



### College Credit Plus (CCP) Registration Checklist

CCP students cannot register online. Please complete the steps below to register for classes:

- ❑ 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, a note 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, the "Term:" dropdown is set to "Spring 2017 - View Only (Reg Closed)". The "Enter Keyword:" field is empty with a "25 character limit" note. The "Additional Criteria:" section includes dropdowns for "SUBJECTS", "SCHED TYPE", "INSTRUCTORS", and "CAMPUS". A checkbox labeled "Show ONLY courses with OPEN SEATS" is present. Two buttons, "View Results" and "Clear", are at the bottom of the criteria section. A callout box points to the "Term:" dropdown with the text "Select 'Spring 2022'". 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 a list of options: "--CAMPUS--", "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".

- ❑ If you plan to transfer these classes to another college or university, visit [transferology.com](http://transferology.com) to see how your courses will transfer to another school.
- ❑ Discuss your class choices with your high school counselor and enter the course information from the online schedule viewer onto your CCP Registration Authorization Form. This form must be completed in its entirety, including all required signatures, for each semester of registration. You will not be registered for classes without your signed authorization form.
- ❑ Bring the completed CCP Registration Authorization Form to the Student Service Center or scan and email it to [CCPinfo@lakelandcc.edu](mailto:CCPinfo@lakelandcc.edu). Do not wait to register, classes fill up quickly and you do not want to be closed out of a class. Students who return their forms by Friday, October 29 will have the best chance of getting their requested schedule and will have their printed schedules mailed to them the week of November 1. Students who return their form to the Student Service Center after November 4 will register in person and will be given a printed schedule at that time.
- ❑ Spring semester book pickup begins December 13. Please bring your printed spring schedule and a photo ID to the bookstore when picking up your books. Remember, fall books must be returned December 6-10 in order to pick up spring books.

(OVER)

**Need Help?**

We will be visiting several area high schools in October to help students select their spring classes. See the attached handout for dates and locations.

Lakeland counselors can answer questions about our degree requirements or talk to you about how our courses transfer to other schools. If we are not coming to your high school and you want to meet with a Lakeland counselor, you can make an appointment by calling the Counseling and Advising Center at 440.525.7200. For information about the Counseling and Advising Center and their services, visit [lakelandc.edu/counseling](http://lakelandc.edu/counseling).

If you know what classes you want to take and need help filling out your authorization form, the Student Service Center staff can provide assistance with navigating the online schedule viewer, reviewing course prerequisites, and locating all the information you need to complete your authorization form. The Student Service Center is open Monday – Thursday 8 a.m. – 6 p.m., and Friday 8 a.m. – 12 p.m. No appointment is necessary.

**Graduating in May?**

If you plan to graduate with associate degree in May 2022, contact the Counseling and Advising Center at 440.525.7200 to schedule an appointment with a counselor for a degree evaluation and to 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), it is recommended that you call the Student Accommodation Center at 440.525.7020 by December 15 in order to have them guaranteed to be in place at the start of the spring semester.

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

If you need to make changes to your schedule after you register, you must submit a CCP Schedule Change Authorization Form in its entirety, including all required signatures, before classes can be added or dropped from your schedule. You can download and print the CCP Schedule Change Authorization Form from [lakelandcc.edu/ccp](http://lakelandcc.edu/ccp) and clicking on "Documents and Forms."

**Questions?**

If you have any questions or concerns, please send an email to [CCPinfo@lakelandcc.edu](mailto:CCPinfo@lakelandcc.edu) or call the CCP Office at 440.525.7404.