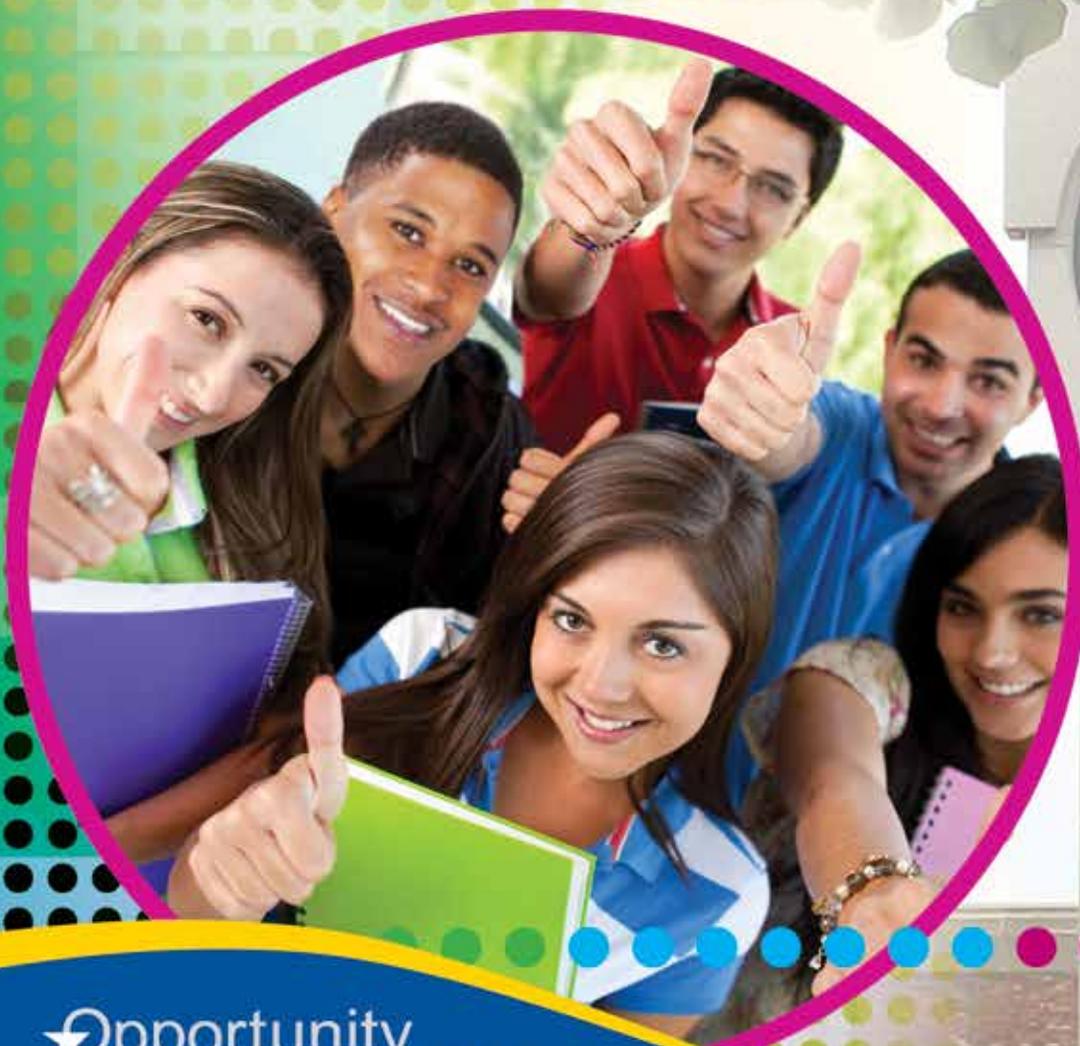


Lakeland

COMMUNITY COLLEGE

College Credit Plus (CCP) Student Handbook



Opportunity
starts **HERE**
lakelandcc.edu

▶ What is the College Credit Plus (CCP) Program? ●●●●●

Lakeland's College Credit Plus program offers qualified 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 this program is to offer a broad range of college level courses which provide educational opportunities not typically available in high school. Admission to this program is limited to students who have clearly demonstrated the ability to handle college-level work.

There are two options for participating in CCP:

Option A: Student pays for tuition, books and fees. Student may receive high school and college credit or college credit only.

Option B: High school pays for tuition, books and fees. Students receive high school and college credit.

▶ CCP Contacts ●●●●●

CCPinfo@lakelandcc.edu

Tracey Cooper, Director of Admissions/Registrar	(440) 525-7230	tcooper@lakelandcc.edu
Jami Diemer, CCP Coordinator	(440) 525-7404	jdiemer@lakelandcc.edu
Stephanie Brown, Associate Director of Admissions and Records	(440) 525-7228	sbrown127@lakelandcc.edu

Hours of Operation (August – April)	Monday – Thursday	8 a.m. – 6 p.m.
	Friday	8 a.m. – 5 p.m.
	Saturday & Sunday	CLOSED
(May – July)	Monday – Thursday	8 a.m. – 6 p.m.
	Friday	8 a.m. – noon
	Saturday & Sunday	CLOSED



Math Courses at Lakeland ●●●●●

CCP students must have completed Algebra II at their high school and place into College-level math, in order to take math classes at Lakeland. Students must take math classes at their home high school if they have not completed Algebra II and do not place into College-level math.

Math courses at Lakeland differ greatly from high school math courses. The math department offers these guidelines and suggestions for students taking college level math courses.

Helpful hints:

- 1) Take responsibility for keeping up with your homework. Make sure YOU find out how to do it.
- 2) Spend MORE time studying per week. You do more learning OUTSIDE of class.
- 3) Tests may seem harder because they cover more material.
- 4) Even if you were a good mathematics student in high school and did not need to study, you will need to study for a college level mathematics course.
- 5) Each class meeting is precious - so try to attend every one of them. If you must miss a class, communicate with your professor in person, by phone or via email. YOU ARE RESPONSIBLE for learning the material you missed on your own or with a tutor.

Study time:

You may have heard a rule of thumb about studying; *at least two hours of study time per class hour*. However, this may not be enough!

- You need to take as much time as you need to do all of the homework and to obtain complete understanding of the material.
- Form a study group and go over homework together.
- The more challenging the material, the more time you should spend working on it.
- Take advantage of the FREE tutoring in the learning center (A-1044).





English Courses at Lakeland ●●●●●

The English department strengthens students' critical analysis of both the diverse and universal in human experience, as embodied in language, literature, and visual media, and as shaped by time and place, race and religion, gender and sexuality, class and personal history. The department broadens students' understanding of the grammatical and rhetorical conventions of language and enhances their ability to write effectively, creatively, and ethically in the personal, academic, professional, and public spheres. New college students often find that college English courses differ from previous English courses, especially regarding critical thinking. The department offers the following advice:



Critical Thinking: College English courses demand critical thinking, which entails a complex or layered understanding of a topic. Whereas previous English courses might have focused on basic concepts (for example, grammar or spelling), memory retention, or knowledge acquisition, college courses also demand that students demonstrate or adapt such skills in a creative and meaningful manner. In short, given class lectures, readings and prompts, students must think for themselves, a process often demonstrated through critical reading and critical writing.



Critical Reading: Weekly reading will be demanding, both in quantity and content. To ensure success: design an effective reading strategy with dedicated reading hours each week; develop positive reading habits (when do you read best, what distracts you?); and take notes relevant to both class lectures and your own interests. Reading is not solely for memory retention, to simply recite back on a quiz, but for critical comprehension. Professors will not simply ask, "What does the text say?" They want to know, given your thoughtful insight, what the text means—what is its significance, what are the implications (to you, to readers then, today, tomorrow)? Subject matter can be complex, even controversial (for example, some content may include explicit violence, sexuality, or offensive language). The purpose will not be to desensitize these issues but enable class discussions regarding diverse positions, a significant learning objective of the college. Such lessons are often aligned with learning to deal with issues, people, and ideas that may go against one's logical, psychological, intellectual, moral, or religious beliefs or values.



Critical Writing: Writing assignments often emphasize analysis over summary. A summary reports information (unbiased, without opinions or commentary); an analysis examines the information for meaning and purpose, often providing your critical commentary within or against a social context. In writing classes, for example, your "personal narrative" should not just relay personal memories; the essay should examine and reflect on what those memories mean—for you (then, now, or in the future) and your audience. Likewise, a research paper does not merely report what others have said; it incorporates and synthesizes data, evidence, or other opinions within (or against) your own opinions and argument. In literature classes, a close reading assignment should do more than restate what happened or identify important characters; it should analyze the language, tone, structure, characters, or plot for deeper meanings and interpretations. A critical analysis is your interpretive reading of a text or topic.

To succeed in this critical learning process, be professional and proactive. Maintain a sense of respect for those around you and the learning process as a whole while staying active and involved. From in-class participation to take-home reading assignments to drafting essays, do not accept the world given to you, as if you were a passive vessel. Be curious, ask questions, challenge texts, encourage peers.

15-Credit and 30-Credit Academic Pathways

15 CREDIT HOUR PATHWAY

- ENGL 1110 & ENGL 1120 6 Credits
- POLS 1300 or ECON 1150 3 Credits
- PSYC 1500 or SOCY 1150 3 Credits
- HUMX 1100 or COMM 1000 3 Credits

30 CREDIT HOUR PATHWAY

(Includes 1 Math sequence and 1 Science Sequence)

- ENGL 1110 & ENGL 1120 6 Credits
- POLS 1300 & ECON 1150 3 Credits
- PSYC 1500 or SOCY 1150 3 Credits
- HUMX 1100 or COMM 1000 3 Credits

Math Sequence

- MATH 1650 & MATH 1700 7 Credits
- Or
- MATH 1550 & MATH 1650 8 Credits

Science Sequence

Non-Science Majors

- GEOL 1110/1120 7-8 Credits
- PHYS 1500 4 Credits
- BIOL 1140 4 Credits
- BIOL 1010, 1020, 1030 3 Credits
- CHEM 1100 3 Credits each

Science Majors

- BIOL 1510 & 1520 8 Credits
- CHEM 1500 & 1600 10 Credits
- PHYS 1610 & 1620 10 Credits





How do I register? ●●●●●

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

- ❑ Review the graduation requirements for your high school and the equivalent courses at Lakeland by going to lakelandcc.edu/ccp, clicking on "Equivalency Tools" and selecting your high school. If your school is not listed, please review the general requirements
- ❑ Search for classes online using the online schedule viewer at lakelandcc.edu/schedule. You must meet the prerequisites for all courses, which can be viewed in the schedule viewer by clicking on the description link for each course.

It is expected that students will spend 2 to 3 hours, minimally, outside of the classroom/laboratory performing course related work such as readings, research, homework assignments, practica, studio work, and other academic work for every hour of instruction spent in the classroom/laboratory.

Term: Fall 2018 - Registration Open --SESSION--

Enter Keyword: 25 character limit

Additional Criteria: --SUBJECTS-- --SCHED TYPE-- --INSTRUCTORS-- --CAMPUS--

Show ONLY courses with OPEN SEATS

View Results Clear

To view an entire Term Schedule, simply choose the term and no additional criteria.
NOTE: Viewing an entire Term Schedule will increase load time.

--CAMPUS--

- All Campuses
- Main Campus
- University Center
- Lakeland East
- Auburn Career Center
- Chardon High School
- Cardinal High School
- iSTEM
- James F Rhodes
- Kenston High School
- Kirtland High School
- Lake Catholic High School
- Madison High School
- Mayfield High School
- Mentor High School
- Perry High School
- Riverside High School
- Wickliffe High School
- Willoughby Eastlake North

Select term

To view classes at your high school, select your school from the "Campus" drop-down and uncheck the "Show ONLY courses with OPEN SEATS."

- ❑ If you plan to transfer these classes to another college or university, visit transferology.com to see how your courses will transfer to another school.
- ❑ Discuss your class choices with your high school counselor and enter the course information from the online schedule viewer on your CCP Registration Authorization Form. This form must be completed in its entirety, including all required signatures, for each semester of registration. Make sure you have your form signed before summer vacation because your guidance counselor may not be available to sign it over the summer. **You will not be registered for classes without your authorization form.**
- ❑ Bring the completed CCP Registration Authorization Form to the Student Service Center or scan and email it to CCPinfo@lakelandcc.edu.



Campus Services ●●●●●

Athletic and Fitness Center (AFC): CCP students are eligible to use the AFC as long as they are enrolled in 1 credit class during the semester. A Lakeland student ID must be obtained at the welcome center in the AFC, library or during new student orientation.

Breakers Dining Services: Complete dining services are available in Breakers Dining Hall and other coffee shops on campus.

Campus Police: Campus police personnel are available 24 hours per day, seven days a week, by dialing 911 on any college telephone or using an emergency call box located in college parking lots. Campus police are state university law enforcement officials who have authority equal to any Ohio peace officer. Campus police can assist with common student problems such as locking keys in the car, battery jumping and escort service.

Campus Shuttle Bus: Campus shuttle service hours are: Monday through Thursday from 7:30 a.m. to 10 p.m., Friday from 7:30 a.m. to 5 p.m., and Saturday from 7:30 a.m. to 12:30 p.m. Pick up and drop off points are the Clocktower, Nursing Drive on the north side of C Bldg., the west parking lot and the Holden University Center.

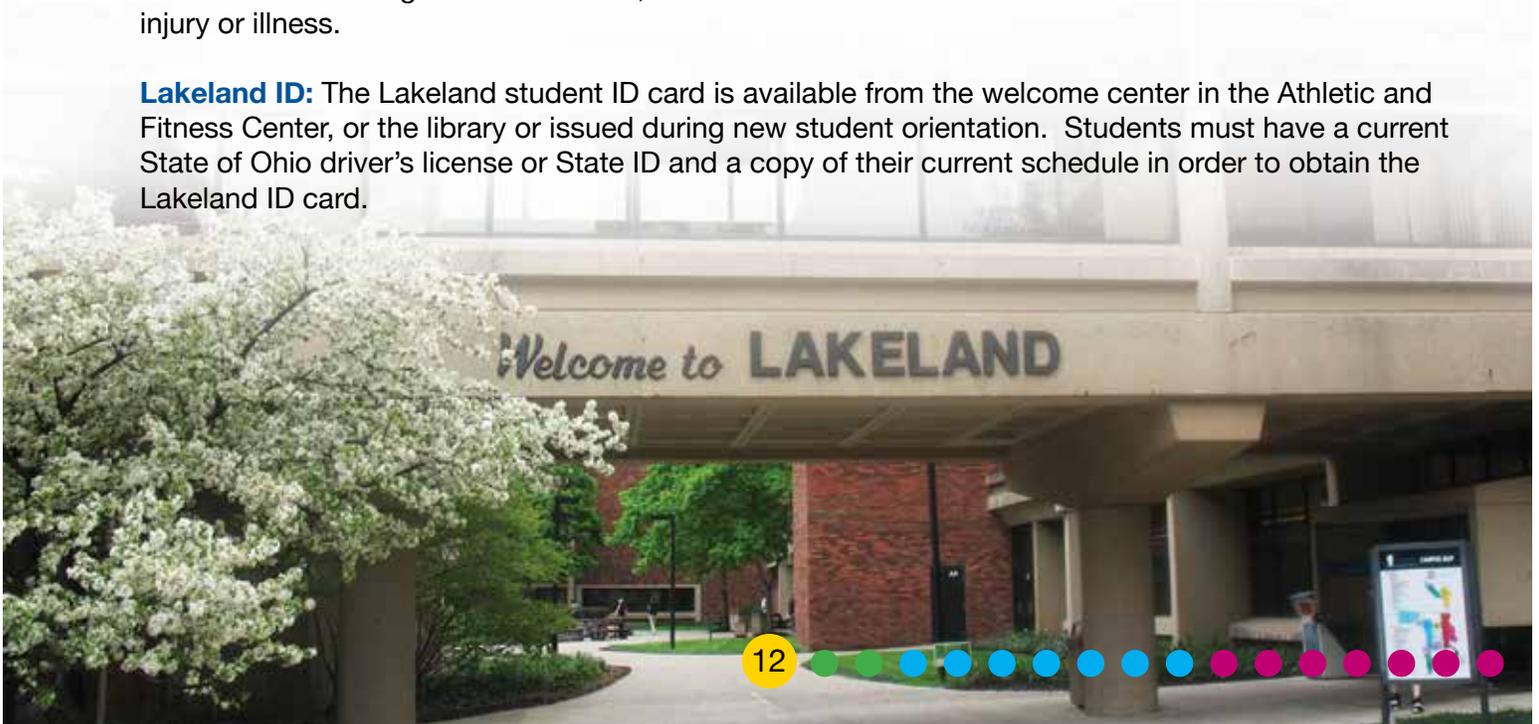
Catalog: A list of all courses with descriptions, program requirements and academic policies and procedures are available online at lakelandcc.edu/catalog.

Computer Labs: Open computer labs are located throughout the campus and are available for use by any current Lakeland student.

Counseling and Advising Center: Lakeland counselors can answer questions about our degree requirements or talk to you about how our courses transfer to other schools. You can make an appointment by calling the Counseling and Advising Center at 440.525.7200. Walk-in counseling/advising is also available every Monday from 8 - 11:15 a.m. and every Tuesday from 1 - 4:15 p.m. For information about the Counseling and Advising Center and their services, visit lakelandc.edu/counseling.

First Aid Department: The first aid department, located at the campus police department in the basement of Building A in room A-002, is available for first aid care and interim treatment of minor injury or illness.

Lakeland ID: The Lakeland student ID card is available from the welcome center in the Athletic and Fitness Center, or the library or issued during new student orientation. Students must have a current State of Ohio driver's license or State ID and a copy of their current schedule in order to obtain the Lakeland ID card.



LAKETRAN Bus Service: Students enrolled in credit classes are entitled to free LAKETRAN bus service on all Monday through Saturday fixed bus routes #1-6 within Lake County. Students must show a valid Lakeland ID when boarding a bus.

Learning Center: The free services offered by the learning center (A-1044) help students maintain their academic performance as well as overcome academic difficulties. Services available to students currently enrolled in and attending classes include:

- A. Individual help by a professional tutor or an excellent student peer tutor
- B. Small group instruction with professional tutors
- C. Independent work using video tapes and learning packets
- D. Computer-assisted instructor and self-paced tutorials
- E. Writing Lab
- F. Math Resource Lab
- G. e-Tutoring (includes Writing Center support via distance)

Library: The Lakeland Community College Library provides instructional services and maintains a collection of books, journals, and electronic resources primarily to support the needs of academic instruction. The library is located on the third floor of Building C. Students may register with the library by presenting a valid Ohio driver's License or State of Ohio identification card. For information and hours of operation, please call 440.525.7069.

Parking: Parking is free at Lakeland Community College. Students must be sure to park in areas designated as student and public parking. Students with an official state or municipal handicapped parking permit may park in specially designated parking spaces or the parking lot behind Building B. Students parking in faculty/staff parking areas may result in being ticketed by campus police. Tickets must be paid in order to receive transcripts and to be able to register for classes.

Sports: CCP students may participate in intramural sports and recreation only.

Student Handbook: CCP students can view the student handbook and college policies and procedures including student conduct online at lakelandcc.edu/studenthandbook.

Student Engagement & Leadership: CCP students are permitted to participate in Student Government, student organizations and on the Campus Activities Board. The student engagement and leadership office is located in S-237, the 2nd floor of Breakers.

Student Service Center: Student Service Center staff can provide assistance with navigating the online schedule viewer, reviewing course prerequisites, and locating all the information you need to complete your CCP Registration Authorization Form. The Student Service Center is open Monday through Thursday 8 a.m. – 6 p.m., and Friday 8 a.m. – 5 p.m. No appointment is necessary.



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 jsmith12).

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.



myLakeland



Course
Schedule



Blackboard



Student
Email



Lakeland
Library



Degree
Tracker



Schedule IT



Bookstore

myLakeland Mobile



We took some of the most popular features of the public website and **myLakeland** and put them into the mobile app for quick reference. You can look up phone numbers, see what events are happening on campus, and check the academic calendar. Students can view many items such as their grades, holds, class schedule, Schedule-It sessions, apply, register for a class, find a building on a map, see what classes are cancelled, search the library catalog, and look for a job.

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



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 you covered. View the [Technology Guide](#) to learn more.



Blackboard
Student



Lakeland
Safe



Office 365



Google for
Education



Reach Out



OneDrive



WebEx

Lakeland

COMMUNITY COLLEGE

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 19 bachelor's degree programs, eight 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.

Stay **HERE.**
Go far!



KEEPING OUR PROMISE...

to create a center where universities offer bachelor's and graduate degrees close to home.

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.





Lakeland

COMMUNITY COLLEGE

7700 Clocktower Drive
Kirtland, OH 44094