Spring 2017 Enrollment Guide

Spring semester dates:
Jan. 14 - May 12, 2017

View the credit course schedule online at lakelandcc.edu/schedule.

Opportunity starts HERE
lakelandcc.edu
2017 ENROLLMENT GUIDE

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2017 Spring Tuition Schedule
(Tuition rate subject to change.)

<table>
<thead>
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<th>Lake County</th>
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<th>Out of State</th>
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COMBINED TUITION AND GENERAL FEE

| 1 | $109.55 | $137.85 | $305.85 |
| 2 | $219.10 | $275.70 | $611.70 |
| 3 | $328.65 | $413.55 | $917.55 |
| 4 | $438.20 | $551.40 | $1,223.40 |
| 5 | $547.75 | $689.25 | $1,529.25 |
| 6 | $657.30 | $827.10 | $1,835.10 |
| 7 | $766.85 | $964.95 | $2,140.95 |
| 8 | $876.40 | $1,102.80 | $2,446.80 |
| 9 | $985.95 | $1,240.65 | $2,752.65 |
| 10 | $1,095.50 | $1,378.50 | $3,058.50 |
| 11 | $1,205.05 | $1,516.35 | $3,364.35 |
| 12 | $1,314.60 | $1,654.20 | $3,670.20 |
| 13 | $1,424.15 | $1,792.05 | $3,976.05 |
| 14 | $1,533.70 | $1,929.90 | $4,281.90 |
| 15 | $1,643.25 | $2,067.75 | $4,587.75 |

*General fee is $11.80 per credit hour for a maximum of 15 credit hours per term. The fee is used to cover such direct student services as counseling, career services, admissions, registration, etc. Tuition and fees are subject to change. View lakelandcc.edu/tuition for more information.
Spring Semester

FIRST SPRING SESSION • Jan. 14 - March 10, 2017

Registration .............................................................. Nov. 7, 2016 - Jan. 13, 2017
Last Day to Apply ..................................................... Jan. 6, 2017
Tuition Due* ............................................................... Jan. 6, 2017
Senior Citizen Registration ............................................. Jan. 12-13, 2017
Classes Begin ............................................................. Jan. 14, 2017
College Closed - Martin Luther King Jr. Day..................... Jan. 16, 2017
Last Day to Add a Class / Declare an Audit ...................... Jan. 23, 2017
Last Day to Withdraw from a Class for 100% Refund .......... Jan. 23, 2017
Last Day to Withdraw from a Class for 50% Refund .......... Jan. 30, 2017
Last Day to Request Satisfactory / Unsatisfactory ............. Feb. 3, 2017
Tuition Loan Payment Plan - First Installment Due ............ Feb. 14, 2017
College Closed - Presidents Day .................................... Feb. 17, 2017
Last Day to Withdraw from a Class (No Refund) .............. Feb. 24, 2017
Final Exams................................................................. March 6-10, 2017
Tuition Loan Payment Plan - Second Installment Due ......... March 8, 2017
Graduation Application Deadline .................................. March 31, 2017
Tuition Loan Payment Plan - Third Installment Due .......... April 3, 2017
Grades Posted on Transcripts ........................................ May 16, 2017

FULL SPRING SESSION • Jan. 14 - May 12, 2017

Registration .............................................................. Nov. 7 - Jan. 13, 2017
Last Day to Apply ..................................................... Jan. 6, 2017
Tuition Due* ............................................................... Jan. 6, 2017
Senior Citizen Registration ............................................. Jan. 12-13, 2017
Classes Begin ............................................................. Jan. 14, 2017
College Closed - Martin Luther King Jr. Day..................... Jan. 16, 2017
Last Day to Add a Class / Declare an Audit ...................... Jan. 23, 2017
Last Day to Withdraw from a Class for 100% Refund .......... Jan. 23, 2017
Last Day to Withdraw from a Class for 50% Refund .......... Jan. 30, 2017
Last Day to Request Satisfactory / Unsatisfactory ............. Feb. 3, 2017
Tuition Loan Payment Plan - First Installment Due ............ Feb. 14, 2017
College Closed - Presidents Day .................................... Feb. 17, 2017
Last Day to Request Satisfactory / Unsatisfactory ............. Feb. 20, 2017
Tuition Loan Payment Plan - Second Installment Due ......... March 8, 2017
Spring Break - College offices remain open ..................... March 11-17, 2017
Graduation Application Deadline .................................. March 31, 2017
Tuition Loan Payment Plan - Third Installment Due .......... April 3, 2017
Last Day to Withdraw from a Class (No Refund) .............. April 14, 2017
Final Exams................................................................. May 6-12, 2017
Grades Posted on Transcripts ........................................ May 16, 2017

SECOND SPRING SESSION • March 18 - May 12, 2017

Registration .............................................................. Nov. 7 - March 17, 2017
Senior Citizen Registration ............................................. Jan. 12 - March 17, 2017
Tuition Loan Payment Plan - First Installment Due ............ Feb. 14, 2017
Tuition Loan Payment Plan - Second Installment Due ......... March 8, 2017
Last Day to Apply ..................................................... March 10, 2017
Tuition Due* ............................................................... March 17, 2017
Classes Begin ............................................................. March 18, 2017
Last Day to Add a Class / Declare an Audit ...................... March 24, 2017
Last Day to Withdraw from a Class for 100% Refund .......... March 24, 2017
Last Day to Withdraw from a Class for 50% Refund .......... March 31, 2017
Graduation Application Deadline .................................. March 31, 2017
Tuition Loan Payment Plan - Third Installment Due .......... April 3, 2017
Last Day to Request Satisfactory / Unsatisfactory ............. April 7, 2017
Last Day to Withdraw from a Class (No Refund) .............. April 28, 2017
Final Exams................................................................. May 6-12, 2017
Grades Posted on Transcripts ........................................ May 16, 2017

* Tuition must be PAID IN FULL or the student enrolled in a Tuition Loan Payment Plan. Students may be automatically 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 spring semester are Feb. 14, March 8 and April 3, 2017.
New Freshmen 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, located on the first floor of the A-Building in room A-1002. The Student Service Center houses the offices of 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 your transcripts sent directly to Lakeland’s Student Service Center.

✔️ 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. Schedule online at my.lakelandcc.edu 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. Register for the placement test online at myLakeland.

Readiness Area | ACT | SAT
--- | --- | ---
English/Writing Sub Score | 18 (or higher) | 430 (or higher)
Reading Sub Score | 21 (or higher) | 450 (or higher)
Mathematics Sub Score | 22 (or higher) | 520 (or higher)

✔️ Schedule a New Student Orientation Session
New students must attend new student orientation. Register for orientation sessions online through myLakeland. (See page 7 for full instructions.)

✔️ 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 room A-1033, or by phone at 440.525.7133. Tuition and fees are due by the published deadlines - found on page 1. See page 10 for more information.

New, 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 fafsa.gov and use the Lakeland code 006804. Students can also quickly and easily apply for scholarships through the Scholarship Center. See page 10 for details. For more information, contact the Student Service Center at 440.525.7070 or lakelandcc.edu/financialaid.

✔️ 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. through 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 in room A-1027 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 (tentatively). 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 online only 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, missing placement test scores, missing new student orientation session, unpaid fees) that will prevent you from registering for classes. Clear any registration holds.

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.

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 in room A-1037 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 6-8 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.

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.)
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.

Online Courses
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 or evaluation.

Online with synchronous requirements (WSR)
Online WSR courses are 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.

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.
Class Schedule

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.

### 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) [Catalog Entry]

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Course Number: 2017 ENROLLMENT GUIDE 5

### Type of class

- **CRN**: Course Reference Number
- **Schedule**: Type of course
- **Sects Days**: Section and days
- **Times**: Time of class
- **Dates**: Dates of the course
- **Room**: Classroom where the course is held
- **Camp**: Campus where the course is held
- **Instructor**: Name of the instructor
- **Cr**: Credit hours

### Session Codes

- **F**: Full Term
- **P1**: First Half Term
- **P2**: Second Half Term
- **P1S**: 1st Five Weeks
- **P2S**: 2nd Five Weeks
- **P3S**: 3rd Five Weeks

### Important Notes

- **FULL**: Section is full
- **TEXT**: Offsite/Satellite
- **WORD**: Keyword Match

### Book Information

- **Textbooks**
- **Online/Online Lab**
- **Hybrid/Hybrid Lab**
- **Self-Paced**

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Associate of Arts Degree

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2017 ENROLLMENT GUIDE 5
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 for Classes Online Through myLakeland:

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 your username and password.*

   If you forgot your password, contact the Help Desk to request a reset upon identity verification.

   See https://lkn.lakelandcc.edu/go/portal/help/.

   Register online through myLakeland.

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.”

See the myLakeland instructions (pages 7-8) to learn how to add/drop classes, print your schedule, view transcripts, and more.

* See terms in the above myLakeland box for descriptions of each.
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.

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 8 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 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.
NOTE: Choosing “Yes, I want to set up payments” is your AUTHORIZATION to process payments AUTOMATICALLY on the due date using the payment method you set up. You will receive a reminder email.
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 “myRECORDS,” click on “Grades.”
4. Select a term.
5. Click “Submit.”
NOTE: Only official end of term final grades are available.

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.

View My Transcript
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.

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.

Student Meeting Center
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “Quick Tools,” click on the “Student Meeting Center” icon.
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>Residency Status</th>
<th>Lakeland*</th>
<th>Ohio Public University Main Campuses**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake County Residents</td>
<td>$3,315.00</td>
<td>$9,652.00</td>
</tr>
<tr>
<td>Other Ohio Residents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-State Residents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* General fee is $11.80 per credit hour for a maximum of 15 credit hours per term. The fee is used to cover such direct student services as counseling, career services, admissions, registration, etc. Tuition shown effective for Spring 2016. Tuition and fees are subject to change. View lakelandcc.edu/tuition for more information.

- In addition to the general instructional fees 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. 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 page 1 for registration dates.

** Ohio Board of Regents Annualized Full-Time Tuition and Fees Charged to Entering Students January 2016

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 8 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.
**PAYMENT OPTIONS**
(See Refund Policy page 12)

**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.
- Online in myLakeland
- Complete one simple application
- The Financial Aid Office will notify students of any scholarship awards

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

**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 for Payment Plan dates.)
(See page 8, “Enroll in a Payment Plan and Set Up Installments” or visit the Cashier’s Office in room A-1033.)

**Paying with Financial Assistance**
- If students have received financial aid award notification via Lakeland student email, and have registered for the minimum number of credit hours required to receive the aid, aid will be applied to tuition charges.
- Class attendance will be reported by faculty.
- Refunds of excess financial aid will be released to students after attendance in their classes has been verified by the Financial Aid Office. This process begins at the end of the second week of the semester. Please sign up for electronic deposit.

(See page 8 “Make a Payment / View My Student Account / Enroll in eRefunds.”)

- 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.

**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 Semester</td>
<td>Tuition is due by the first day of class.</td>
</tr>
</tbody>
</table>

*(See page 1 for specific dates.)*

*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.
- Daily deletes for unpaid schedules will begin after the due date has passed.
- 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.

**Required Acknowledgement of Financial Responsibility**

By registering for courses at Lakeland Community College, I accept responsibility for payment 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 and, 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.

Students can also quickly and easily apply for scholarships through a new one-step application process in the Scholarship Center. See page 8 for details.
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 fafsa.gov and use Lakeland Community College code 006804.
• Students need to apply for financial aid each year.
• Check the progress of your financial aid application in myLakeland.

To Keep Financial Aid:
• Attend class.
• Maintain Standards of Academic Progress (SAP).
• Be aware of the freeze dates.
• Understand what happens when you withdraw.

Financial aid eligibility is based on class attendance.
Visit: lakelandcc.edu/financialaid

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 an N (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 page 1 for appropriate deadlines regarding withdrawal.

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>8-WEEK and 16-WEEK CLASSES</th>
<th>FULL REFUND</th>
<th>50% REFUND</th>
<th>NO REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<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)</td>
<td>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 page 1 for specific dates.

- 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 for no attendance).
- 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 appeal may be made requesting special consideration. Appropriate documentation is required with such appeal.
- 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 refund policy for financial aid recipients from the Student Service Center.
Academic Programs

DEGREE & CERTIFICATE PROGRAMS

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 | 230 South LaSalle Street, Suite 7-500 | Chicago, IL 60604-1413 | 800.621.7440 | hlcommission.org

DEGREE PROGRAMS AT A GLANCE

Associate of Arts Degree
Associate of Science Degree
Associate of Applied Business Degree

Applied Studies - Computer, Design and Engineering Technologies
Graphic Design
Information Technology and Computer Science:
• Application Programming and Development Concentration
• Computer Science/Software Engineering Concentration
• Database Administrator Concentration
• Operating Systems/Networking Concentration
• User Support Specialist Major
• Web Content Develop Concentration
Media Technology:
• Audio Recording and Production Technical Major
• Interactive Media Design and Delivery Technical Major
• Radio Production and Broadcast Technical Major
• Video Production and Broadcast Technical Major

Applied Studies - Management
Accounting
Business Management:
• Business Information Management Concentration
• Entrepreneurship Concentration
• General Management Concentration
• Human Resources Management Concentration
• Marketing Concentration
Paralegal Studies

Associate of Applied Science Degree

Applied Studies - Computer, Design and Engineering Technologies
Civil Engineering Technology:
• Civil Engineering Technology
• Construction Management
Computer Integrated Manufacturing Technology:
• General Manufacturing Major
• Maintenance and Repair Concentration
Electronic Engineering Technology:
• Electronic Engineering Technology
• Industrial Electronics Concentration
Mechanical Engineering Technology:
• Computer Aided Design Concentration
• Mechanical Engineering Technology
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 – Corrections
Criminal Justice – Law Enforcement
Early Childhood Education
Emergency Management Planning and Administration
Fire Science Technology
Human Services

Applied Studies - Health Technologies
Biotechnology Science
Dental Hygiene
Health Information Management Technology
Histotechnology
Medical Laboratory Technology
Multi-Skilled Health Technology
Nursing (RN)
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
Industrial Welding
Tool and Die Technology

Applied Studies - Health Technologies
Nuclear Medicine
Radiologic Technology

Applied Studies - Management
Culinary Arts Technology

View certificate programs at lakelandcc.edu
TRANSFER PROGRAMS
Transfer Center • 440.525.7338 • Building A-1043

You can complete the first two years of your bachelor’s degree and then transfer to most four-year colleges or universities. Lakeland has general articulation agreements and transfer guides for more than 50 Ohio colleges and universities. Ohio Transfer Module and Transfer Assurance Guide course credits are guaranteed to transfer to any public college or university in Ohio. Check for course equivalency at transferology.com or transfercredit.ohio.gov.

Students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements prior to beginning the transfer program.

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.

COLLEGE CREDIT PLUS
Student Service Center • 440.525.7404 • Building A-1002

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.

ADULT LEARNERS
Adult Learner Office • 440.525.7824 • Building A-1043

Available to students age 25 and older, the adult learner office will assist with navigating the enrollment process. From applying, enrolling and registering for classes, those wanting to return to college or those getting a later start in college can turn to the adult learner office for assistance.

Additionally, adult students may need additional resources while trying to balance family, job and now classroom responsibilities. The adult learner office can provide guidance to the appropriate resources on campus to help with these challenges.
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:
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.

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) ......................................................... 440.525.7100
  • Admissions ............................................................................... 440.525.7100
  • Financial Aid ............................................................................ 440.525.7070
  • Registration
      Phone-in Registration .............................................................. 440.525.7101 or 1.800.589.8520
      • Walk-In Counseling ............................................................. 440.525.7070

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
College Readiness & Student Success ............................................. 440.525.7492
Counseling / Academic Advising / New Student Appointments .......... 440.525.7200
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
Holden University Center ................................................................ 440.525.7535
Learning Center
  • Tutorial Services ....................................................................... 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 .................................................................... 440.525.7452
Police Department
  • Non-Emergency (24 hours) ....................................................... 440.525.7241
  • Emergency Number ............................................................... 440.525.7241
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’ Affairs ......................................................................... 440.525.7246
  • Women’s Center ........................................................................ 440.525.7322
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 20 bachelor’s degree programs, seven graduate degree programs and one doctoral program from 10 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: 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 Degrees

- 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

- Reading Endorsement Program (graduate level)

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

- Bachelor of Arts in Communication
- Master of Business Administration
- Master of Business Administration in Health Care Administration
- Master of Business Administration in Information Technology Management

- Bachelor of Arts in Sport Management
- Master of Arts in National Security and Intelligence Studies

- Bachelor of Science in Nursing

- Bachelor of Arts in Humanities (Ursuline College Accelerated Program)
- Master of Science in Nursing
- Doctor of Nursing Practice

- Bachelor of Science in Applied Science in Allied Health
- Bachelor of Science in Applied Science in Criminal Justice
- Bachelor of Social Work
- Master of Social Work
CAMPUS MAP
A A-Building, Student Services
B B-Building
C C-Building, Library
D D-Building, Performing Arts Center
E E-Building, Engineering
H H-Building, Health Technologies
L Teaching Learning Center
M Mooreland Mansion
S Student Center, Breakers Dining
T T-Building, Business
U Holden University Center
Y Athletic & Fitness Center

LOW TUITION*
Only about one-third the cost of most four-year colleges

$109.55 PER SEMESTER CREDIT HR. (LAKE COUNTY RESIDENTS)
$137.85 PER SEMESTER CREDIT HR. (OTHER OH RESIDENTS)

Tuition shown is Spring 2017
View the tuition schedule at lakelandcc.edu/tuition
* Tuition prices are subject to change

COMPLIANCE
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.