

CURRENT HOURS OF OPERATION

Revised February 15, 2021

Due to the COVID-19 Coronavirus health crisis, college departments are working a schedule beginning August 3rd that combines remote and on-site work. Our goal is to provide exemplary customer service while minimizing the number of people on campus on any given day. Thank you for your understanding and patience as we work through this unprecedented public health crisis together.

DEPARTMENT	HOURS	CONTACT
Student Service Center (including Admissions, Registration, Financial Aid)	<p>Monday – Wednesday 10 a.m. – 3 p.m. (On-campus) 8 a.m. – 6 p.m. (Remote)</p> <p>Thursday 8 a.m. – 6 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Financial Aid: 440.525.7070 or email finaid@lakelandcc.edu</p> <p>Send any financial aid-related documents via secure upload (myLakeland login required) or faxed to 440.525.7704.</p> <p>Admissions/Registration: 440.525.7100 or email registration02@lakelandcc.edu</p> <p>Student Service Center: 440-525-7050 or email sscenter@lakelandcc.edu.</p> <p>College Credit Plus: ccpinfo@lakelandcc.edu</p>
Counseling	<p>Monday – Thursday 8 a.m. to 6 p.m. (Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p>	<p>To make an appointment, call 440.525.7200.</p>
Academic Offices (Deans, Associate Provosts, Provost)	<p>Provost’s Office Monday +Thursday 8 a.m. – Noon (On-site) 7:30 a.m. – 5 p.m. (Remote)</p> <p>Tuesday 7:30 a.m. – 5 p.m. (Remote)</p> <p>Wednesday Noon – 4 p.m. (On-site) 7:30 – 5 p.m. (Remote)</p> <p>Friday 7:30 a.m. – Noon (Remote)</p>	<p>Provost’s Office: Rita Smolik, 440.525.7089 or email rsmolik@lakelandcc.edu</p>

<p>Academic Offices (Deans, Associate Provosts, Provost) cont'd</p>	<p>Arts and Sciences Office Monday – Thursday 8 a.m. – 6 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p> <p><i>On-Site:</i> Monday 8 a.m. – 5:30 p.m. Adam Cloutier, B-1043</p> <p>Tuesday 9 a.m. – 3 p.m. Michelle Durr, B-2024</p> <p>Wednesday 8 a.m. – 3 p.m. Jeri Pilarczyk, C-2067</p> <p>Thursday 8 a.m. – 2 p.m. Karen Tarasco, B-3 faculty office</p> <p>Applied Studies Office: Monday + Tuesday 7:30 – 11:30 a.m. (On-site) Noon – 5:00 p.m. (Remote)</p> <p>Wednesday + Thursday 7:30 a.m. – 12:30 p.m. (Remote) 1 – 5:00 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (Remote)</p> <p>Health Technologies Office Monday – Thursday 8 a.m. – 6 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (Remote)</p> <p>Associate Provost for Teaching and Learning Office Monday + Thursday 8 a.m. – Noon (On-site) 8 a.m. – 5:30 p.m. (Remote)</p> <p>Tuesday 8 a.m. – 5:30 p.m. (Remote)</p>	<p>Arts and Sciences: Jeri Pilarczyk, 440.525.7261 or email jpilarczyk5@lakelandcc.edu</p> <p>Karen Tarasco, 440.525.7354 or email ktarasco@lakelandcc.edu</p> <p>Michelle Durr, 440.525.7223 or email mdurr2@lakelandcc.edu</p> <p>Applied Studies: Cynthia Millonzi, 440-525-7085 or email cmillonzi@lakelandcc.edu</p> <p>Health Technologies: Kelly Matier, 440-525-7180 or email kmatier@lakelandcc.edu</p> <p>Associate Provost for Teaching and Learning: Deborah Bordonaro, 440-525-7294 or email dbordonaro@lakelandcc.edu</p>
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<p>Academic Offices (Deans, Associate Provosts, Provost) cont'd</p>	<p>Wednesday Noon – 4 p.m. (On-site) 8 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p> <p>Associate Provost for Strategic Educational Programs and Retention Initiatives Office Monday – Thursday 8 a.m. to 6 p.m. (Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p>	<p>Associate Provost for Strategic Educational Programs and Retention Initiatives: LouAnn Luzar, 440-525-7469 or email lluzar@lakelandcc.edu</p>
<p>Accommodation Center</p>	<p>Monday + Tuesday 8 a.m. – Noon (On-site) Noon – 4 p.m. (Remote)</p> <p>Wednesday + Thursday 8 a.m. – Noon (Remote) Noon – 4 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>For an appointment, contact Mary Wheeler, 440.525.7020 or email mwheeler21@lakelandcc.edu</p>
<p>Administrative Technologies</p>	<p>Monday – Thursday 8 a.m. – 5 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Randi Ferline, 440.525.7020 or email rferline@lakelandcc.edu</p>
<p>Arts at Lakeland</p>	<p>Monday – Thursday 8 a.m. – 6 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Jeri Pilarczyk, 440.525.7261 or email jpilarczyk5@lakelandcc.edu</p> <p>Mary Urbas, Lakeland Art Gallery Coordinator, email murbas@lakelandcc.edu</p>
<p>Athletic and Fitness Center</p>	<p>Monday – Thursday 7:30 a.m. – 6 p.m.</p> <p>Friday 8 a.m. – Noon</p> <p>Saturday + Sunday Closed</p>	<p>Scott Barlow, 440.525.7350 or email sbarlow@lakelandcc.edu</p>
<p>Athletics</p>	<p>Spring sports schedule TBD</p>	<p>Scott Barlow, Athletic Director, 440.525.7350 or email sbarlow@lakelandcc.edu</p>

<p>Bookstore</p>	<p><u>Week of Jan. 18</u> Closed Monday Tuesday + Wednesday 8 a.m. – 6 p.m. (On-site) Thursday 8 a.m. – 3 p.m. (On-site)</p> <p><u>Week of Jan. 25</u> Monday + Tuesday 8 a.m. – 6 p.m. (On-site) Wednesday + Thursday 10 a.m. – 3 p.m. (On-site)</p> <p><u>After January</u> Monday – Thursday 10 a.m. – 3 p.m. (On-site) <u>Exceptions:</u> Monday (Mar. 15) + Tuesday (Mar. 16) 8 a.m. – 6 p.m. (On-site)</p>	<p>Students wishing to cancel an order or ask a question, email (<i>do not call</i>) jdalton7@lakelandcc.edu (<i>include four-digit order number and name</i>)</p> <p>Students can choose free shipping for online orders over \$100</p> <p>For extended hours for the start of spring semester and for the start of P2, visit the bookstore website.</p>
<p>Breakers BUZZ Cafe</p>	<p>Monday – Thursday 8 a.m. – 2 p.m.</p>	<p>Vending machines available outside of Breakers and on the first floor of H building. Food and drink may only be consumed in private offices away from others, on the first and second floor of Breakers and ground floor of H building.</p>
<p>Business Services</p>	<p>Accounts Payable Monday – Thursday 7:30 a.m. to 5 p.m. (Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p> <p>On-site for check runs on the 15th and the 30th of each month</p> <p>Accounts Receivable Monday – Thursday 7:30 a.m. to 5 p.m. (Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p> <p>On-site as needed.</p>	<p>Budgeting: Thomas Reynolds, 440.525.7064 or email treynolds17@lakelandcc.edu</p> <p>Ginny Barrett, 440.525.7063 or email gbarrett@lakelandcc.edu</p> <p>Rachelle Coley, 440.525.7065 or email rcoley@lakelandcc.edu</p>

Business Services cont'd	Payroll Monday – Thursday 8 a.m. to 5 p.m. (Remote) Friday 8 a.m. to Noon (Remote) On-site as needed.	Vicki Miller, 44.525.7061 or email vmiller26@lakelandcc.edu
<u>Campus Kids</u>	Monday – Thursday 7:15 a.m. – 6 p.m. Friday 7:15 a.m. – 1 p.m.	Cris Vanek, 440.525.7196 or email cvanek@lakelandcc.edu
<u>Campus Police</u>	On-site 24/7	440.525.7241 or 911 from campus
<u>Career Services</u>	Monday – Thursday 8 a.m. – 5:30 p.m. (On-site) Friday 8 a.m. – Noon (Remote)	440.525.7222 or email careerservices@lakelandcc.edu Rhonda Butler, 440.525.7432 or email rbutler15@lakelandcc.edu Marie Meeks, 440.525.7222 or email mmeeks9@lakelandcc.edu Karyn Stovicek, 440.525.7434 or email kstovicek@lakelandcc.edu Julie Weyer, 440.525.7454 or email jweyer1@lakelandcce.edu
<u>Cashier's Office</u>	Monday – Thursday 8 a.m. – 5 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	For billing questions, deposits or other cashier-related issues, contact Debra Robinson, 440.525.7134 or email drobenson@lakelandcc.edu
Community & College Relations	Monday – Thursday 7 a.m. – 5:30 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Denise Timms, 440.525.7323 or email dtimms@lakelandcc.edu
Computer Labs	A-1046 Computer Lab: Monday – Thursday 7:30 a.m. – 8 p.m. (On-site) Friday & Saturday 7:30 a.m. – Noon (On-site)	See https://lakelandcc.edu/web/about/notices/coronavirus for information about Chromebook rentals.

Event Services & Facility Rentals		Connie Glanzer, 440.525.7746 or email cglanzer2@lakelandcc.edu
Health Clinic (Lake Health)	The Clinic is currently closed.	
Help Desk	Remote support available 24/7	440.525.7570 (available 24 hours) or visit www.lakelandcc.edu/help Live Chat is available during Lakeland staffed hours.
Hispanic Program	Monday – Wednesday 8 a.m. – 2 p.m. (Remote) Thursday 10 a.m. – 3 p.m. (On-site) Friday 8 a.m. – Noon (Remote)	Lissette Piepenburg, 440.525.7576 or email lpiepenburg1@lakelandcc.edu
HIVE Makerspace	Monday 8 a.m. – 5 p.m. (Remote) Tuesday – Thursday 8-10 a.m. (Remote) 10 a.m. – 5 p.m. (On-site) Friday 8 a.m. – Noon (Remote) <i>Access to HIVE Lab and Shop available by appointment</i>	Owen Schoeniger, 440.525.7855 or email oschoeniger1@lakelandcc.edu Samantha Ciferno, 440.525.7561 or email sciferno1@lakelandcc.edu
Holden University Center	Monday – Thursday 8 a.m. – 6 p.m. (Remote) Friday 8 a.m. – Noon (Remote) Building/On-site Hours* <i>Jan. 19 – May 15, 2021</i> Monday 7:30 a.m. – 8 p.m. Tuesday 1 p.m. – 9 p.m.	440.525.7535 or uc@lakelandcc.edu or visit lakelandcc.edu/uc Computer Lab Hours by Appointment Only Monday and Wednesdays 8 a.m. – 7 p.m. Tuesday and Thursdays 1:30 – 8 p.m. Saturday 9 a.m. – 2 p.m.

Holden University Center cont'd	<p>Wednesday 7:30 a.m. – 9 p.m.</p> <p>Thursday 1 p.m. – 9 p.m.</p> <p>Friday Closed</p> <p>Saturday 8:30 a.m. – 3:30 p.m.</p> <p><i>(*Subject to change based on course schedules or college operations)</i></p>	
Honors Program	<p>Monday – Thursday 8 a.m. – 5 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Email lakelandhonors@lakelandcc.edu</p>
Human Resources	<p>Monday 7:30 a.m. – 4:30 p.m. (Remote)</p> <p>Tuesday, Wednesday and Thursday 7:30 a.m. – 4:30 p.m. (On-site)</p> <p>Friday 7:30 a.m. – Noon (Remote)</p>	<p>Carol Burger, 440.525.7555 or email cburger@lakelandcc.edu</p> <p>Tammy Konte, 440.525.7045 or email tkonte@lakelandcc.edu</p>
Instructional Technologies	<p>Classroom Technologists: Monday – Thursday 7:30 a.m. – 9:00 p.m. (On-site AND Remote)</p> <p>Friday 7:30 – 11:30 a.m. (On-site And Remote)</p> <p>Instructional Technologies Office: Monday – Thursday 7:30 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 7:30 a.m. – Noon (Remote)</p>	<p>For assistance with Blackboard, Webex, TechSmith Knowmia or Respondus LockDown Browser, call 440.525.7129 or email ITD@lakelandcc.edu</p> <p>For general questions, please contact Diana Monasky, 440.525.7495 or dmonasky@lakelandcc.edu</p>
Lakeland Cares Cupboard	<p>Closed until further notice</p>	<p>For assistance with food or other unexpected hardships, please visit https://www.lakelandcc.edu/web/about/immediate-needs-grant</p>
Lakeland Foundation	<p>Monday – Thursday 8 a.m. – 5 p.m. (Remote)</p>	<p>Nancy Brooks, 440.525.7094 or email nbrooks@lakelandcc.edu</p>

<u>Lakeland Foundation</u> cont'd	Friday 8 a.m. – Noon (Remote)	
<u>Learning Center</u>	<p>Office Hours Monday + Thursday 10 a.m. – 3 p.m. (On-site) Tuesday + Wednesday Noon – 5 p.m. (On-site)</p> <p>Tutoring Monday – Thursday 9 a.m. – 6 p.m. (Remote)</p> <p>Writing Center Monday 9 a.m. – 5 p.m. (Remote)</p> <p>Tuesday, Wednesday, Thursday 9 a.m. – 6 p.m. (Remote)</p> <p>Math-in-Minutes By appointment only</p> <p>Additional Math and Writing Center Appointments Friday 9 a.m. – Noon (Remote)</p>	<p>Tutoring, writing center, study tables and coaching are available online.</p> <p>To make an online appointment, log in to myLakeland, click the Student Tab, click Schedule It, click Schedule a Tutoring or Writing Center Appointment, and follow the prompts.</p> <p>Student success navigators will continue taking appointments through WebEx. To make an appointment with a navigator, or if you have a question or problem scheduling a tutor appointment, call 440-525-7019.</p>
<u>Library Reference & Instruction Services</u>	Monday – Thursday 8 a.m. – 10 p.m. (Remote)	Reference: reflibrarian@lakelandcc.edu or 440.525.7425
<u>Library Circulation Services</u>	<p>No-Contact Pickup Services Reserves Lakeland Library books OhioLINK books Print/Copy/Scan-to-email</p> <p>Available Monday – Thursday 11 a.m. – 3 p.m. Curbside at B-building parking lot Library Lobby, Room C-3051 Holden Outdoor Pickup at the Holden University Center (24-hour access)</p>	<p>Circulation: lakelandlibrary@lakelandcc.edu or 440.525.7424</p> <p>Monday – Thursday 8 a.m. – 5 p.m. Friday 8 a.m. – Noon</p>
<u>Library Offices</u>	Monday – Thursday 8 a.m. – 6 p.m. (On-site)	Library Offices: Linda Glasser

<p><u>Library Offices</u> cont'd</p>	<p>9:30 a.m. – 3:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>lglasser@lakelandcc.edu or 440.525.7067</p>
<p><u>Marketing</u></p>	<p>Monday – Thursday 8 a.m. – 6 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Marketing specialists: Colleen Marble, 440.525.7287 cmarble@lakelandcc.edu</p> <p>Jessica Novak, 440.525.7278 jnovak@lakelandcc.edu</p> <p>Adam Continenza, 440.525.7507 acontinenza3@lakelandcc.edu</p>
<p><u>Men's Resource Center</u></p>	<p>Monday – Thursday 10 a.m. – 3 p.m. (On-site) 8 a.m. – 6 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Jim Shelley, 440.525.7447 or email jshelley@lakelandcc.edu</p>
<p><u>Mooreland</u></p>		<p>Melissa Leone, Event Manager, Normandy Catering at 440.585.5850 x10 or MLEone@NormandyCatering.com</p> <p>Kathy Stropki, Event Manager, Normandy Catering at 440.585.5850 x14 or Kathy@NormandyCatering.com</p>
<p><u>New Student Orientation</u></p>	<p>Monday – Thursday 10 a.m. – 3 p.m. (On-campus) 8 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Theresa Weiler 440.525.7349 Tweiler2@lakelandcc.edu or (text) 440.742.4394</p> <p>Staff available by appointment to meet on-campus as needed.</p>
<p><u>Nonprofit and Public Service Center</u></p>	<p>Monday – Thursday 8 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Edie Gauvin, 440.525.7583 or email egauvin1@lakelandcc.edu</p>
<p>Part-time Faculty Offices (A-2130)</p>	<p>Monday and Thursday 8 a.m. – 5 p.m. (Remote)</p> <p>Tuesday and Wednesday 8 a.m. – 5 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Christine Ujcich, 440.525.7193 or email cujcich3@lakelandcc.edu</p>

<p>Production Center/Mailroom</p>	<p>Monday – Thursday 6 a.m. – 3: 30 p.m. (On-site)</p> <p>Friday 6 a.m. – 11 a.m. (On-site)</p> <p>Saturday + Sunday Closed</p> <p>To minimize contact, the production center (room C-10) is restricted and closed to all foot traffic and production center personnel will <i>not</i> be delivering mail or copy jobs to campus departments.</p> <p>Mail Services A mail room has been established on the ground floor of the C-Building in room C-8 (the graphic design department adjacent to the production center).</p> <p>The mail room will be open for pick-up and drop-off of mail and copy jobs. A designee from each department will need to collect department mail from the mail room.</p> <ul style="list-style-type: none"> · Daily mail will be sorted in the mail room between 1-2 p.m. M-Th, and before 11 a.m. Friday. Mail will be available for pick-up <i>after</i> it has been sorted and production center staff have exited the mail room. · Mail will be sorted alphabetically by department, look at the slot labels to find your department mail. Mail and/or copy jobs that do not fit in the mail slots will be organized in a cabinet under the slots. · Outgoing mail can be deposited in a bin under the mail slots. · Mail will leave campus M-Th at 3 p.m., Friday at 11 a.m. <p>Copy Services All production center work must be requested on a Copy Center Request Form. Request forms are available on the Marketing and Communications portal</p>	<p>Shirley Skisano, 440.525.7014 (copy)</p> <p>Julie Yager 440.525.7013 (mail)</p> <p>or email productioncenter@lakelandcc.edu</p>
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Production Center/Mailroom cont'd	<p>page in myLakeland (login required). Complete the form, save it to your computer and attach it to an email addressed to productioncenter@lakelandcc.edu along with the electronic files for copying. If a hard copy master is the only form of the document(s) available, you must drop the master and hard copy request form in the drop box outside the production center entrance or in the bin in the mail room.</p> <p>Copy jobs will be available for pick-up in the mail room (C-8). To minimize contact, production center personnel will <u>not</u> be delivering mail to campus departments.</p>	
<u>Recruitment</u>	<p>Monday – Thursday 7:30 a.m. – 5 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Leslie Mohr 440.525.7422 or email lmohr@lakelandcc.edu</p>
Shipping and Receiving	<p>Monday – Thursday 8 a.m. – 1 p.m. (On-site)</p>	<p>Mark Iacofano 440.525.7137 or email miacofano@lakelandcc.edu</p>
<u>Shuttle Service</u>	<p>Monday - Thursday 7:30 a.m. - 6:00 p.m. <i>Service every 10 minutes</i> 6:00 p.m. - 8:00 p.m. <i>Service every 20 minutes</i></p> <p>Friday 7:30 a.m. - 12:00 p.m. <i>Service every 20 minutes</i></p>	<p>Times of operation & route map: http://www.lakelandcc.edu/web/about/police-parking-shuttles</p>
<u>Student Development (Dean of Students) and Student Engagement & Leadership (SEAL)</u>	<p><u>Student Development/Dean of Students</u></p> <p>Monday 8 a.m. – 5:30 p.m. (Remote)</p> <p>Tuesday – Thursday 8 a.m. – 5:30 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (Remote)</p> <p><u>SEAL</u> Monday – Thursday 10 a.m. – 3 p.m. (On-site)</p>	<p><u>Student Development</u> Jan Post 44.525.7744 or email jpost@lakelandcc.edu</p> <p><u>SEAL</u> Christa Parisi 440.525.7271 or email cparisi2@lakelandcc.edu</p>

<p>Student Development (Dean of Students) and Student Engagement & Leadership (SEAL) cont'd</p>	<p>8:00 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>or (text) 440.290.6267</p> <p>Staff available by appointment to meet on-campus as needed.</p>
<p>Teaching Learning Center (TLC)</p>	<p>Monday – Friday 7:15 a.m. – 6 p.m.</p>	<p>Cristen Vanek 440.525.7196 or email cvanek@lakelandcc.edu</p>
<p>Tech Prep</p>	<p>Tuesday – Thursday 9 a.m. – 3 p.m. (Remote)</p>	<p>Chris Riley, 440.525.7493 or email criley@lakelandcc.edu</p>
<p>Test Center</p>	<p><u>January 19 – 29</u> Monday – Wednesday 8 a.m. – 5 p.m. (On-site) Thursday + Friday 8 a.m. – noon (On-site)</p> <p>Saturday + Sunday Closed</p> <p><u>February 1 – May 7</u> Monday + Tuesday 8 a.m. – 9 p.m. (On-site) Wednesday + Thursday 8 a.m. – 5 p.m. (On-site) Friday 8 a.m. – Noon (On-site) Saturday + Sunday Closed</p>	<p>Teresa Cardisco 440.525.7568 or email tcardisco@lakelandcc.edu</p>
<p>Transfer Center</p>	<p>Monday – Thursday 8:30 a.m. – 3 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Lorrie Schuck, 440.525.7338 or email lschuck3@lakelandcc.edu</p>
<p>Veterans Center</p>	<p>Monday + Thursday 8 a.m. – 4 p.m. (Remote)</p> <p>Tuesday + Wednesday 9:15 – 10: 30 a.m. (Remote) 11 a.m. – 5 p.m. (On-site)</p>	<p>Debra Weber, 440.525.7246 or email dweber@lakelandcc.edu</p>
<p>Women's Center</p>	<p>Monday – Thursday 8 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Gloria Lane, 440.525.7436 or email glane@lakelandcc.edu or (text) 440.925.5171 Available by appointment to meet on-campus as needed.</p>