabus or contact the course instructor for specific course requirements. It is important to note, the online course is not self-paced; students are expected to complete assignments and assessments on a schedule that is similar to the traditional course and aligns with the regular academic calendar.

Online with Synchronous Requirements (WSR)
The Online-WSR course is delivered primarily online using Blackboard. The difference between the Fully Online and Online-WSR is there are some required face-to-face or synchronous (real-time) interactions, such as: class orientation, regularly scheduled chat or web-conferencing sessions, and / or proctored exams. Please refer to the course syllabus for specific course requirements.

Blended (hybrid)
The blended (hybrid) course provides the advantages of weekly face-to-face interaction between faculty and students with the flexibility and convenience of less time in the classroom. Significant coursework and interactions between instructor, students and classmates take place both in the classroom and online.

Web-Assisted (enhanced)
The web-assisted course is delivered primarily in the classroom with no reduction in classroom seat-time. The course syllabus and grades may be posted online along with some course material and/or activities requiring student access to a learning management system (LMS) such as Blackboard.

Interactive Video Distance Learning (IVDL)
IVDL classrooms combine the traditional face-to-face instruction with distance learning by using special video and audio conferencing technology to connect two or more classrooms. Students located in one classroom are able to interact in real-time with an instructor and students located at a distance.

Self-Paced Courses
Self-paced courses allow students to work at their own pace, so they may get ahead and finish in fewer weeks. Students attend class two days a week, work on a computer at their own pace during class time (no lecture), and get instant help when they need it.

Learning Communities
Learning communities are two or more classes linked together in ways that meaningfully connect the content of each course. The classes are taught by two different instructors; however, the same students attend both classes.

Study Abroad
Study abroad opportunities offer classroom learning with international travel to provide a unique global learning experience.
Lakeland’s credit class schedule is online only to provide you with the most accurate, up-to-date information. View the class schedule at lakelandcc.edu/schedule or go to myLakeland and click on “Course Schedule Viewer” on the login page.

- Get real-time data for class offerings and seat availability.
- Search by session, subject, campus, instructor, schedule type or keyword.
- View class descriptions and prerequisites.
- See required textbooks and pricing.
- Look up faculty profiles.

Don’t have access to a computer?
Computers are available outside the Student Service Center, in the Lakeland Library, and in any of the college’s open computer labs.

### Course: BUSM 1300 - Intro to Business

This course provides an overview of business throughout the world, focusing on the historical development of American business from the early years to the present. It includes major business functions, management, marketing, manufacturing, distribution, financial operations, and human resource management. It also focuses on business ethics, in theory and practice, in today's highly competitive business environment. (3 contact hours)  

<table>
<thead>
<tr>
<th>CRN</th>
<th>Schedule</th>
<th>Seats Days</th>
<th>Times</th>
<th>Dates</th>
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<th>Camp</th>
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<td>10478</td>
<td>LECTURE</td>
<td>18</td>
<td>MW</td>
<td>05:45-07:00 PM</td>
<td>F</td>
<td>143</td>
<td>Pederson,P</td>
<td>3</td>
</tr>
<tr>
<td>13987</td>
<td>ONLINE</td>
<td>FULL</td>
<td></td>
<td>00:00-23:59</td>
<td></td>
<td></td>
<td>Online, Main</td>
<td>3</td>
</tr>
<tr>
<td>13998</td>
<td>ONLINE</td>
<td>FULL</td>
<td></td>
<td>00:00-23:59</td>
<td></td>
<td></td>
<td>Online, Main</td>
<td>3</td>
</tr>
</tbody>
</table>

GETTING STARTED
How to Register for Classes

- Use the online schedule viewer (no log in required) at lakelandcc.edu/schedule to identify the classes you want to take. Make note of the CRN number for each class. You will need this CRN number to register.

- You must clear any registration holds (e.g., missing transcripts, missing placement tests, unpaid fees) before you can register for classes.

- Register for classes online in myLakeland, in person at the Student Service Center in Room A-1002, or by phone at 440.525.7101 or toll free at 1.800.589.8520.

Register online through myLakeland
myLakeland Guide

myLakeland Offers You Instant Access!

• Access your student email.
• View/search the class schedule.
• View your student record.
• Register for classes online.
• Add or drop classes online.
• View your financial aid information.
• Make a payment.
• View your grades.
• Track your degree progress.
• Access student meeting center.
• Apply for graduation.

Log in to your myLakeland account frequently for important emails and announcements.

Lakeland Help Desk
440.525.7570
lcchelpdesk@lakelandcc.edu
Monday – Thursday 8 a.m. – 8 p.m.
Friday 8 a.m. – 5 p.m.
Saturday 9 a.m. – 4 p.m.

Log in to myLakeland
1. Go to my.lakelandcc.edu or go to lakelandcc.edu and click on “myLakeland.”
2. You will be prompted for username and password. When logging in the first time, you will be asked to set up four security questions that will later allow you to reset your myLakeland password should you ever forget it.

Username: Your username is the first part of your Lakeland student email address before the “@” symbol. Example: jsmith12 of jsmith12@mail.lakelandcc.edu

Password: Your default password is sent to the email address provided on your application for admission. For security purposes, the default password is a random series of characters. We highly recommend you take the time to ensure the safety of your personal information by filling out the security questions and changing your password for all Lakeland systems through the myLakeland password reset page upon first login.

To request your username or reset your password, visit the “Login Assistance” link on the myLakeland login screen and follow the instructions under Password Change / Reset App. If you are still having trouble please contact the Help Desk.

Access My Student Email
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under Quick Tools, click on the student email icon.

Schedule Placement Testing
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under Quick Tools, click on the Schedule It icon.
4. Click “Schedule placement test.”*
5. Select a date (click “Next” to see the next month).
6. Click “Reserve.”

NOTE: Photo ID required at testing session.

Schedule New Student Orientation Session
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under Quick Tools, click on the Schedule It icon.
4. Click “Schedule New Student Orientation Session.”*
5. Select a date (click “Next” to see the next month).
6. Click “Reserve.”

NOTE: Photo ID required at New Student Orientation.

View the Catalog
Go to lakelandcc.edu/catalog.

View / Search Class Schedule
1. Go to lakelandcc.edu/schedule or go to myLakeland and click “Course Schedule Viewer” on the log in page.
2. Select a term.
3. Select additional criteria if desired.
4. Click on “View Results.”
5. Note the CRN number(s) of the class(es) you want to take. You will need these for online registration.

Register for Classes
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myREGISTRATION,” click “Register for Classes.”
4. Select a term.
5. Click “Submit.”
6. Enter CRN numbers on “Add Classes Worksheet.”
7. Click “Submit Changes.”

*This link will not appear if:
1) it is not a requirement for you;
2) you have a hold on your account that needs to be cleared; or
3) you have already fulfilled the requirement.
Drop / Withdraw Classes
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myREGISTRATION,” click “Register for Classes.”
4. Select a term (if not previously selected) and then click “Submit.”
5. In the “Action” column, select “Online Drop” or “Web Withdraw” next to the course you want to drop / withdraw. If you accidentally remove the wrong class, select “Re-Add.”
6. Click “Submit Changes.”

View / Print My Class Schedule
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Personal Class Schedule.”
4. Select a term (if not previously selected) and then click “Submit.”
5. Choose to print the schedule.

View My Financial Aid Information
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Financial Aid.”

Apply for Scholarships
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Scholarship Center” and follow prompts.

Enroll in a Payment Plan and Set Up Installments
1. You must first be registered for classes. Then log into myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Billing Center.”
4. Click on “I Agree” to enter the secure website.
5. Click on “Payment Plans” tab and then click on “Enroll Now.”
6. Select the proper semester and click on “Select.”
7. Follow the screen instructions and prompts such as the “continue” button to enroll in the payment plan. DO NOT enter an amount for the $25.00 processing fee in the field for down payment, the fee will process AUTOMATICALLY once you have set up a payment method.
8. As soon as you read the Tuition Loan Payment Plan Promissory Note and click on “I Agree,” the $25.00 processing fee payment WILL AUTOMATICALLY process.
9. Print a copy of your payment plan agreement and payment receipt for your records.

Make a Payment / View My Student Account / Enroll in eRefunds
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Billing Center.”
4. Click “I Agree” to enter the secure Billing Center website.
5. On the Billing Center home page:
   • To pay your bill, click “Make a Payment.”
   • To set up installments, click “Payment Plans” tab then click “Enroll Now.”
   • To view your account, click “View Account Activity.”
   • To enroll in eRefunds, click on the “eRefund” tab and follow the instructions provided for entering your bank information and using a bank account for refunds.

NOTE: In order to set up a direct deposit, you must first have an active bank account.

View My Grades
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “Quick Tools,” click on the “Degree Tracker” icon.

View My Transcript
1. Log in to myLakeland.
2. Click on “Student” tab.
3. In the left column under “Quick Tools,” click on the “Graduation Application.”

Degree Tracking Center
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “Quick Tools,” click on the “Degree Tracker” icon.

Complete Graduation Application
1. Log in to myLakeland.
2. Click on “Student” tab.
3. In the left column under “Quick Tools,” click on the “Graduation Application.”

Enrollment Verification
1. Log in to myLakeland.
2. Click the “Student” tab.

NOTE: Current enrollment verification will not be available until three weeks after the start of the semester in which you are enrolled; however, past enrollment will be available at all times.
Paying for College

Tuition and Fees
Lakeland provides quality education at an affordable price. Lakeland’s tuition is about one-third the cost of most four-year schools.

<table>
<thead>
<tr>
<th>GENERAL FEE PER CREDIT HOUR</th>
<th>CAREER SERVICES FEE PER CREDIT HOUR</th>
<th>TUITION PER CREDIT HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>$11.80</td>
<td>$8.25</td>
<td>Fall 2018 and Spring 2019</td>
</tr>
<tr>
<td>$107.75</td>
<td>$136.05</td>
<td>$314.05</td>
</tr>
</tbody>
</table>

General fee is $11.80 per credit hour for a maximum of 15 credit hours per term. The general fee is used to defray the costs of admissions, registration and other direct student services.

Career services fee is $8.25 per credit hour for a maximum of 15 credit hours per term. The fee is used to cover such direct career services as academic planning, career counseling, transfer, and employment strategies. College Credit Plus students, students participating in apprenticeship programs, students age 60 and older auditing a class and students taking noncredit classes are exempt from the career services fee.

Tuition and fees are subject to change. View lakelandcc.edu/ tuition for more information.

- In addition to the general instructional fees, career services fee, and support services fee, students may be charged supplemental course and incidental fees due to the nature of certain courses. Supplemental fees are noted in the course listings available in the online schedule viewer in myLakeland.

- The support services fee of $14.25 per term ($4.25 for summer term) is paid by all students enrolled for credit irrespective of the number of credit hours taken. The fee covers parking, shuttle service, safety, exterior lighting, and cultural events; or rental of off-campus facilities.

- Senior citizens 60 years or older are offered a tuition-waiver program allowing them to audit credit courses on a space-available basis. Senior citizens taking advantage of this opportunity are responsible for purchasing course materials and books in addition to the general, lab and service fees. To take advantage of this opportunity, a senior citizen must be certified as eligible. Once certified as eligible, participants may register during the last two days of the enrollment period. Please contact the Student Service Center for an eligibility application and additional information. View pages 1-3 for registration dates for each semester.

eRefunds
Students are encouraged to register for electronic refunds, the quick, convenient and secure method of having refunds directly deposited into your bank account. Sign up in the “Billing Center” in myLakeland (see page 10 for instructions).

Residency Requirements
Residency requirements are posted on the college website. A change of address does not automatically change residency status. Proper documentation must be filed, reviewed and approved by the Student Service Center before residency status will be changed.

Even with our low tuition, we realize you may need some help. More than 50 percent of Lakeland students receive some form of financial assistance. Lakeland offers many types of financial assistance, including federal and state grants, scholarships, loans, and work-study employment. Visit lakelandcc.edu/financialaid for more information.
**PAYMENT OPTIONS**
(See Refund Policy page 14)

**Cash**
- In person only at the Cashier’s Office in Room A-1033.

**Personal Check / Web Check**
- Online in myLakeland.
- In person or mail to the Cashier’s Office in Room A-1033.

NOTE: There is a 10 business day waiting period before any financial HOLDS will be released.

**Credit Card**
- Online in myLakeland.
- Visa, MasterCard or Discover payment in person at the Cashier’s Office in Room A-1033.

NOTE: Financial HOLDS will be removed the next business day (when college offices are open).

**Scholarships**
Students can now easily see if they qualify for any of the many Lakeland scholarships through the new online Scholarship Center. (See page 10 for details)
- Online in myLakeland.
- Complete one simple application.
- The Financial Aid Office will notify students of any scholarship awards.

**Tuition Loan Payment Plan**
- Pay tuition bills in installments over the course of the term using a credit card or electronic check.
- Students must accept the online agreement and pay the non-refundable $25 processing fee by the due date. Some restrictions apply.

(See page 1-3 for Payment Plan dates for summer 2018, fall 2018 and spring 2019.)

(See page 10, “Enroll in a Payment Plan and Set Up Installments” or visit the Cashier’s Office in Room A-1033.)

**PAYMENT DUE DATE**

<table>
<thead>
<tr>
<th>Registration Date</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring / Fall Semester</td>
<td>Tuition is due one week before classes begin.</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Tuition is due by the first day of class.</td>
</tr>
</tbody>
</table>

(See pages 1-3 for specific dates for each semester.)

NOTE: For students only enrolled in second session (P2) classes, tuition is due the day the session begins.

- If you are registering for multiple sessions, the earliest due date applies.
- Students may be deleted and will have to re-register if tuition is not paid by the tuition due date.
- All students must be Paid in Full or enrolled in the Tuition Loan Payment Plan by the due date. A $20 late fee will be applied to each unpaid installment. See plan agreement or page 1 for due dates.
- After the final due date of the semester, unpaid accounts without a Tuition Loan Payment Plan will also have late fees applied up to a maximum of $60.
- 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 a $25 return payment charge.
- The student will not be permitted to register for any subsequent term, obtain grade transcripts, or receive grades for the current term until his or her financial obligation has been met.

**Paying with Financial Assistance**

- Indirect educational expenses are the student's responsibility until the credit balance is received.
- Students not receiving the results of their financial aid application at the time of registration should inquire about applying for a Tuition Loan Payment Plan.

**Required Acknowledgement of Financial Responsibility**

By registering for courses at Lakeland Community College, I accept responsibility for paying 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, 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 (email) to my official Lakeland email account to communicate important updates, and that I must adhere to college procedures for dropping or withdrawing from courses.
Financial Aid

Lakeland offers many types of financial assistance including federal and state grants, scholarships, loans, and work-study employment.

To Apply for Financial Aid:

• Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.ed.gov/sa/fafsa and use Lakeland Community College code 006804. The FAFSA should be completed every year.
• Complete a Lakeland scholarship application.

Remain Eligible for Financial Aid

• Attend class.
• Maintain Standards of Academic Progress (SAP).
• Submit all documents as requested by Lakeland’s Financial Aid Office.

For more information, go to lakelandcc.edu/financialaid, call Lakeland’s Financial Aid Office at 440.525.7070, or visit the Student Service Center located on the first floor of the A-Building.

Withdrawals / Cancellations

Administrative Withdrawal Policy

Students will be administratively withdrawn from any class in which they are enrolled and have not attended during the first two weeks of the semester. Students are not permitted to begin attendance in a class after the second week. Administrative withdrawals will occur at the beginning of the third week of classes at 0 percent refund for any student who the instructor marked as not attended.

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. **Failure to attend class(es) does not constitute withdrawal and may result in a failing grade.** Students registered for courses other than the standard 16-week semester should consult pages 1-3 for appropriate deadlines regarding withdrawal for each semester.

Cancelled Classes

Occasionally the college must cancel a class because of insufficient enrollment. Students enrolled in the class will be notified of the cancellation as soon as possible and may replace the cancelled class. Students who do not wish to make a substitution will have a reversal of charges for the cancelled class posted to their student account. The college reserves the right to cancel any classes due to unforeseen circumstances. Students with financial aid should call or email the Financial Aid Office or stop by the Student Service Center to determine how aid is affected.
Refund Policy

For payments made by credit card, the refund will go back to the credit card that was used when the payment was made. The refund of payments made by cash or check and refunds of excess financial aid will be refunded by electronic deposit.

Students who officially withdraw from credit classes will receive a refund based on the schedule below.

<table>
<thead>
<tr>
<th></th>
<th>FULL REFUND</th>
<th>50% REFUND</th>
<th>NO REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-WEEK and 16-WEEK CLASSES</td>
<td>During the first week of classes</td>
<td>During the second week of classes</td>
<td>Between the third and sixth week (8-week classes) Between the third and twelfth week (16-week classes)</td>
</tr>
<tr>
<td>1- or 2-DAY CLASSES</td>
<td>Prior to the first class</td>
<td>Not applicable</td>
<td>After the first class</td>
</tr>
</tbody>
</table>

**NOTE:** This refund schedule applies regardless of the date a class starts during the first week of the semester. See pages 1-3 for specific dates for each semester.

- 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 will not be made for classes in which the student receives a letter grade of FNA (F stopped attending).
- 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 Payment Plan.
- In extraordinary circumstances wherein a student is forced to withdraw from classes after the refund period, a written petition may be made requesting special consideration. Appropriate documentation is required with such a petition. Students can inquire about this petition at the Student Service Center (SSC).
- Any outstanding financial obligation to the college will be deducted from any tuition refund.
- If a student is receiving financial aid and is scheduled for a tuition refund, that refund may be returned to the appropriate financial aid account.
- Students withdrawing from the college may be required to repay all or part of the financial aid received.
- You may request a copy of the Return of Title IV (R2T4) policy for financial aid recipients from the SSC.
Lakeland's degree program prepares you for a career in a high demand field or for transfer to a four-year college or university. In addition to the associate degree program, specifically designed sequences leading to the awarding of certificates have been developed in cooperation with industry, commerce, and local government to provide opportunities for people seeking to improve their occupational skills or to retrain for new occupations.

Lakeland Community College is accredited through the Higher Learning Commission (HLC) and participates in the Academic Quality Improvement Program (AQIP). The Higher Learning Commission

<table>
<thead>
<tr>
<th>DEGREE PROGRAMS AT A GLANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate of Arts Degree</strong></td>
</tr>
<tr>
<td><strong>Associate of Arts Degree in Business</strong></td>
</tr>
<tr>
<td><strong>Associate of Science Degree</strong></td>
</tr>
<tr>
<td><strong>Associate of Applied Business Degree</strong></td>
</tr>
<tr>
<td><strong>Applied Studies - Computer, Design and Engineering Technologies</strong></td>
</tr>
<tr>
<td>Graphic Design</td>
</tr>
<tr>
<td>Information Technology and Computer Science:</td>
</tr>
<tr>
<td>• Application Programming and Development Concentration</td>
</tr>
<tr>
<td>• Computer Science/Software Engineering Concentration</td>
</tr>
<tr>
<td>• Data Analytics Concentration</td>
</tr>
<tr>
<td>• Operating Systems/Networking Concentration</td>
</tr>
<tr>
<td>• User Support Specialist Major</td>
</tr>
<tr>
<td>• Web Content Develop Concentration</td>
</tr>
<tr>
<td>Media Technology:</td>
</tr>
<tr>
<td>• Audio Recording and Production Technical Major</td>
</tr>
<tr>
<td>• Interactive Media Design and Delivery Technical Major</td>
</tr>
<tr>
<td>• Radio Production and Broadcast Technical Major</td>
</tr>
<tr>
<td>• Video Production and Broadcast Technical Major</td>
</tr>
<tr>
<td><strong>Applied Studies - Management</strong></td>
</tr>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>• Business Information Management Concentration</td>
</tr>
<tr>
<td>• Entrepreneurship Concentration</td>
</tr>
<tr>
<td>• General Management Concentration</td>
</tr>
<tr>
<td>• Human Resources Management Concentration</td>
</tr>
<tr>
<td>• Marketing Concentration</td>
</tr>
<tr>
<td>• Paralegal Studies</td>
</tr>
<tr>
<td><strong>Associate of Applied Science Degree</strong></td>
</tr>
<tr>
<td><strong>Applied Studies - Computer, Design and Engineering Technologies</strong></td>
</tr>
<tr>
<td>• Civil Engineering Technology</td>
</tr>
<tr>
<td>• Construction Management</td>
</tr>
<tr>
<td>• Computer Integrated Manufacturing Technology:</td>
</tr>
<tr>
<td>• General Manufacturing Major</td>
</tr>
<tr>
<td>• Maintenance and Repair Concentration</td>
</tr>
<tr>
<td><strong>Electronic Engineering Technology:</strong></td>
</tr>
<tr>
<td>• Electronic Engineering Technology</td>
</tr>
<tr>
<td>• Computer Hardware Engineering Technology Concentration</td>
</tr>
<tr>
<td>• Electro-Mechanical Engineering Technology Concentration</td>
</tr>
<tr>
<td>• Telecommunications Engineering Technology Concentration</td>
</tr>
<tr>
<td>• Industrial Welding</td>
</tr>
<tr>
<td>• Mechanical Engineering Technology:</td>
</tr>
<tr>
<td>• Computer Aided Design Concentration</td>
</tr>
<tr>
<td>• Mechanical Engineering Technology</td>
</tr>
</tbody>
</table>

Network Infrastructure Engineering Technology:  
  • Cisco Network Infrastructure Concentration  
  • Microsoft Network Infrastructure Concentration  
  • Network Infrastructure Security Concentration

Nuclear Engineering Technology

**Applied Studies - Education, Human and Public Services**  
Criminal Justice  
Early Childhood Education  
Emergency Management Planning and Administration  
Fire Science Technology  
Human Services

**Applied Studies - Health Technologies**  
Biotechnology Science:  
  • Biotechnology Science  
  • Bioinformatics Concentration  
  • Dental Hygiene  
  • Health Information Management Technology  
  • Histotechnology  
  • Medical Laboratory Technology  
  • Multi-Skilled Health Technology  
  • Nursing (RN)  
  • Occupational Therapy Assistant  
  • Radiologic Technology  
  • Respiratory Therapy  
  • Surgical Technology

**Arts and Sciences - Languages & Communications**  
Applied American Sign Language Studies

**Arts and Sciences - Social Sciences**  
Geospatial Technology

**Associate of Technical Studies Degree**  
**Applied Studies - Computer, Design and Engineering Technologies**  
Computer Information Technology  
Electrical Construction Technology  
Electrical Technology  
Tool and Die Technology

**Applied Studies - Health Technologies**  
Nuclear Medicine  
Radiologic Technology

**Applied Studies - Management**  
Culinary Arts Technology

View certificate programs at lakelandcc.edu

2018-2019 ENROLLMENT GUIDE
For many students, Lakeland is the first step on their higher education journey. You can save on the cost of your education by taking as many classes at Lakeland as possible. You can complete the first two years of your bachelor’s degree and then transfer to most four-year colleges or universities. Many four-year institutions also offer transfer scholarships, making the cost even more affordable. Depending on your major, you may be able to stay at Lakeland to finish your four-year degree by participating in a partnership program offered at the Holden University Center. Preparation for transferring to a four-year institution should start your first semester.

Lakeland has many general articulation agreements and transfer guides for Ohio colleges and universities. Ohio Transfer Module (OTM) and Transfer Assurance Guide (TAG) course credits are guaranteed to transfer to any public college or university in Ohio. You can check for course equivalencies at transferology.com or transfercredit.ohio.gov. Lakeland Community College is nationally accredited by the Higher Learning Commission, and our courses are recognized by all other accredited colleges across the country, so your credits can transfer to private or out-of-state institutions.

Lakeland’s Transfer Center 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:

• Assisting with all phases of the transfer credit process.
• Providing Lakeland students with information about continuing their education at a four-year institution.
• Providing written and web-based equivalency guides and course articulation information.
• Maintaining a calendar of scheduled visits by representatives from four-year institutions.
• Providing contact information for college and university representatives.
• Hosting a college transfer fair in the fall and spring.

Whether Lakeland is your steppingstone to a four-year college or university, an affordable option for taking extra summer classes, or your final destination in higher education, Lakeland’s Transfer Center is here to help you achieve your goals.

Transient Students
Students from other accredited colleges and universities can enroll at Lakeland for one term only with the goal of transferring Lakeland credits back to their former school for continued study. Students are encouraged to submit a transcript or statement of approval from the home institution or they may be required to participate in placement testing at Lakeland. Transient students must complete an Application for Admission, the Transient Student Form, and a Request for Transcript Record. They also must pay the one-time nonrefundable $15 fee. It is recommended that transient students check for course equivalency at transferology.com or transfercredit.ohio.gov when registering for classes. Transient students are not eligible for federal or state financial aid. Contact Lakeland's Student Service Center for more information.
**ADULT LEARNERS**

Returning to college when you are 25 or older can be challenging, but it can also be one of the best decisions you ever make! Lakeland's one-stop Student Service Center can help adult students navigate the enrollment process, choose an educational path, get financial assistance to pay for college, bring in transfer credits, and request credit for prior learning experience. Additionally, the college can help adult students find resources on campus to help balance family, job and now classroom responsibilities.

**COLLEGE CREDIT PLUS**

Lakeland Community College’s College Credit Plus Program (CCP) offers high school students the opportunity to enroll at Lakeland 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.

Interested students need to attend an information session, complete an application, submit high school transcripts, take the placement test, and attend a CCP registration session. Home school students and students who do not attend public schools must complete a Funding Application. More information at lakelandcc.edu/ccp.
LAKELAND HONORS – NEW FALL 2018
Lakeland Community College will begin offering an honors program fall 2018. The honors program will align both curricular and experiential opportunities to the honors pillars of community, leadership and opportunity.

Students can expect:
• An honors curriculum.
• Experiential opportunities.
• Ease of transfer to a partner college or university.
• A unique honors portfolio upon program completion.

Admission requirements include a 3.5 high school GPA, an ACT score of 25 or above.

Honors scholarships available!

Visit lakelandcc.edu/honors for more information.

STUDENT SUCCESS
Lakeland provides many important services designed to keep students on track to successfully complete the classes they need, and continue on to achieve their goal of a degree or certificate. Student success is encouraged through the following:
• Learning Center – offers tutoring for most credit classes, a math-in-minutes table, a writing center, and drop-in assistance for quick help.
• Test Center – offers a quiet location for taking the college placement test, College Level Examination Program (CLEP) tests, make-up tests, and for taking certification exams.
• Academic Success Coaching – training and techniques are provided for students needing assistance with time-management, organization, test taking, and many other important academic and life skills.
• First Year Experience (FYEX) Class – prepares students to navigate the college environment and introduces them to the programs and services offered by the college.
• Completion Plans – maps out the pathways to completing degrees, certificates at the college or the seamless transfer to four-year colleges and universities.
• Degree Works – gives students access to their history of classes and progress toward completion of a degree or certificate.
• Early Alerts – identifies students who may need assistance overcoming challenges in their academics. Once identified, faculty are equipped to offer services from the college to help students conquer these obstacles.
• Text Messaging – sends motivational messaging encouraging students to continue toward their educational goals.
College Closings

In the event of inclement weather or emergency situations, Lakeland offers an emergency messaging alert system. Emergency alerts are available via voice, email and SMS text message. Visit:

http://www.lakelandcc.edu/emergencyalerts

for more information, including how to manage your account. In addition, campus-wide closings are available on the Lakeland Emergency Closings Hotline 440.525.7242, online at lakelandcc.edu/closings and on authorized television and radio stations.

See lakelandcc.edu/closings for more information.

CONNECT... with our Wi-Fi.
Instructions at:
http://www.lakelandcc.edu/web/about/faq-helpdesk#Wi-Fi

DEPARTMENT DIRECTORY

Academic Divisions
Applied Studies Division ..................................................... 440.525.7085
  • Computer, Design and Engineering Technologies .................. 440.525.7085
  • Management ........................................................................ 440.525.7085
  • Education, Human and Public Services .................................. 440.525.7085
  • Health Technologies .............................................................. 440.525.7180
Arts and Sciences Division ....................................................... 440.525.7261
  • Arts and Humanities ............................................................ 440.525.7261
  • Languages and Communications ........................................ 440.525.7261
  • Science and Math ................................................................. 440.525.7304
  • Social Sciences ..................................................................... 440.525.7304

Student Service Center (SSC) .................................................. 440.525.7050
  • Admissions ........................................................................... 440.525.7100
  • Financial Aid .......................................................................... 440.525.7070
  • Registration
    Phone-in Registration ........................................................... 440.525.7101 or 1.800.589.8520
    • Walk-In Counseling ......................................................... 440.525.7200

College Departments
Athletic & Fitness Center ....................................................... 440.525.7111
Bookstore ................................................................................ 440.525.7124
Campus Kids - Child Care Center ........................................... 440.525.7010 or 440.525.7500
Career Services ........................................................................ 440.525.7222
Cashier .................................................................................... 440.525.7133 or 440.525.7134
Class Cancellations ................................................................. 440.525.7242
Class Cancellations (Lakeland East) .......................................... 440.525.7411 or 440.428.5500
Counseling / Academic Advising / New Student Appointments ...
Distance Learning Information ............................................... 440.525.7450 or 440.525.7232
Early Childhood Teaching Learning Center ................................ 440.525.7196
First Aid Station ........................................................................ 440.525.7009
Help Desk ................................................................................ 440.525.7570
HIVE ........................................................................................ 440.525.7855
Holden University Center ....................................................... 440.525.7535
Learning Center
  • Student Success Coaching Programs ..................................... 440.525.7492
  • Tutorial Services / Writing Center ......................................... 440.525.7019
  • Test Center ............................................................................ 440.525.7574
Library ..................................................................................... 440.525.7069
Off-Site Location
  • Lakeland East ...................................................................... 440.525.7411 or 440.428.5500
Men’s Resource Center ............................................................ 440.525.7447
Police Department
  • Non-Emergency (24 hours) .................................................. 440.525.7241
  • Emergency Number ............................................................ 911
Recruitment Center (Campus Tours) ........................................ 440.525.7900
Student Accommodation Center
  (Services for students with disabilities) ..... voice 440.525.7020 or (TTY 440.525.7006)
Student Engagement and Leadership ..................................... 440.525.7271
Veterans’ Center ..................................................................... 440.525.7246
Women’s Center ..................................................................... 440.525.7322

facebook.com/lakeland.community.college
youtube.com/lakelandcommcollege
@lakelandcommcol

https://www.instagram.com/lakelandcommcol/

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Established in fall 2011, the Holden University Center of Lakeland Community College offers convenient access to complete bachelor’s and graduate degrees from a variety of leading colleges and universities. Built in response to the community’s request for accessibility to higher education, the Holden University Center has brought 22 bachelor’s degree programs, 15 graduate degree programs, eight graduate certificates and endorsements and one doctoral program from 11 university partners within reach of its Lake County residents.

Lakeland’s Holden University Center is a state-of-the-art facility located directly across from Lakeland’s main campus entrance. Designed specifically for students enrolled in Holden University Center degree programs, the technological capabilities allow for interactive distance learning, small group collaboration and independent study.

Classes are taught by Holden University Center partners. Graduates receive their degrees from the institution of their degree program. The degree is the same as having completed a program on the four-year campus. Each university partner determines its own tuition and fees.

Bachelor’s degree partners include: Bowling Green State University, Cleveland State University, Franklin University, Hiram College, Kent State University, Lake Erie College, Notre Dame College, The University of Akron, Ursuline College, and Youngstown State University. Graduate degree partners include: John Carroll University, Lake Erie College, Notre Dame College, Ursuline College and Youngstown State University. Additional partnerships are under discussion.

Visit lakelandcc.edu/uc or call 440.525.7535 for more information, including degree programs offered.

Holden University Center Nights
Join us the last Wednesday of each month from 6-7 p.m.

Join us on the last Wednesday of each month from 6-7 p.m. for Holden University Nights, an informative program designed for students interested in pursuing a bachelor’s or graduate degree at Lakeland’s Holden University Center.

This general information session will introduce the partnerships and programs available through the Holden University Center. You will hear about the state-of-the-art learning environment, as well as next steps to help you on your way to enrollment. A tour will be available to those who are interested. The program will take place at the Holden University Center.

If you are interested in attending please register online at lakelandcc.edu/uc.
Holden University Center Bachelor's Degrees

- Bachelor of Science in Allied Health
- Bachelor of Science in Management and Technology
- Bachelor of Science in Quality Systems

• Bachelor of Business Administration
• Bachelor of Arts in Organizational Leadership
• Bachelor of Arts in Psychology
• Bachelor of Arts in Public Safety Management
• Bachelor of Arts in Urban Studies

- Bachelor of Science in Accounting and Forensic Accounting (double-major)
- Bachelor of Science in Business Forensics
- Bachelor of Science in Health Information Management

- Bachelor of Arts in Entrepreneurship
- Bachelor of Arts in Marketing

- Bachelor of Arts in Paralegal Studies
- Bachelor of Technical and Applied Studies, Computer Technology General Concentration

- Bachelor of Arts in Communication

- Bachelor of Science in Nursing

- Bachelor of Arts in Humanities (Ursuline College Adult Program)

- Bachelor of Science in Applied Science in Allied Health
- Bachelor of Science in Applied Science in Criminal Justice
- Bachelor of Social Work

Continue your education through Lakeland’s Holden University Center. Graduate degree programs, certificates, and endorsements are offered from a variety of Ohio colleges and universities, which include Bowling Green State University, John Carroll University, Lake Erie College, Notre Dame College, Ursuline College and Youngstown State University.

For additional information, contact 440.525.7535 or visit lakelandcc.edu/uc.
LOW TUITION*
Only about one-third the cost of most four-year colleges

Fall 2018 and Spring 2019
$127.80 PER SEMESTER CREDIT HR. (LAKE COUNTY RESIDENTS)

$156.10 PER SEMESTER CREDIT HR. (OTHER OH RESIDENTS)

Tuition shown is for fall 2018 and spring 2019 semesters.

View the tuition schedule at lakelandcc.edu/tuition.

* Tuition prices are subject to change.

Lakeland Community College is in compliance with all applicable federal and state laws and regulations including the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Family Educational Rights and Privacy Act, Sexual Offender Awareness Act, Ohio Sexual Predator Act, and the federal Drug Free Workplace Act. The college reports crime statistics to the U.S. Justice Department’s Federal Bureau of Investigation Uniform Crime Reports and to the U.S. Department of Education. For more information about these laws, contact the Campus Police Department.

CONVENIENT LOCATIONS
Main Campus
7700 Clocktower Drive, Kirtland, OH 44094 • 440.525.7000 • 1.800.589.8520

Holden University Center (located across from main campus)
7700 Clocktower Drive, Kirtland, OH 44094 • lakelandcc.edu/uc • 440.525.7535

Lakeland East
201 Water Tower Drive, Madison, OH 44057 • 440.525.7411 • 440.428.5500