

How Do I Receive My College Credits?

Tech Prep Articulation Credit Checklist

- Complete a Lakeland Community College Admission Application
 - Be sure to select “Tech Prep Student” as your student type. Tech Prep students do not pay the \$15 registration fee.
- Complete your Articulation Agreement/Transcript Release form. The form is available through your Tech Prep instructor or from our website. **Instructors must approve this form.**
- If you have any industry certifications for your particular program, attach copies to your Articulation Agreement/Transcript Release Form. *Certifications are required for additional credit, if applicable.*
- Students **must** submit an official final high school transcript to Lakeland CC. For easier transfer, please have your high school send the transcript to:

Sally DeLong
Lakeland Community College
Tech Prep Office
7700 Clocktower Drive -- Room A-1043
Kirtland, OH 44094-5198

No credit will be awarded until the student meets all of the above conditions within Two Years of graduation. If you have any questions, or need to reach the Tech Prep office contact:

Zachary Heck
Tech Prep Support
440-525-7481
zheck1@lakelandcc.edu

Sally DeLong
Tech Prep Articulation Coordinator
440-525-7493
sdelong2@lakelandcc.edu

Students who wish to have their official Lakeland Community College transcript transferred to another college must fill out and send in a request for transcript form along with the transfer fee. For more information visit: <http://www.lakelandcc.edu/web/about/transcripts>.

***This checklist is for guidance purposes only.
Completion of this form does not guarantee college credits.**