Holden University Center of Lakeland Community College

Parking and Shuttle Bus Services

Parking at the Holden University Center is free and open to all faculty, staff, students and guests. Free parking is also available at Lakeland Community College in designated student parking lots. No identification sticker is required. Only vehicles with an official state or temporary college issued handicapped parking permit may park in designated handicapped parking spaces. Violators of parking infractions will be cited by the campus police and fines vary up to $50.

Holden University Center shuttle busses will provide courtesy continuous transportation to and from Lakeland's main campus clocktower directly to the university center during standard business hours of operation in the fall and spring semesters **(shuttle service is not available during summer months).**

Severe Weather or Building Closure

In the event of inclement weather the Holden University Center will be closed if and when Lakeland Community College's main campus is ordered to close or if a building emergency (i.e. utility failure) were to occur. Campus closures are reported to television and radio stations and posted on the Holden University Center (lakelandcc.edu/uc) and College (lakelandcc.edu) websites. Be sure to visit lakelandcc.edu/closings for the most up to date information.

If the partner institution closes, but the Holden University Center remains open, please be sure to check with your partner university representative or faculty member for official communication to determine if a class at the Center will be held.

Emergency Alerts Messaging

Please keep your cellphone up-to-date with the Holden Navigation Desk. Once your cellphone is on file, you will receive a one-time opt-in text (within 24 hours) that you must respond to. If you're not sure if you have responded, you can text the word OPTIN to 68453 (only cellphone numbers on file with the Holden University Center will receive text alerts.) Even if your cellphone is your home/primary number, please also make sure it is listed as a cell number.

Emergency Exits and Information

An emergency audible and visual alarm will sound if the building is to be evacuated. Please proceed to the nearest exit quickly. Once in a safe location, re-group with your class to determine if all members have exited the building. There are emergency exits located on the first floor on the west, east and south sides of the facility. **Please remember, there are no fire drills on campus and every alarm is to be treated seriously.**

Class Cancellation

Please contact the Navigation Desk at 440.525.7535. Class cancellations are posted on the classroom door and on the Holden University Center website lakelandcc.edu/uc, if advance notice is provided.

Varying Academic Calendars

The Holden University Center will remain open for all scheduled classes regardless of differing semester breaks and holidays. When the Lakeland Community College campus is closed, but the "partner" university has a class scheduled, The Holden University Center will remain open during the scheduled class meeting time. However, offices and services at Lakeland will not be available with the exception of Lakeland's Campus Police.

No Smoking Policy

The Ohio Department of Health prohibits smoking in public places and places of employment. Lakeland Community College and the Holden University Center have established a smoke-free zone prohibiting smoking or the use of electronic smoking devices within 20 feet of college entrances and exits and in enclosed areas including all buildings, entryways, bus shelters, and college-owned vehicles. Smoking receptacles are placed at "transition" points where smoking is not prohibited. "No Smoking" signs list a toll-free number for reporting violations to the Ohio Department of Health at 866-559-OHIO (6446).

Children under 16 Years of Age

Children under 16 years of age may not be left unattended at the Holden University Center.

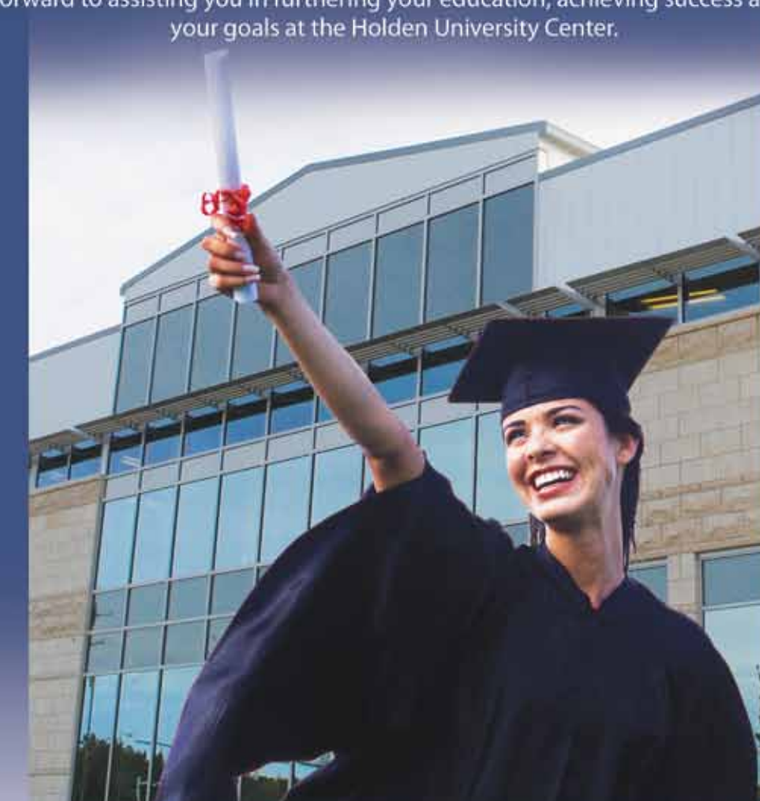
Lakeland
COMMUNITY COLLEGE
HOLDEN UNIVERSITY CENTER

Student Information Guide

Welcome to the **Holden University Center** of Lakeland Community College

This guide provides information on the facilities, resources and technology in our state-of-the-art environment which has been designed especially to enhance your learning experience.

We look forward to assisting you in furthering your education, achieving success and reaching your goals at the Holden University Center.



Stay HERE.
Go far!

Holden University Center of Lakeland Community College
Student Information Guide

440.525.7535
lakelandcc.edu/uc

Hours of Operation
Please visit our website at lakelandcc.edu/uc for hours of operation.

Holden University Center Staff Reference Information
Director
Kristina Willey • 440.525.7745 • kwilley@lakelandcc.edu
Operations and University Services Coordinator
Megan Whitmore • 440.525.7759 • mgarin2@lakelandcc.edu
Marketing Recruitment Specialist
Connie Glanzer • 440.525.7746 • cglanzer2@lakelandcc.edu
Navigation Desk
If you have any questions, comments, or concerns, visit the Navigation Desk located on the first floor near the atrium, email us at uc@lakelandcc.edu or call us at 440.525.7535. A staff member will always be there to assist you.
Classroom Technologist
Jesse Eastman • 440.525.7743 • jeastman@lakelandcc.edu
Evening and Weekend Technology Assistant
440.525.7748 or 440.525.7743

Navigation Desk
If you have any questions, comments, or concerns, visit the Navigation Desk located on the first floor near the atrium or call at 440.525.7535. A staff member will always be there to assist you.

Partnership/Faculty Mailboxes
Each University Partner institution has a mailbox. Please refer to your course syllabus for the preferred method of contact for your instructor.

Materials and Correspondence
Classroom Distribution • Pick Up/Drop Off
Course Evaluations
Please stop by the Navigation Desk for assistance with materials or classroom correspondence.

Study and Collaboration Space
The Holden University Center is a very unique space that encourages collaboration and connectivity. The entire building is wireless and features the latest technologies to provide a truly innovative teaching and learning experience.

Students can utilize any of the rooms that are not being occupied in the building. There are many spaces ideal for smaller groups or when your large group needs to divide to work on assignments. Students may also use the Shared Media Rooms which allow multiple laptops to be displayed allowing participants to contribute their ideas quickly and seamlessly.

Technology Highlights
Walkstations: Two Walkstations (treadmills with computers) are available with top speed of two miles per hour allowing you to walk while you work! Research shows that people can lose about 30 pounds per year by using these Walkstations regularly. The Walkstations are located on the second floor.

Huddleboards: Grab one of our lightweight, portable, and versatile Huddleboards (whiteboards on wheels). Huddleboards can be hung from the top rail of the classroom whiteboards or from the silver posts and beams in our collaboration spaces.

Copy Cam: Small workgroups often yield big ideas, so no one wants to slow down idea generation with tedious note-taking. A CopyCam can take a picture of huddleboards and the image can be saved to a flash drive or the public web address posted on each CopyCam main frame in each room. CopyCams are located throughout the University Center and can photograph up to three huddleboards at a time.

Technology Assistance
The Holden University Center has a classroom technologist available for immediate computer and classroom assistance.

For more information on the technology throughout the facility, or to arrange a one on one orientation of the technology in the building, please contact one of our classroom technologists.

Help Desk
For any technical questions regarding wireless internet access, computer hardware or software, system problems, or your myLakeland account, contact Lakeland's Help Desk at 440.525-7570 or lcchelpdesk@lakelandcc.edu.

Lakeland Photo Identification Card and Number
As a partnership representative or faculty member, you have access to a variety of services to enhance your experience at the Holden University Center. A Lakeland Identification Number (LID) is needed to access the following services:

- Wireless Internet – available throughout Lakeland's campuses, including the University Center
- Computer Labs and Laptops
- Printing and Copying
- Lakeland Writing Center & Testing Services
- Lakeland Library Services
- Lakeland Athletic and Fitness Center
- Emergency Notification System

To gain access to the above services, please stop by the Navigation Desk to fill out "**Partnership Services Form**." This form is also available online at lakelandcc.edu/uc, click on "Class Schedule/ Forms." This form must be completed and updated EVERY semester to ensure access to campus services. Access for all services is granted within 24-48 hours of submitting your information.

Please stop by the Navigation Desk to get your picture taken to receive your Lakeland photo identification card. Please bring an additional photo identification or a current institution ID.

Computer Access
Computer Lab
Open computer labs are in designated rooms; hours are posted by the semester. Please stop by the Navigation Desk for more information. Hours are subject to change based on semester schedules. No food or drink is permitted in the computer labs.

Virtual Desktops
Virtual desktop machines are also available on the second floor, outside of Science Lab 221C.

Laptops
Interested in working in one of our collaboration spaces but are in need of a laptop? Be sure to visit the Holden University Center Navigation Desk with a photo ID and you can borrow a laptop to use while you are working at the Holden University Center. Please note there is a 4 hour maximum time limit for borrowing laptops. Laptops must remain in your possession the entire time it is out on loan.

Printing & Copying
Lakeland provides you with $10 in free printing and copying each semester. You will not be charged for printing until you have used all of your free prints. Funds can be added to your account through the myLakeland (http://my.lakelandcc.edu) student tab. While your free account may expire after final exams, the $10 will reset with the start of a new semester.

Printing and copying are available in Room 105, as well as the second floor vending machine area (up the stairs and to the right, near Room 207).

Black and white copies are $0.05.

The Holden University Center also has a Classroom Technologist for immediate computer and classroom assistance.

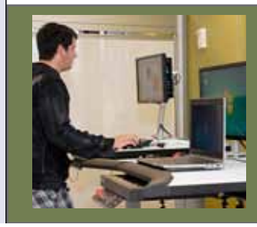
Lakeland Writing Center
The purpose of the Writing Center is to assist students in the pursuit of excellent writing. Students can schedule an appointment by calling 440.525.7019. Students must bring their Lakeland photo ID, copy of their assignment, readings and any drafts of writing they may have completed.

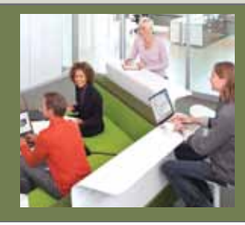
Lakeland Testing Center
The Lakeland Testing Center offers on-site proctoring services for students. As a University Partner student, this proctoring service may be used in the event that a test is missed and a make-up test is issued. If you need to make up a test, please contact Peggy Tallion 440.525.7568.

Lakeland Library
The Lakeland Community College Library is located on Lakeland's main campus on the third floor of the C Building, C-3051. To borrow library materials, you must provide a Lakeland photo ID card. If you request material online (http://library.lakelandcc.edu), you can have it sent directly to the Holden University Center Navigation Desk for pick up.

Lakeland Athletic & Fitness Center
The Lakeland Athletic & Fitness Center (AFC) is available to Holden University Center partnership representatives, faculty and students in the current semester at no charge. Use of the AFC requires a Lakeland photo ID card. For more information, call the AFC at 440.525-7111 or stop by the Navigation Desk to have your Lakeland Identification card created.

Bookstore
Located on the first floor in Building A, the Bookstore is authorized to carry your University Partner books. The Bookstore may carry your Partnership books if your instructor has requested the Bookstore to do so. The Bookstore also carries a large variety of school and office supplies as well as personal items. You may contact the Bookstore at 440.525.7124.





Career Services
Located on the first floor in room A-1039, Career Services offers career information and employment-related services. Contact Career Services at 440.525.7222.

Vending Machines
Snacks, beverages, and coffee vending machines are located on the first floor across from the Computer Lab 118, and on the second floor outside of Room 207. A microwave is also available. Restrooms are located on both floors.

Breakers Dining
Located on the first floor of Building S, Breakers offers a wide variety of foods in a relaxed, comfortable atmosphere for faculty, students and the community. Debit and charge cards are accepted. Kiosks at several convenient locations on Lakeland's campus provide additional food and beverage options. Please visit the Navigation Desk for shuttle bus schedules.

Campus Police and Safety
Operating as an autonomous police district since 1975, the Lakeland Community College Police Department has primary jurisdiction for safety on campus. Lakeland police officers are certified through the Ohio Peace Offices Training Academy and have full law enforcement powers on all Lakeland campuses.

Lakeland Police Non-Emergency - 440.525.7241

Dial 911 from any College Phone - Report all emergencies by dialing 911. When in doubt, trust your instinct and dial 911. When 911 is dialed from any College phone it will come directly into the Lakeland Police Department.

Dial 911 from your Cell Phone - All emergencies can also be reported by dialing 911 from your cell phone.
It is very important to…

1. *Tell the dispatch that you are at Lakeland Community College and/ or the Holden University Center in Kirtland and need to be transferred to the Lakeland Police Department.*
2. *When calling, be sure to give your exact location (room number, floor, bldg., and parking) and the nature of the call.*

Campus Police and Safety Services Include:

- Campus watch and escort service
- Community policing and crime prevention techniques
- Emergency alerts notifications
- Health services - medical/first aid
- Jump start and vehicle lock out assistance
- Lost and found property
- Parking and traffic regulations and enforcement
- Shuttle bus operations

Please see the Navigation Desk staff for assistance or call Campus Police at 440.525.7241.