

2019-2020 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.

Accredited 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

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
- Data Analytics Concentration
- IT Support Analyst Major
- 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

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

Industrial Welding

Mechanical Engineering Technology:

- Computer Aided Design Concentration
- Mechanical Engineering Technology

Nuclear Engineering 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.

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 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.

Submit Transcripts

All new students are required to submit a final, official high school transcript (showing graduation date) or GED and/or official college transcript (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.

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, including exemptions, visit 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 to learn more.

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.

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 – found on pages 1-3. See page 14 for more information.

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/sa/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 or visit the Student Service Center.

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 a.m. and Tuesdays 1-4:15 p.m. Sign in is at the Student Service Center. Sign in may end sooner based on counselor availability. Students can also meet with a counselor by scheduling an appointment by calling 440.525.7200.

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 or go to myLakeland and click on "Course Schedule Viewer."

Students should sign in to myLakeland to determine if they have any registration holds (e.g., 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, in person at the Student Service Center, or by calling Lakeland's Registration Office at 440.525.7100 or toll free at 1.800.589.8520.

Get Your Lakeland Student ID Card

Photos for the Lakeland student ID card are taken in the Lakeland Library or the Athletic and Fitness Center.

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.

NOTE: some books may be optional.

See pages 10-13 for a more complete guide of resources available through myLakeland.

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. Check it early and check it often for important information on placement testing, financial aid and much more!

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 students 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. There are no required synchronous (real-time) scheduled interactions (e.g., web-conferencing, chat). Proctored testing may be required on-campus or elsewhere. Please refer to the course syllabus or contact the course instructor for specific course requirements. 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 with Synchronous Requirements (WSR)

The Online-WSR course is 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, 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.

Blended

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 materials 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.

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.

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 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, 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.

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, 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.

MyLAKELAND GUIDE

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.
- 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 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. 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 (click "Next" to see the next month).

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.

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 (if not previously selected) and then click "Submit."
6. Enter CRN numbers on "Add Classes Worksheet."

7. 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 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 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 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.

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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.

\$3,315.00 was Lakeland's FY 2017-2018 tuition and general fee based on 15 credit semester hours.

\$9,755.00 was Ohio Board of Regents Annualized Full-Time Tuition and Fees Charged to Entering Students January 2016.

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 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 pages 1-3 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 (see page 13 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.

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

PAYMENT OPTIONS

(See Refund Policy page 18)

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. (See page 12 for details)

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

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 1-3 for Payment Plan dates for summer term 2019, fall semester 2019 and spring semester 2020.

See page 12, "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 13 "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.

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/financial aid 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 the major. Students can quickly and easily apply for scholarships through a one-step application process in the Scholarship Center. See page 12 for steps in myLakeland.

PAYMENT DUE DATE

Registration Date and Payment Due Date

Spring/Fall Semester - Tuition is due one week before classes begin.

Summer Term - Tuition is due by the first day of class.

See pages 1-3 for specific dates for each semester.

NOTE: For students only enrolled in second session (P2) classes, tuition is due the day the session begins.

- If students 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.
- 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 1-3 for due dates.
- After the final due date of the summer term or fall or spring 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.
- Student will not be permitted to register for any subsequent term, obtain grade transcripts, or receive grades for the current term until their 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.

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/sa/fafsa and use Lakeland Community College code 006804. The FAFSA should be completed every year.
- Complete a Lakeland scholarship application. See page 12.

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, call Lakeland's Financial Aid Office at 440.525.7070, or visit the Student Service Center located on the first floor of the A-Building.

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 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 pages 1-3 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/sa/fafsa and use Lakeland Community College code 006804.

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.

Refund Schedule

Withdrawing from an eight-week or 16-week class

To receive a full refund in an eight-week or 16-week class, students must withdraw during the first week of classes.

To receive a 50% refund in an eight-week or 16-week class, students must withdraw during the second week of classes.

Students will receive no refund of tuition if they withdraw between the third and the sixth week of classes for an eight-week class.

Students will receive no refund of tuition if they withdraw between the third and the twelfth week of a 16-week class.

Withdrawing from a one- or two-day class

To receive a full refund for a one- or two-day class, students must withdraw prior to the class starting. There will be no refund after the first class.

NOTE: This refund schedule applies regardless of the date a class starts during the first week of the semester.

See pages 1-3 for specific dates for summer term or fall or spring semester.

- 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 stopped attending).
- 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.
- Students are still liable for payment of their Tuition Loan Payment Plan.
- In extraordinary circumstances wherein, a student is forced to withdraw from classes after the refund period, a written petition may be made requesting special consideration. Appropriate documentation is required with such a petition. Students can inquire about this petition at the Student Service Center (SSC).
- 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 who withdraw from or stop attending all of their classes, or those who do not complete all modules for which they are registered, may be required to repay all or part of the financial aid they received.
- Students may request a copy of the Return of Title IV (R2T4) policy for financial aid recipients from the SSC.

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.

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 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, a math-in-minutes table, a writing center, and drop-in assistance for quick help.
- 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 Success Coaching – 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 are also many on-campus 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 or 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 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.

See how much money you can save by starting your bachelor's degree at Lakeland.
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 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 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.

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.

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 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

• Walk-In Counseling..... 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>