

# 2020-2021 Enrollment Guide

## ABOUT LAKELAND

For more than 50 years, Lakeland Community College has impacted thousands of lives through learning. Founded in 1967, Lakeland was the first college in Ohio created by a vote of the people. True to its mission, the college provides quality learning opportunities to more than 10,000 credit students to meet the needs of the community at its main campus in Kirtland and online.

Accredit by The Higher Learning Commission, Lakeland offers more than 130 associate degree and certificate programs that may lead to high-demand careers or transfer to four-year institutions. The college also provides access to bachelor's, graduate and doctorate degrees along with certificates and endorsement on campus through the Holden University Center of Lakeland, in partnership with 11 four-year institutions.

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## IMPORTANT DATES

[View a list of important dates for fall, spring and summer.](#)

## ACADEMIC PROGRAMS

### DEGREE & CERTIFICATE PROGRAMS

Lakeland's degree program prepares students 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).

Address: The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413

Phone: 800.621.7440

Website: [hlcommission.org](http://hlcommission.org)

## DEGREE PROGRAMS AT A GLANCE

[Associate of Arts Degree](#)

[Associate of Arts Degree in Business](#)

[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
- Cybersecurity Concentration
- Data Analytics Concentration
- IT Support Analyst Major
- Operating Systems/Networking Concentration
- 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

##### Cisco Network Technology

- Cisco Network Security

##### 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
- Computer Hardware Engineering Technology Concentration
- Electro-Mechanical Engineering Technology Concentration
- Telecommunications Engineering Technology Concentration

##### Mechanical Engineering Technology:

- Computer Aided Design Concentration
- Mechanical Engineering Technology

##### Nuclear Engineering Technology

##### Welding and Fabrication Technology

#### Applied Studies - Education, Human and Public Services

##### Criminal Justice

##### Early Childhood Education

##### Emergency Management Planning and Administration

##### Fire Science Technology

##### Human Services

#### Applied Studies - Health Technologies

##### Biotechnology Science:

- Biotechnology Science
- Bioinformatics Concentration

##### Dental Hygiene

##### Health Information Management Technology

##### Histotechnology

##### Medical Laboratory Technology

##### Multi-Skilled Health Technology

##### Nursing (RN)

##### Occupational Therapy Assistant

##### Radiologic Technology

##### Respiratory Therapy

##### Surgical Technology

#### Arts and Sciences - Languages & Communications

##### Applied American Sign Language Studies

## Arts and Sciences - Behavioral and Social Sciences

Geospatial Technology

## Associate of Technical Studies Degree

### Applied Studies - Computer, Design and Engineering Technologies

Computer Information Technology

Electrical Construction Technology

Electrical Technology

Tool and Die Technology

### Applied Studies - Health Technologies

Nuclear Medicine

Radiologic Technology

### Applied Studies - Management

Culinary Arts Technology

View certificate programs at [lakelandcc.edu](http://lakelandcc.edu).

## NEW AND TRANSFER STUDENT ENROLLMENT CHECKLIST

### Apply for Admission

All new students need to apply for admission to Lakeland. Apply online at [lakelandcc.edu/apply](http://lakelandcc.edu/apply). A \$15 non-refundable application fee will be added upon registering for classes.

### Submit Transcripts

All new, first-year students are required to submit a final, official high school transcript showing graduation date or GED. This requirement may be waived if you have earned 15 credit hours or more at an accredited post-secondary institution.

All new transfer students are required to submit official transcripts from all post-secondary institutions attended, even if no credit was earned.

Any student pursuing a health technologies program must also submit an official high school transcript or GED.

Please contact your former high school and/or post-secondary institutions to request your transcripts to be sent directly to the Lakeland Admissions Office at 7700 Clocktower Drive, Kirtland, Ohio 44094.

### Take the Placement Test

Course placement tests help to determine proper course selection. Lakeland requires placement testing in English and mathematics prior to registration. Appointments are required and can be scheduled through myLakeland after receiving admission notification.

The Lakeland Learning Center offers free placement test preparation sessions in English writing and math for admitted students. Contact the test center at 440.525.7574 or 440.525.7568 to register for a session. For additional test preparation information, visit [lakelandcc.edu/placement](http://lakelandcc.edu/placement).

ACT/SAT scores can be submitted 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, visit [lakelandcc.edu/placement](http://lakelandcc.edu/placement).

### Readiness Area

Readiness area for the English/writing sub score for the ACT is 18 or higher, for the SAT is 480 or higher.  
Readiness area mathematics sub score for the ACT is 22 or higher, for the SAT is 530 or higher.

Students can obtain college credit for introductory-level courses by taking special examinations at Lakeland through the College Board's College-Level Examination Program (CLEP). Visit [lakelandcc.edu/web/about/clep-test](http://lakelandcc.edu/web/about/clep-test) to learn more. However, due to the COVID 19 status, CLEP exams are suspended until further notice.

### Schedule a New Student Orientation Session

All students must complete the New Student Online Orientation session through their myLakeland account. Once completed, students will meet remotely using Webex with an academic counselor, register for classes, and receive information about financial aid and scholarships. Students will receive instructions on how to access the New Student Online Orientation session via email after they have been admitted to Lakeland.

This requirement may be waived if you have earned a bachelor's degree or higher at an accredited post-secondary institution.

### Pay Tuition and Fees

A variety of payment options are offered, including Lakeland's Tuition Loan Payment Plan that allows students to make installment payments over the course of the term. Tuition and fees can be paid through myLakeland and are due by the published deadline. The tuition schedule can be found at [lakelandcc.edu/tuition](http://lakelandcc.edu/tuition).

## ENROLLMENT RESOURCES

### Log in to Your myLakeland Account and Student Email

MyLakeland offers instant access to all student information. The Lakeland student email is the official method of correspondence from the college. Students should log in to their myLakeland account and check their 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 [Studentaid.ed.gov/fafsa](http://Studentaid.ed.gov/fafsa) and use Lakeland's code 006804. Students can also quickly and easily apply for scholarships through the Scholarship Center. See page 15 for details. For more information, call Lakeland's Financial aid Office at 440.525.7070. The office can supply you with directions to submit information and paperwork to the college through a secure upload process.

### Meet with a Counselor

It is highly recommended that all students meet with a counselor prior to registering for classes. Lakeland's Counseling and Advising Center assists student with advising appointment like mapping out schedules or exploring programs, and can help with completion plans and transcript evaluations Call 440.525.7200 to make a phone appointment with one of our counselors.

Students who have a documented disability and feel they may need accommodations, should 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. 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 only available online to provide the most up-to-date course information. To view the schedule of classes, visit [lakelandcc.edu/schedule](http://lakelandcc.edu/schedule) or go to myLakeland and click on "Course Schedule Viewer."

Students should sign in to myLakeland to determine if they have any registration holds, for example missing transcripts or placement test scores, attendance needed at a student orientation session, or unpaid fees. Once registration holds are cleared, students will be able to register for classes.

Register for classes online in myLakeland.

### Get Your Lakeland Student ID Card

Once campus is open, photos for the Lakeland student ID card can be taken in the Lakeland Library or the Athletic and Fitness Center.

### Buy Textbooks

Textbooks can be purchased online at [Lakeland.edu/bookstore](http://Lakeland.edu/bookstore). In the online class schedule viewer, click on the book icon to view required books and pricing.

NOTE: Some books may be optional.

## CAMPUS

Lakeland Community College is located on 400 wooded acres in Kirtland, OH, only 30 minutes northeast of Cleveland. The college offers more than 130 associate degree and certificate programs that may lead to high-demand careers or transfer to four-year institutions. The college also provides access to bachelor's, graduate and doctorate degrees along with certificates and endorsement on campus through the Holden University Center of Lakeland, in partnership with 11 four-year institutions. In addition, Lakeland supports a multitude of social, cultural and sports activities through student groups, engaging lectures, a vibrant arts program, competitive sports, and an athletic and fitness center that has outdoor facilities such as soccer, baseball and softball fields as well as tennis courts. The historic and beautiful Mooreland Mansion, on Lakeland's campus, provides elegant surrounding and state-of-the-art amenities for meetings, conferences, banquets and special events.

## YOU'VE GOT EMAIL!

The Lakeland student email is the official method of correspondence from the college. To access student email, log in to [my.lakelandcc.edu](http://my.lakelandcc.edu). Check it early and check it often for important information on placement testing, financial aid and much more!

## TYPES OF CLASSES

### Co-op/Field

A co-op/field course provides on-the-job experience which takes place off-campus in support of a student's field of study.

### Hybrid/Hybrid Lab

The hybrid (blended) 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 on-campus classroom and online. The total amount of time required for the blended course is typically the same as with a traditional face-to-face course. The percentage of face-to-face on-campus classroom time is reduced as time devoted to online activities is increased. Blackboard Distance Learning is made possible by the use of Blackboard. Students who are registered in an online or hybrid class will be enrolled in Blackboard. Click on the Blackboard link found at [my.lakelandcc.edu](http://my.lakelandcc.edu).

### Lecture/Lab (face-to-face)

Lecture and lab course types provide traditional face-to-face instruction in an on-campus classroom and/or on-campus laboratory.

### Online/Online Lab

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. There are no required synchronous (real-time) scheduled interactions (e.g., web-conferencing, chat, proctored exams). It is important to note the online course is not self-paced; students are expected to complete assignments and assessments on a schedule that is similar to the traditional course and aligns with the regular academic calendar.

### Online WSR/WSR Lab

The online with synchronous requirements (WSR) course is delivered primarily online using Blackboard. The difference between the fully online and online-WSR is there are some required remote face-to-face or synchronous (real-time) interactions, such as: class orientation, regularly scheduled chat or web-conferencing sessions, and/or proctored exams. Please refer to the course syllabus for specific course requirements.

### Self-Paced Courses

Self-paced courses are on-campus and computer-based to allow students to work at their own pace with instructor. Accelerated classes are eight-week or five-week courses taught in an accelerated format, placing a high degree of responsibility on students to complete assignments and projects outside the classroom.

## CLASS SCHEDULE

Lakeland's credit class schedule is online only to provide students with the most accurate, up-to-date information. View the class schedule at [lakelandcc.edu/schedule](http://lakelandcc.edu/schedule) or go to myLakeland and click on "Course Schedule Viewer" on the log in page.

- Get real-time data for class offerings and seat availability.
- Search by session, subject, instructor, schedule type or keyword.
- View class descriptions and prerequisites.
- See required textbooks and pricing.
- Look up faculty profiles.

If you don't have access to a computer, you can reserve time on one of the computers available in the open lab located in Room A-1046. To schedule a time, log in to **myLakeland**, click the "Student tab" and then click on the Schedule It icon. Look for the link "Schedule Open Computer Lab Reservation."

## MyLAKELAND

myLakeland is your student portal. To log in, you will need:

**Username** - Your username is the first part of your email address. For example, if jsmith12@mail.lakelandcc.edu is your email address, your username would be jsmith 12.

**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. The first time you log in, you will be required to complete a set of security questions to help ensure the safety of your personal information. It is recommended that you also take the time to change your password to something you can more easily remember.

### myLakeland Mobile

Some of the most popular features of the public website and myLakeland were put into the mobile app for quick reference. Students can apply, register for classes, look up phone numbers, search the library catalog, find a building on a map, and look for a job. They can also view their grades, holds, class schedule, Schedule-It sessions, cancelled classes, campus events, and the academic calendar.

The myLakeland mobile app is now available for download from Google Play and Apple iTunes app stores. Simply search for "myLakeland."

### Technology at Lakeland

Lakeland is dedicated to supplying students with the latest technology to help ensure success in higher education. From free on-campus Wi-Fi, computer labs and equipment rentals to online meeting spaces, personal Webex accounts and the full Microsoft Office 365 suite, Lakeland has it covered. View the Technology Guide to learn more.

## HOW TO REGISTER FOR CLASSES

- Students should use the online schedule viewer (no log in required) at lakelandcc.edu/schedule to identify the classes they want to take and make note of the CRN number for each class. This CRN number is needed to register.
- Students must clear any registration holds (e.g., missing transcripts, missing placement tests, unpaid fees) before they can register for classes.
- Register for classes online in myLakeland.

## MyLAKELAND GUIDE

### myLakeland Offers You Instant Access!

- Access your student email.
- View or 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.
- Apply for graduation.

Log in to your myLakeland account frequently for important emails and announcements.

### Log in to myLakeland

1. Go to [my.lakelandcc.edu](http://my.lakelandcc.edu) or go to [lakelandcc.edu](http://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. For example, it is the `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. The first time you log in, you will be required to complete a set of security questions to help ensure the safety of your personal information. It is recommended that you also take the time to change your password to something you can more easily remember.

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.”

NOTE: This link will not appear if it is not a requirement for you, you have a hold on your account that needs to be cleared, or you have already fulfilled the requirement.

5. Select a date (click “Next” to see the next month).
6. Click “Reserve.”

NOTE: Official government-issued ID (i.e., passport, driver’s license, state ID) or high school ID with name and photo required at testing sessions or New Student Orientation.

## 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."

NOTE: This link will not appear if it is not a requirement for you, you have a hold on your account that needs to be cleared, or you have already fulfilled the requirement.

5. Select a date. You can click "Next" to see the next month.

NOTE: Official government-issued ID such as a passport, driver's license or state ID, or a high school ID with your name and photo are required at testing sessions or New Student Orientation.

## View the Catalog

Go to [lakelandcc.edu/catalog](http://lakelandcc.edu/catalog).

## View / Search Class Schedule

1. Go to [lakelandcc.edu/schedule](http://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 numbers of the classes 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 if it's not previously selected and then click "Submit."
5. Enter CRN numbers on "Add Classes Worksheet."
6. Click "Submit Changes."

## 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 it's 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 or 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 it's not previously selected and then click "Submit."
5. Choose to print the schedule.

Note: The book list is available on your schedule page or under myRecords.

## 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."
4. Click on "my Award Information."
5. Click on "Award for Aid Year."
6. Select the current aid year and click "Submit."
7. Click on "Award Overview: tab."
8. If you have funds listed as offered, you can accept them by clicking on the "Accept Award Offer" tab.

## 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 the 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 "myRECORDS," click on "Request Official Transcript."
4. Click on "Academic Transcript."
5. Click "View Web Transcript Unofficial."
6. Select "Web Transcript Credit" from the Transcript Type drop down menu. You will also have the option to choose noncredit classes.

## Complete Graduation Application

1. Log in to myLakeland.
2. Click on "Student" tab.
3. In the left column under "myRECORDS," click on the "Graduation Application."

## Enrollment Verification

1. Log in to myLakeland.
2. Click the "Student" tab.
3. Under "myRECORDS," click on "Enrollment Verification."

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.

## 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.

\$4,013.00 was Lakeland's cost.

\$9,950.00 was Ohio Public University Main Campuses cost.

The fees reported include the general fee as well as all other mandatory fees uniformly assessed to all full-time students per the Ohio Department of Higher Education annual Survey of Student Charges, Fall 2019.

General fee is \$11.80 per credit hour for a maximum of 15 credit hours per term. The general fee is used to defray the costs of admissions, registration and other direct student services.

Career services fee is \$8.25 per credit hour for a maximum of 15 credit hours per term. The fee is used to cover such direct career services as academic planning, career counseling, transfer, and employment strategies. College Credit Plus students, students participating in apprenticeship programs, students age 60 and older auditing a class and students taking noncredit classes are exempt from the career services fee.

Tuition and fees are subject to change. View [lakelandcc.edu/tuition](http://lakelandcc.edu/tuition) for more information.

- In addition to the general instructional fees, career services fee, 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. Once 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 the enrollment dates at [lakelandcc.edu/web/about/important-dates](http://lakelandcc.edu/web/about/important-dates) for registration dates for each semester.

### eRefunds

Students are encouraged to register for electronic refunds, the quick, convenient and secure method of having refunds directly deposited into their bank account. Sign up in the “Billing Center” in myLakeland.

### 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.

[View our current listing for tuition and fees.](#)

## PAYMENT OPTIONS

Visit [lakelandcc.edu/tuition](http://lakelandcc.edu/tuition) for current payment options and refund policies.

### Personal Check / Web Check

- Online in myLakeland
- Mail to the Cashier’s Office.

NOTE: There is a 10-business day waiting period before any financial HOLDS will be released.

### Credit Card

- Online in myLakeland.

- Visa, MasterCard, Discover or American Express.

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.

## Tuition Loan Payment Plan

Tuition payment plans are available. Visit [lakelandcc.edu/tuition](http://lakelandcc.edu/tuition) for current plan options and enrollment instructions.

## 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.
- 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.

Even with our low tuition, we realize you may need some help. More than 50% percent of Lakeland students receive some form of financial assistance. Lakeland offers many types of financial assistance, including federal and state grants, scholarships, loans, and work-study employment. Visit [lakelandcc.edu/financialaid](http://lakelandcc.edu/financialaid) for more information.

Lakeland Community College has nearly 150 scholarships available that can remarkably reduce the costs of a college education. Most scholarships provide funding toward tuition expenses, but they may also help with the costs for books and educational supplies. Not all scholarships require a high GPA, with some based solely on where a student lives, went to high school or major. Students can quickly and easily apply for scholarships through a one-step application process in the Scholarship Center.

## 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 [studentaid.ed.gov/fafsa](http://studentaid.ed.gov/fafsa) and use Lakeland Community College code 006804. The FAFSA should be completed every year.
- Complete a Lakeland scholarship application.

### Remain Eligible for Financial Aid

- Attend class.
- Maintain Satisfactory Academic Progress (SAP).

- Submit all documents as requested by Lakeland's Financial Aid Office.

For more information, go to [lakelandcc.edu/financialaid](http://lakelandcc.edu/financialaid), call Lakeland's Financial Aid Office at 440.525.7070.

## WITHDRAWALS AND 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% refund for any student who the instructor marked as 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 12th week of the semester. A course withdrawal will be indicated on a student's academic record by a grade of "W." After the 12th week, no withdrawal is permitted. Failure to attend classes does not constitute withdrawal and may result in a failing grade. Students registered for courses other than the standard 16-week semester should visit [lakelandcc.edu/web/about/important-dates](http://lakelandcc.edu/web/about/important-dates) for appropriate deadlines regarding withdrawal for summer term and fall or spring semester.

### 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.

Complete the FREE Application for Federal Student Aid (FAFSA) at [studentaid.ed.gov/fafsa](http://studentaid.ed.gov/fafsa) and use Lakeland Community College code 006804. Download the myStudentAid app to complete your FAFSA form on your phone.

## COLLEGE CREDIT PLUS

[Lakeland's Admissions Office](#) • 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](http://lakelandcc.edu/ccp).

## LAKELAND HONORS

The honors program aligns both curricular and experiential opportunities to the honors pillars of community, leadership and opportunity.

## Students can expect:

- An honors curriculum.
- Experiential opportunities and programming.
- Ease of transfer to a partner college or university.
- A unique honors portfolio upon program completion.

Admission requirements include a 3.5 high school GPA and submission of ACT or SAT scores.

## Honors scholarships available!

Visit [lakelandcc.edu/honors](http://lakelandcc.edu/honors) for more information.

## STUDENT SUCCESS

Lakeland provides many important services designed to keep students on track for the successful completion of the classes they need, and continue on to achieve their goal of a degree or certificate. Student success is encouraged through the following:

- Learning Center – offers tutoring for most credit classes.
- Test Center – offers a quiet location for taking the college placement test, College Level Examination Program (CLEP) tests, make-up tests, and for taking certification exams.
- Academic Study Skills – training and techniques are provided for students needing assistance with time-management, organization, test taking, and many other important academic and life skills.
- First Year Experience (FYEX) Class – prepares students to navigate the college environment and introduces them to the programs and services offered by the college.
- Completion Plans – maps out the pathways to completing degrees, certificates at the college or the seamless transfer to four-year colleges and universities.
- Degree Works – gives students access to their history of classes and progress toward completion of a degree or certificate.
- Early Alerts – identifies students who may need assistance overcoming challenges in their academics. Once identified, faculty are equipped to offer services from the college to help students conquer these obstacles.
- Text and Email Messaging – sends motivational messaging encouraging students to continue toward their educational goals.

## ADULT LEARNERS

Recruitment Center

440.525.7900. Building A-1040c

Returning to college when you are 25 or older can be challenging, but it can also be one of the best decisions you ever make! Lakeland's Recruitment Center can answer your questions, provide campus visits and help you navigate the enrollment process. Additionally, the center can connect you with the resources to help you choose an educational path, get financial assistance to pay for college, bring in transfer credits, and request credit for prior learning experience. There many resources available to help you balance family, job and now, classroom responsibilities.



## TRANSFER PROGRAMS

Transfer Center • 440.525.7338 • Building A-1040b

For many students, Lakeland is the first step on their higher education journey. Students can save on the cost of their education by taking as many classes at Lakeland as possible. Students can complete the first two years of a bachelor's degree and then transfer to most four-year colleges or universities. Many four-year institutions also offer transfer scholarships, making the cost even more affordable. Depending on the major, students may be able to stay at Lakeland to finish their four-year degree by participating in a partnership program offered at the Holden University Center. Preparation for transferring to a four-year institution should start the first semester.

Lakeland has many general articulation agreements and transfer guides for Ohio colleges and universities. Ohio Transfer Module (OTM) and Transfer Assurance Guide (TAG) course credits are guaranteed to transfer to any public college or university in Ohio. Students can check for course equivalencies at [transferology.com](http://transferology.com) or [transfercredit.ohio.gov](http://transfercredit.ohio.gov). Lakeland Community College is nationally accredited by the Higher Learning Commission, and our courses are recognized by all other accredited colleges across the country, so the credits can transfer to private or out-of-state institutions.

Lakeland's Transfer Center strives to provide a seamless process for students transferring college credits to and from Lakeland Community College. With this goal in mind, the transfer center provides the following services to all Lakeland students:

- Assisting with all phases of the transfer credit process.
- Providing Lakeland students with information about continuing their education at a four-year institution.
- Providing written and web-based equivalency guides and course articulation information.
- Maintaining a calendar of scheduled visits by representatives from four-year institutions.
- Providing contact information for college and university representatives.
- Hosting a college transfer fair in the fall and spring.

Whether Lakeland is a steppingstone to a four-year college or university, an affordable option for taking extra summer classes, or the final destination in higher education, Lakeland's Transfer Center is here to help students achieve their goals.

### 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](http://transferology.com) or [transfercredit.ohio.gov](http://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.

See how much money you can save by starting your bachelor's degree at Lakeland. Visit our website at [lakelandc.edu/2plus2calculator](http://lakelandc.edu/2plus2calculator).

## HOLDEN UNIVERSITY CENTER

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 22 bachelor's degree programs, 14 graduate degree programs, eight graduate certificates and endorsements and one doctoral program from 11 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 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 at the four-year campus. Each university partner determines its own tuition and fees. Bachelor's degree partners include: Bowling Green State University, 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: Bowling Green State University, John Carroll University, Lake Erie College, Notre Dame College, Ursuline College and Youngstown State University. Additional partnerships are under discussion.

Visit [lakelandcc.edu/uc](http://lakelandcc.edu/uc) or call 440.525.7535 for more information, including degree programs offered.

**HOLDEN UNIVERSITY CENTER NIGHTS** - Join us for a general information session the last Wednesday of each month from 6-7 p.m. to learn about the university partners and programs available, your next steps to get started and the state-of-the-art learning environment.

## HOLDEN UNIVERSITY CENTER BACHELOR'S DEGREES

### Bowling Green State University

- Bachelor of Science in Allied Health
- Bachelor of Science in Nursing (RN to BSN)
- Bachelor of Science in Technology in Management & Technology
- Bachelor of Science in Technology in Quality Systems

### Cleveland State University

- 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

### Franklin University

- Bachelor of Science in Accounting and Forensic Accounting (double major)
- Bachelor of Science in Business Forensics
- Bachelor of Science in Health Information Management

### Hiram College

- Bachelor of Arts in Marketing

### Kent State University

- Bachelor of Arts in Paralegal Studies
- Bachelor of Technical Applied Studies

### Lake Erie College

- Bachelor of Arts in Communication

### Notre Dame College

- Bachelor of Arts in Sport Management

### The University of Akron

- Bachelor of Science in Nursing (RN to BSN)

### Ursuline College

- Bachelor of Arts in Humanities (Ursuline College Adult Program)

### Youngstown State University

- Bachelor of Science in Applied Science in Allied Health
- Bachelor of Science in Applied Science in Criminal Justice
- Bachelor of Social Work

Continue your education through Lakeland's Holden University Center. Graduate degree programs, certificates, and endorsements are offered from a variety of Ohio colleges and universities, which include Bowling Green State University, John Carroll University, Lake Erie College, Notre Dame College, Ursuline College and Youngstown State University. For additional information, contact 440.525.7535 or visit [lakelandcc.edu/uc](http://lakelandcc.edu/uc).

## 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](http://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](http://lakelandcc.edu/closings) and on authorized television and radio stations.

See [lakelandcc.edu/closings](http://lakelandcc.edu/closings) for more information.

## LAKELAND HELP DESK

440.525.7570

[lcchelpdesk@lakelandcc.edu](mailto:lcchelpdesk@lakelandcc.edu)

Monday – Thursday 8 a.m. – 8 p.m.

Friday 8 a.m. – Noon

Saturday 9 a.m. – 4 p.m.

## 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).....	440.525.7050
• Admissions.....	440.525.7100
• Financial Aid.....	440.525.7070
• Registration	
Phone-in Registration.....	440.525.7101 or 1.800.589.8520
• Counseling and Advising Center.....	440.525.7200
• Lakeland Cares Cupboard.....	440.525.7050

### 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
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
HIVE.....	440.525.7855
Holden University Center.....	440.525.7535
Learning Center	
• Student Success Coaching Programs.....	440.525.7492
• Tutorial Services / Writing Center.....	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.....	440.525.7447

Police Department

- Non-Emergency (24 hours)..... 440.525.7241
  - Emergency Number..... 911
- 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' Center..... 440.525.7246
- Women's Center..... 440.525.7322

CONNECT. . . with our Wi-Fi.

Instructions at: <http://www.lakelandcc.edu/web/about/faq-helpdesk#Wi-Fi>