

New and Transfer Student Enrollment Checklist

<p>Step 1</p>	<p>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 (SSC), located on the first floor of the A-Building. The SSC is the one-stop location on campus where students can receive help with admissions, registration and financial aid. A \$15 non-refundable application fee will be added upon registering for classes. Admissions Requirements</p>	<p>Lakeland's Admissions Office 440.525.7100 Admissions Contacts</p>									
<p>Step 2</p>	<p>Submit Transcripts All students are required to submit a final, official high school transcript (showing graduation date) or GED and all official college transcripts (showing one successful semester of coursework) prior to registering for classes. Students should contact their high school guidance counselor and/or former college Admissions Offices and request to have all the transcripts sent directly to Lakeland's Admissions Office.</p>	<p>Lakeland's Admissions Office 7700 Clocktower Dr. Kirtland, Ohio 44094 440.525.7100</p>									
<p>Step 3</p>	<p>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. Students can schedule an appointment online in myLakeland after receiving their admission notification. Lakeland's Learning Center offers free placement test preparation sessions in English writing and math for prospective students. Students can call 440.525.7019 to register for a session. For additional test preparation information, visit lakelandcc.edu/placement. 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, visit lakelandcc.edu/placement.</p> <table border="1" data-bbox="274 1056 1130 1182"> <thead> <tr> <th>Readiness Area</th> <th>ACT</th> <th>SAT</th> </tr> </thead> <tbody> <tr> <td>English/Writing Sub Score</td> <td>18 (or higher)</td> <td>480 (or higher)</td> </tr> <tr> <td>Mathematics Sub Score</td> <td>21 (or higher)</td> <td>530 (or higher)</td> </tr> </tbody> </table> <p>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 to learn more.</p>	Readiness Area	ACT	SAT	English/Writing Sub Score	18 (or higher)	480 (or higher)	Mathematics Sub Score	21 (or higher)	530 (or higher)	<p>Lakeland's Test Center 440.525.7019 Lakeland's Admissions Office 440.525.7100</p>
Readiness Area	ACT	SAT									
English/Writing Sub Score	18 (or higher)	480 (or higher)									
Mathematics Sub Score	21 (or higher)	530 (or higher)									
<p>Step 4</p>	<p>Schedule a New Student Orientation Session All students must attend a new student orientation session, where they will meet with a counselor, register for classes and get their student ID. Transcript evaluation happens as part of the New Student Orientation for transfer students. They will also receive information about financial aid, scholarships and how to purchase textbooks. Register for orientation sessions online in myLakeland.</p>	<p>New Student Orientation Office 440.525.7349</p>									
<p>Step 5</p>	<p>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 online in myLakeland, in person at the Cashier's Office in the A-Building, or by phone at 440.525.7133. Tuition and fees are due by the published deadlines. View the tuition schedule at lakelandcc.edu/tuition.</p>	<p>Lakeland's Cashiers Office 440.525.7133 Lakeland's Financial Aid Office 440.525.7070 finaid@lakelandcc.edu</p>									
<p>Step 6</p>	<p>Buy Textbooks Textbooks can be purchased in person at the bookstore or online at lakelandcc.edu/bookstore. Students may order books online and have them delivered to Lakeland's campus at no additional cost. In the online class schedule viewer, click on the book icon to view required book(s) and pricing.</p>										
<p>Notes</p>											