

## College Credit Plus (CCP) Spring 2021 Registration Checklist

CCP students cannot register online. Please complete the steps below to register for the Spring 2021 semester. Please note, some steps have changed due to the COVID-19 pandemic. To limit the number of people on campus following Thanksgiving holiday travel, Lakeland’s services and courses will be delivered remotely through the end of the year. Lakeland will be closed for the holidays on Wednesday, December 23, 2020 and will reopen on Monday, January 4, 2021. Please complete your Spring 2021 registration early to make sure you get the courses you want.

- ❑ Search for classes online using the online schedule viewer at [lakelandcc.edu/schedule](http://lakelandcc.edu/schedule). You must meet the prerequisites for all courses, which can be viewed in the schedule viewer by clicking on the description link for each course.

The screenshot shows the online schedule viewer interface. At the top, it states: "It is expected that students will spend 2 to 3 hours, minimally, outside of the classroom/laboratory performing course related work such as readings, research, homework assignments, practica, studio work, and other academic work for every hour of instruction spent in the classroom/laboratory." Below this is a search form with the following fields:
 

- Term:** Spring 2017 - View Only (Reg Closed) (dropdown menu)
- Enter Keyword:** (text input field with a 25 character limit)
- Additional Criteria:**
  - SUBJECTS-- (dropdown menu)
  - SCHED TYPE-- (dropdown menu)
  - INSTRUCTORS-- (dropdown menu)
  - CAMPUS-- (dropdown menu)
  - Show ONLY courses with OPEN SEATS

 There are "View Results" and "Clear" buttons. A callout box points to the "Term" dropdown with the text "Select 'Spring 2021'". Another callout box points to the "Campus" dropdown with the text "To view classes at your high school, select your school from the 'Campus' drop down box and uncheck 'Show ONLY courses with OPEN SEATS'". The "Campus" dropdown menu is open, showing options: All Campuses, Main Campus, University Center, Lakeland East, Auburn Career Center, Chardon High School, Cardinal High School, iSTEM, James F Rhodes, Kenston High School, Kirtland High School, and Lakeland High School. A "Results:" label is visible on the right side of the interface."/>

- ❑ Go to the [lakelandcc.edu/CCP](http://lakelandcc.edu/CCP) and click on “Documents and Forms” to access the CCP Registration Authorization forms. Save a copy of the form to your device and type in your course information using the online schedule viewer.
- ❑ You **must** discuss your proposed CCP schedule with your high school guidance counselor to get their approval prior to submitting your registration form to Lakeland. Please check with your guidance counselor to learn about any additional steps required for CCP registration at your school.
- ❑ After discussing your CCP schedule with your guidance counselor, email your CCP Registration Authorization Form as an attachment to [CCPinfo@lakelandcc.edu](mailto:CCPinfo@lakelandcc.edu) and copy your high school guidance counselor. **A CCP Registration Authorization Form received via email without copying the high school guidance counselor will be returned to the student and the student will not be registered.** Copying your high school counselor on this email will satisfy the guidance counselor signature requirement.
- ❑ Spring registration will begin on Monday, November 9, 2020. We will accept registration forms as soon as the spring schedule is viewable online and will register students beginning on November 9 in the order the forms were received. To view your schedule and confirm your classes, please log in to your

myLakeland account beginning November 9 and click on the “Student” tab. In the left-hand column under “myRECORDS”, click on “Personal Class Schedule. Select Spring 2021 and click “submit” to view your schedule.

- ❑ Check your Lakeland student email account regularly for any questions we might have about your spring schedule and for general Spring 2021 semester updates.
  
- ❑ For students taking classes on campus or online, spring semester textbook pickup begins December 14. Fall semester textbooks must be returned to the bookstore prior to picking up spring semester books. Please watch the CCP and Bookstore websites for more information about CCP textbook drop off and pick up, as those details are being finalized.

### **Need Help?**

Lakeland counselors can answer questions about our degree requirements or talk to you about how our courses transfer to other schools. If you would like to speak to a Lakeland Counselor, please contact the Counseling and Advising Center at 440.525.7200 to schedule a phone or WebEx counseling appointment. If you plan to transfer your credits to another college or university, visit [transferology.com](http://transferology.com) to see how your credits will transfer to another school.

### **Graduating in May?**

If you plan to graduate with an associate degree in May 2021, contact the Counseling and Advising Center at 440.525.7200 to schedule a phone or WebEx appointment with a counselor and complete a graduation application.

### **Need Accommodations?**

The Student Accommodation Center works with students with documented disabilities to provide and/or arrange reasonable accommodations. If you have a disability (e.g., learning, attention, psychiatric, vision, hearing, physical or systemic) and wish to receive academic accommodations for CCP courses (offered at your high school or on Lakeland’s campus), please call the Student Accommodation Center at 440.525.7020.

### **Want to Make a Change to Your Schedule?**

If you need to make changes to your schedule after you register, you must email a CCP Schedule Change Authorization Form before classes can be added or dropped from your schedule. Go to the CCP website at [lakelandcc.edu/CCP](http://lakelandcc.edu/CCP) and click on “Documents and Forms” to access the CCP Schedule Change Authorization form. Save a copy of the form to your device and enter the information about the changes you are making. After discussing your schedule changes with your guidance counselor, email your CCP Schedule Change Authorization Form as an attachment to [CCPinfo@lakelandcc.edu](mailto:CCPinfo@lakelandcc.edu) and copy your high school guidance counselor. **A CCP Schedule Change Authorization Form received without copying the high school guidance counselor will be returned to the student and the schedule changes will not be made.** Copying your high school counselor on this email will satisfy the guidance counselor signature requirement.

### **Questions?**

If you have any questions or concerns, please send an email to [CCPinfo@lakelandcc.edu](mailto:CCPinfo@lakelandcc.edu).