

# 2023-2024 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 nearly 8,000 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 140 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 10 four-year institutions.

### Mission Statement

To provide quality learning opportunities to meet the social and economic needs of the community.

### Core Values

**Excellence** - ensuring high quality services and learning opportunities through assessment for continuous improvement.

**Accessibility** - serving as a center of learning for all people by removing barriers, strengthening relationships, and maintaining affordability.

**Diversity** - fostering equity, inclusion and civility by respecting and celebrating differences among individuals and communities.

**Integrity** - committing to high standards of personal and professional behavior within a culture of honesty and trust.

**Innovation** - empowering learners and communities to be creative and versatile in their thinking and performance.

**Joy** - creating diverse and vibrant learning communities that inspire lifelong learning.

### Student Policies and Procedures

Learn more about Lakeland Community College Student Policies and Procedures, by visiting our website at: [Documents & Forms - myLakeland \(lakelandcc.edu\)](https://www.lakelandcc.edu/documents-and-forms).

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[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).

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

Physical 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). For questions, contact Lakeland's Admissions Office at 440.525.7100 or by email [admissions@lakelandcc.edu](mailto:admissions@lakelandcc.edu).

### Submit Transcripts

All new, first-year students are required to submit a final, official high school transcript (showing graduation date) or GED transcript.

New transfer students are required to submit official transcript(s) from all post-secondary institutions attended (even if no credit was earned). If less than 15 credit hours were earned at an accredited post-secondary institution, a final, official high school transcript (showing graduation date) or GED transcript must also be submitted.

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

Please contact your former high school and/or post-secondary institution(s) to request your transcripts be sent directly to Lakeland's Admissions Office.

### Take the Placement Test – if required

Lakeland requires placement testing in English and mathematics prior to course registration. Once officially admitted to Lakeland, students can schedule a placement test through myLakeland to help determine proper course selection; a scheduled appointment is required. For placement test or for test preparation information, **visit [lakelandcc.edu/placement](http://lakelandcc.edu/placement)**.

Students may be exempt from placement testing if they meet one of the following:

- Submit college readiness level ACT or SAT scores in math and English or an official high school transcript with required unweighted GPA and/or specific course subject grade. For more information, visit [lakelandcc.edu/placement](http://lakelandcc.edu/placement) and click on the Math and English Placement Summary document.
- Register for classes as a visiting student from another college or university.
- Register for courses as a non-degree/certificate student.
- Transfer to Lakeland from another accredited college or university with at least 15 semester credits.

Contact Lakeland's Admissions Office at **440.525.7100** for more information regarding qualifying exemptions.

### Complete New Student Orientation Session

New Student Orientation will need to be completed in two separate parts. For the first part, all students must complete the New Student Online Orientation session through their myLakeland account. (Once officially admitted to Lakeland, students will receive instructions on how to access the New Student Online Orientation session via their Lakeland student email.)

Once part one is completed, students will meet with an academic counselor; register for classes; discuss access to technology; and receive information about financial aid/scholarships, how to get a student ID card and how to purchase textbooks. A scheduled appointment is required.

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

For questions or assistance, please call 440.525.7349 or email [orientation@lakelandcc.edu](mailto:orientation@lakelandcc.edu).

### Pay Tuition and Fees

Lakeland offers many types of financial assistance, including federal and state grants, loans, work-study employment and over 130 scholarships that can reduce the costs of a college education. To apply for financial aid at Lakeland, students must complete the Free Application for Federal Student Aid (FAFSA) at [studentaid.gov/fafsa](http://studentaid.gov/fafsa) using Lakeland's school code of 006804. Students can also apply for scholarships at Lakeland through the Scholarship Center in myLakeland (under myRECORDS). For information or assistance regarding financial aid, visit [lakelandcc.edu/financialaid](http://lakelandcc.edu/financialaid).

Additionally, Lakeland offers a variety of payment options, including a 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. View the tuition schedule 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.gov/fafsa](http://studentaid.gov/fafsa) and use Lakeland's code 006804. Students can also quickly and easily apply for scholarships through the Scholarship Center. For more information, visit [lakelandcc.edu/financialaid](http://lakelandcc.edu/financialaid). 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 they can help with completion plans and transcript evaluations Call 440.525.7200 to make an 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.

**SUMMER registration** begins the first Monday in March. Students should see a counselor during the months of December, January and February.

**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.

### 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

Get your Lakeland student photo ID card in the bookstore, in Lakeland's Athletic and Fitness Center (AFC) or in the library.

### Buy Textbooks

Textbooks can be purchased in person at the bookstore or online at [lakelandcc.edu/bookstore](http://lakelandcc.edu/bookstore). Students may order books online and have them delivered to Lakeland's campus at no additional cost. Online order can also be delivered to the home at a minimal shipping cost, and orders of \$35 or more will be charged no shipping cost. In the online class schedule viewer, click on the book icon to view required book(s) and pricing. If special assistance is needed, the bookstore staff will work with students and Lakeland's Student Accommodation Center in acquiring class materials in the format required.

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 140 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 10 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.

### Lakeland Student 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).

### IVDL Interactive Video Distance Learning

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.

### 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.

### 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).

Want to learn more about learning remotely? Visit [lakelandcc.edu/rlc](http://lakelandcc.edu/rlc) for information on Lakeland's Remote Learning Concierge service.

## 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 do not have access to a computer, computers are available outside the Student Service Center, in Room A-1047, in the Lakeland Library and in the Holden University Center.

## 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.

### Multifactor Authentication (MFA)

Your security is a top priority. With that in mind, Lakeland has implemented Multifactor Authentication (MFA) to help ensure that no one can access your account except you! This means, that when accessing myLakeland, you will be asked to enter a code that is sent to your personal cellphone or personal email. When logging in, if you check the box “trust this device,” you will provide additional security information every time you log in. However, you will be asked to verify your account occasionally or if something has changed with your device, browser or security settings.

### 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.

Any student registered for classes in current active terms can request to borrow a Chromebook. Access the Chromebook Reservation link via myLakeland on the “Student” tab. Eligibility will be checked and pickup and return instructions will be emailed.

For more information on MyLakeland and computer internet/access, visit the student development page at [lakelandcc.edu/studentdevelopment](http://lakelandcc.edu/studentdevelopment).

## HOW TO REGISTER FOR CLASSES

- Students should use the online schedule viewer (no log in required) at [lakelandcc.edu/schedule](http://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 on the student email icon in the icon bar.

### Schedule Placement Testing

1. Log in to myLakeland.
2. Click on “Schedule it” icon in the icon bar.
3. Click “Schedule Placement Test.”
4. Select “Session Type”
5. Select a date (click “Next” to see the next month).
6. Click “Reserve.”

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.

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](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 on "Register for Classes" under myCOURSES.
3. Select a term if it's not previously selected and then click "Submit."
4. Enter CRN numbers on "Add Classes Worksheet."
5. Click "Submit Changes."

### [Drop / Withdraw Classes](#)

1. Log in to myLakeland.
2. Click on "Register for Classes" under myCOURSES.
3. Select a term if it's not previously selected and then click "Submit."
4. 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."
5. Click "Submit Changes."

### [View / Print My Class Schedule](#)

1. Log in to myLakeland.
2. Click on "Personal Class Schedule" under myCOURSES.
3. Select a term if it's not previously selected and then click "Submit."
4. 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 on "Financial Aid" under myRECORDS.
3. Click on "my Award Information."
4. Click on "Award for Aid Year."
5. Select the current aid year and click "Submit."
6. Click on "Award Overview: tab."
7. 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 on "Scholarship Center" under myRECORDS.

## Enroll in a Tuition Payment Plan

(must be registered for classes to enroll)

1. Log into myLakeland.
2. Click on "Billing Center" under myRECORDS.
3. Click on "I Agree" to enter the secure website.
4. Click on "Payment Plans" tab and then click on "Enroll Now."
5. Select the proper semester and click on "Select."
6. 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.

NOTE: The Tuition Loan Payment Plan processing fee has been waived for summer term and fall semester 2022.

## Make a Payment / View My Student Account / Enroll in eRefunds

1. Log in to myLakeland.
2. Under "myRECORDS," click on "Billing Center."
3. Click "I Agree" to enter the secure Billing Center website.
4. 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 "Refund" 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. In the left-hand column under "myRECORDS," click on "Grades."
3. Select a term.
4. Click "Submit."

NOTE: Only official end of term final grades are available. For questions or concerns about grades, contact Lakeland's Registrar's Office at 440.525.7101.

## 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 Unofficial Transcript

1. Log in to myLakeland.
2. Under "myLakeland Student Services", select "Student Records."
3. Click "View Web Transcript Unofficial."
4. Click "Submit"

NOTE: Students may also order an official transcript through "Request Official Transcript" from "myRECORDS" on the myLakeland "Student" tab. There is a small cost associated with ordering an official transcript.

## Complete Graduation Application

1. Log in to myLakeland.
2. Under "myRECORDS," click on the "Graduation Application."

NOTE: To learn more about graduation requirements and Lakeland's Commencement Program, visit [lakelandcc.edu/web/about/graduation](http://lakelandcc.edu/web/about/graduation).

## Enrollment Verification

1. Log in to myLakeland.
2. 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.

Coming to Lakeland Community College for the first two years of your bachelor's degree can save you thousands in tuition. Use our 2+2 Tuition Comparison Calculator to see how much you can save. Visit [lakelandcc.edu/2plus2calculator](http://lakelandcc.edu/2plus2calculator).

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 aged 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 are responsible for purchasing course materials and books in addition to the general, lab and student support service fees.

To benefit from the senior citizen tuition waiver, a senior citizen must complete an Admissions Application (first-time applicants only) and an Audit Request – Senior Citizen to be certified as eligible. Once certified as eligible (Ohio resident, 60 years of age or older, provide proof of age and residency via Ohio driver's license or state issued I.D.), senior citizens may register during senior citizen registration dates. Please contact Lakeland's Student Service Center for an eligibility application and additional information. View pages 1-3 for registration dates for summer term or fall or spring semesters.

## Residency Requirements

Residency requirements for Resident of Lake County; Ohio resident outside Lake County; and Out-of-state are posted under Tuition & Fees on the college website. Tuition will only be adjusted prior to or no later than the first day of the term. If the request for change of residency is made after the start of the term, the residency decision will be made for the following term. A change of residency may impact financial aid eligibility.

A change of address does not automatically change residency status. All students requesting a change of tuition to in-county or in-state will need to complete the Request for Change of Residency Form and upload the required documentation for review and approval by the Office of the Registrar.

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

[View our Request for Change of Residency form.](#)

## PAYMENT OPTIONS

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

### Personal Check / Web Check

- At Lakeland's Cashier's Office
- Online in myLakeland
- Mail to Lakeland's Cashier's Office at 7700 Clocktower Drive, Kirtland, Ohio 44094.

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

### Credit Card

- At Lakeland's Cashier's Office
- Online in myLakeland
- Visa, MasterCard or Discover

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.
- Lakeland's Financial Aid Office will notify students of any scholarship offers.

## Tuition Loan Payment Plan

Lakeland offers an online Tuition Loan Payment Plan to spread the cost of tuition and fees over the term. 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 Lakeland's Financial Aid Office. This process begins at the end of the second week of the semester. Students will receive their refund via check unless they are enrolled in eRefunds (direct 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 over 130 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.

## 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.

## 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.gov/fafsa](http://studentaid.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).

## 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 50% 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 semesters.

### 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.gov/fafsa](http://studentaid.gov/fafsa) and use Lakeland Community College code 006804.

## ACTIVITIES, ENGAGEMENT AND SUPPORT

Lakeland provides many services and programs to support and enhance the college experience. Most services are free or offered at a very low cost.

### Arts at Lakeland

This program consists of concerts presented by musical groups (band, chorus, flute choir, jazz orchestra and orchestra); multiple gallery shows with submissions by noted regional and national artists as well as students and faculty; and professional theater productions. Events are held in the Dr. Wayne L. Rodehorst Performing Arts Center and The Gallery at Lakeland, located in the D-Building.

## Athletic and Fitness Center (AFC)

This is an on-campus athletic facility with an indoor track, basketball and racquetball courts, locker rooms, and a weight room equipped with free weights, nautilus equipment, treadmills, ellipticals and stationary bikes.

Lakeland Community College offers seven varsity athletic teams. Lakeland's team is known as the Lakers, and they participate in Region XII of the NJCAA and the Ohio Community College Athletic Conference (OCCAC).

## Intercollegiate athletics

**Men's sports** – baseball, basketball, soccer

**Women's sports** – basketball, soccer, softball, volleyball

**Co-ed sports** - esports

## Campus Kids

Lakeland offers an on-site, state licensed and accredited childcare center for the children of students who are enrolled in credit classes at the college or at the Holden University Center.

## Campus Police

Lakeland's Police Department operates as an autonomous police district and is dedicated to protecting and serving the college community. Lakeland's Police Department offers a 24-hour emergency communications and dispatch center and is part of the Ohio Collaborative for law enforcement in the State of Ohio.

## Career Services Center

The center assists current Lakeland students and alumni to obtain employment and career-related experiential learning, both on and off campus. Career Services provides workshops and maintain an up-to-date job board of regional employment opportunities.

## Computer Labs and Free Wi-Fi

Computers are available for use in the Lakeland library.

## Counseling and Advising Center

Services are offered to full-time, part-time and potential students, services include admissions/course selection support, educational planning, career exploration, personal counseling, explanations of college policies and procedures, and psychological counseling.

## Hispanic Program

The program offers support and mentoring to Hispanic students as well as connections to successful Hispanic leaders in the community.

## HIVE

HIVE is a maker space that offers a place for hands-on learning, collaborative problem-solving, design thinking and creative experimentation. Students can work on projects, create something new, or attend special themed workshops.

## Laketran

Lakeland students can ride Laketran Local Routes 1-9 to and from the college for free by showing their Lakeland Student ID.

## Learning Center

The Learning Center offers hybrid academic learning support services to students for most classes. Academic learning support includes academic tutoring, writing center consultations, math-in-minutes and study skills coaching. Contact our learning center concierge for more information or assistance making an appointment at 440-525-7019.

## Library

Lakeland offers a full-service library with an expansive listing of titles, research assistance, free use of computers, anatomy and physiology models, quiet study rooms, copy equipment, and educational programs for information literacy.

## Men's Resource Center

The center is dedicated to serving male students with the primary purpose to help men plan for and achieve their educational and career goals. The Men's Resource Center connects students to college resources and programs for college preparedness as well as peer group support.

## Parking and Shuttle Service

Parking is available at no charge to students and visitors and is conveniently located around campus. The college also offers a free shuttle bus service, in partnership with Laketran. The Campus Loop shuttle serves eight bus stop locations with service every 10 minutes connecting all points from the Holden University Center (U-Building) to the T-Building, and everywhere in between. A handicapped parking lot is located behind Lakeland's B-Building for those with a valid permit.

## Student Engagement and Leadership (S.E.A.L.)

Student Engagement and Leadership exists to enhance the students' lives outside the classroom. They provide social, educational, and leadership opportunities to encourage personal and professional growth. They oversee Lakeland Student Government, the Campus Activities Board, all other student organizations, intramural sports and recreation activities.

Intramural sports and recreation activities are also offered throughout the year, allowing students to participate against other students and Lakeland employees in an organized setting.

GET INVOLVED by stopping in Room S-237, calling 440.525.7271, or emailing [getinvolved@lakelandcc.edu](mailto:getinvolved@lakelandcc.edu).

## Student Service Center (SSC)

Student Service Center serves as the one-stop location on campus where students can receive help with admissions, financial [aid](#), registration and [general](#) billing questions and access [counseling](#) and advising. For on-campus information or assistance from the SSC, students should join the SSC's virtual [line](#) by using the computer [in](#) the SSC lobby; scanning the QR code on the poster [in](#) the SSC lobby or by [texting](#) Lakeland CC OH to 440.276.8163.

## Veteran's Center

The Veteran's Center serves active duty personnel, veterans, reservists and their families by helping them secure educational benefits, complete VA forms, gain support from fellow students in a dedicated on-campus lounge, and connect with off-campus resources.

## Women's Center

The center offers support, services, events and a sense of community for women, including those of nontraditional ages, women who've had a break since last attending school, older women who have never attended college, women who are mothers (single and married), and women seeking a new direction or a second chance.

Learn more about these services at <https://www.lakelandcc.edu/web/about/student-life>.

## 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 a high school transcript, 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.

Admissions requirements include a 3.5 high school GPA or a 3.5 Lakeland Community College or transfer GPA with at least nine credit hours.

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 onward to achieve their goal of a degree or certificate. Student success is encouraged through the following:

- Academic Study Skills Coaching – training and techniques in time management, organization, test-taking and many more.
- 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.
- First Year Experience (FYEX) Class – prepares students to navigate the college environment and introduces them to the programs and services offered by the college.
- Learning Center – offers tutoring for most credit classes.
- Math-in-Minutes – walk-in sessions with peer math tutors who help with math concepts.
- Remote Learning Concierge – assistance for distance learning student to help them overcome barriers to success.
- Student Success Navigators – assistance with tutoring, other study skill strategies and connections to college resources.
- 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.
- Text and Email Messaging – sends motivational messaging encouraging students to continue toward their educational goals.
- Writing Center – writing consultants help students improve writing skills.

## 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 many resources available to help you balance family, job and 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 36 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.

Learn more by visiting [lakelandcc.edu/transfer](http://lakelandcc.edu/transfer) or calling Lakeland's Transfer Center at 440.525.7426.

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.

## Visiting (Transient) Students

Visiting students are currently attending another university or college and would like to take courses at Lakeland Community College for one term and have the credits transferred back to their home institution. Visiting students must complete Lakeland's Application for Admissions. And, to ensure the course(s) taken at Lakeland will transfer, the Visiting Student Registration Form must be completed by the appropriate official at the visiting student's home institution. This completed form must be received by Lakeland prior to registration. Visiting students are not eligible for financial aid at Lakeland. Contact Lakeland's Office of the Registrar at 440.525.7101 for more information.

## 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 over 50 bachelor's degree programs, 13 graduate degree programs, seven graduate certificates and endorsements, one doctoral program and lifelong learning opportunities from 11 university partners within reach of its Lake County residents.

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.

Join us for Holden University Center Nights, a general information session the last Wednesday of each month from 6-7 p.m. Learn about university partners, programs, and your next steps to get started on furthering your education.

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

## 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

- **College of Arts, Sciences and Technology:** Bachelor of Science in communications, computer science, cyber security, information systems, information technology, interactive media design, psychology, public relations, social sciences and web development.
- **Ross College of Business:** Bachelor of Science in accounting, applied management, business administration, business forensics, energy management, entrepreneurship, financial management, financial planning, forensic accounting, human resource management, logistics management, management and leadership, marketing, and operations and supply chain management.
- **College of Health and Public Administration:** Bachelor of Science in criminal justice, emergency management and homeland security, exercise science, health education and promotion, health information management, healthcare management, nursing (RN-BSN), public administration, public safety management and leadership, and sport management.

### Kent State University

- Bachelor of Science in Information Technology

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

- Bachelor of Arts in Psychology
- Bachelor of Science in Nursing (RN to BSN)
- Bachelor of Science in Respiratory Care
- Bachelor of Science in Social Work

### 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)

[lakelandcc.edu/help](http://lakelandcc.edu/help)

Monday – Thursday 8 a.m. – 6 p.m.

Friday 8 a.m. – Noon

Remote support available 24/7.

## DEPARTMENT DIRECTORY

### Academic Divisions

Applied Studies Division..... 440.525.7085

- Computer, Design and Engineering Technologies..... 440.525.7085
- Education, Human and Public Services..... 440.525.7085
- Health Technologies..... 440.525.7180
- Management..... 440.525.7085

Arts and Sciences Division..... 440.525.7261

- Arts and Humanities..... 440.525.7261
- Behavioral and Sciences..... 440.525.7304
- Languages and Communications..... 440.525.7261

- Science and Math.....440.525.7304

Student Service Center (SSC)..... 440.525.7050

- Admissions..... 440.525.7100
- Counseling and Advising Center..... 440.525.7200
- Financial Aid..... 440.525.7070
- Lakeland Cares Cupboard..... 440.525.7050
- New Student Orientation.....440.525.7349
- Office of the Registrar/Phone-in Registration.....440.525.7101  
or 1.800.589.8520

### 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

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

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>

