

Holden University Center of Lakeland Community College

Bookstore

Located on the first floor in Building A, the Bookstore has the authorization to carry partnering institution books. If you wish to have your course materials accessible to students at the Lakeland Bookstore, please fill out the Holden University Center Book Adoption Form and return it to Gwen Sevits via email at gsevits@lakelandcc.edu. If you have any questions, please contact Gwen Sevits at 440.525.7121 or the Holden University Center at 440.525.7535.

Career Services

Located on the first floor in room A-1039, Career Services offers career information and employment-related services. Contact Career Services at 440.525.7222.

Vending Machines

Snacks, beverages, and coffee vending machines are located on the first floor across from the Computer Lab 118, and on the second floor outside of Room 207. A microwave is also available. Restrooms are located on both floors.

Breakers Dining

Located on the first floor of Building S, Breakers offers a wide variety of foods in a relaxed, comfortable atmosphere for faculty, students and the community. Debit and charge cards are accepted. Kiosks at several convenient locations on Lakeland's campus provide additional food and beverage options. Please visit the Navigation Desk for shuttle bus schedules.

Campus Police and Safety

Operating as an autonomous police district since 1975, the Lakeland Community College Police Department has primary jurisdiction for safety on campus. Lakeland police officers are certified through the Ohio Peace Offices Training Academy and have full law enforcement powers on all Lakeland campuses.

Lakeland Police Non-Emergency - 440.525.7241

Dial 911 from any College Phone - Report all emergencies by dialing 911. When in doubt, trust your instinct and dial 911. When 911 is dialed from any College phone it will come directly into the Lakeland Police Department.

Dial 911 from your Cell Phone - All emergencies can also be reported by dialing 911 from your cell phone. It is very important to...

1. Tell the dispatch that you are at Lakeland Community College and/or the Holden University Center in Kirtland and need to be transferred to the Lakeland Police Department.
2. When calling, be sure to give your exact location (room number, floor, bldg., and parking) and the nature of the call.

Campus Police and Safety Services Include:

- Campus watch and escort service
- Community policing and crime prevention techniques
- Emergency alerts notifications
- Health services - medical/first aid
- Jump start and vehicle lock out assistance
- Lost and found property
- Parking and traffic regulations and enforcement
- Shuttle bus operations

Please see the Navigation Desk staff for assistance or call Campus Police at 440.525.7241.

Parking and Shuttle Bus Services

Parking at the Holden University Center is free and open to all faculty, staff, students and guests. Free parking is also available at Lakeland Community College in designated student parking lots. No identification sticker is required. Only vehicles with an official state or temporary

college issued handicapped parking permit may park in designated handicapped parking spaces. Violators of parking infractions will be cited by the campus police and fines vary up to \$50.

Holden University Center shuttle busses will provide courtesy continuous transportation to and from Lakeland's main campus clocktower directly to the university center during standard business hours of operation in the fall and spring semesters (**shuttle service is not available during summer months**).

Severe Weather or Building Closure

In the event of inclement weather the Holden University Center will be closed if and when Lakeland Community College's main campus is ordered to close or if a building emergency (i.e. utility failure) were to occur. Campus closures are reported to television and radio stations and posted on the Holden University Center (lakelandcc.edu/uc) and College (lakelandcc.edu) websites. Be sure to visit lakelandcc.edu/closing for the most up to date information.

If the partner institution closes, but the Holden University Center remains open, please be sure to check with your partner university representative or faculty member for official communication to determine if a class at the Center will be held.

Emergency Alerts Messaging

Please keep your cellphone up-to-date with the Holden Navigation Desk. Once your cellphone is on file, you will receive a one-time opt-in text (within 24 hours) that you must respond to. If you're not sure if you have responded, you can text the word OPTIN to 68453 (only cellphone numbers on file with the Holden University Center will receive text alerts.) Even if your cellphone is your home/primary number, please also make sure it is listed as a cell number.

Emergency Exits and Information

An emergency audible and visual alarm will sound if the building is to be evacuated. Please proceed to the nearest exit quickly. Once in a safe location, re-group with your class to determine if all members have exited the building. There are emergency exits located on the first floor on the west, east and south sides of the facility. **Please remember, there are no fire drills on campus and every alarm is to be treated seriously.**

Class Cancellation

Please contact the Navigation Desk at 440.525.7535. Class cancellations are posted on the classroom door and on the Holden University Center website lakelandcc.edu/uc, if advance notice is provided.

Varying Academic Calendars

The Holden University Center will remain open for all scheduled classes regardless of differing semester breaks and holidays. When the Lakeland Community College campus is closed, but the "partner" university has a class scheduled, The Holden University Center will remain open during the scheduled class meeting time. However, offices and services at Lakeland will not be available with the exception of Lakeland's Campus Police.

No Smoking Policy

The Ohio Department of Health prohibits smoking in public places and places of employment. Lakeland Community College and the Holden University Center have established a smoke-free zone prohibiting smoking or the use of electronic smoking devices within 20 feet of college entrances and exits and in enclosed areas including all buildings, entryways, bus shelters, and college-owned vehicles. Smoking receptacles are placed at "transition" points where smoking is not prohibited. "No Smoking" signs list a toll-free number for reporting violations to the Ohio Department of Health at 866-559-OHIO (6446).

Children under 16 Years of Age

Children under 16 years of age may not be left unattended at the Holden University Center.



Faculty/Staff Information Guide

Welcome to the Holden University Center of Lakeland Community College

This guide provides information on the facilities, resources and technology in our state-of-the-art environment which has been designed especially to enhance your teaching and learning experience.



Stay HERE.
Go far!



Holden University Center of Lakeland Community College

Partner Information Guide

440.525.7535
lakelandcc.edu/uc

Hours of Operation

Please visit our website at lakelandcc.edu/uc for hours of operation.

Holden University Center Staff Reference information

Navigation Desk

Provide general assistance to students, faculty, staff, four-year college/university partners, guests and the community.

Phone: 440.525.7535

Email: UC@lakelandcc.edu

Megan Whitmore, Operations and University Services Coordinator

Provides daily coordination of all aspects of the logistics and day to day operations of the facility and Navigation Desk.

Phone: 440.525.7759

Email: mgarin2@lakelandcc.edu

- Coordinate work activities and services provided by Navigation Desk staff
- Partner Liaison – Campus visits and advising schedules
- University Services and amenities - test proctoring, bookstore, library, writing center
- Classroom and meeting room reservations and set-up

Connie Glanzer, Marketing Recruitment Specialist

Serves as an initial point of contact for prospective students. Direct students to the appropriate Lakeland or university partner department or representative.

Phone: 440.525.7746

Email: cglanzer2@lakelandcc.edu

- Recruitment activities on-campus (i.e. classroom visitations, information tables)
- Recruitment activities off-campus (i.e. college fairs, community events)
- Holden University Center Nights; Annual Advising Day and Partnership Fair
- GradFest, Financial Aid Awareness Week, Counseling Awareness Week
- Marketing material and website updates (i.e. Program Sheets)
- General tactical marketing efforts - (i.e. mailing lists, direct mailers, digital ads)

Kristina Willey, Director Holden University Center

Please don't hesitate to contact me with any questions or concerns.

Phone: 440.525.7745

Email: kwilley@lakelandcc.edu

- Academic offerings
- Enrollment updates
- Revenue sharing
- Policies and Procedures
- Campus safety concerns
- Marketing and recruitment plan
- Satisfaction of services
- Staffing

Classroom Technologist

Jesse Eastman • 440.525.7743 • jeastman@lakelandcc.edu

Evening and Weekend Technology Assistant

440.525.7748 or 440.525.7743

Partnership/Faculty Mailboxes

Each University Partner institution has a mailbox for students to turn in assignments or leave messages for instructors/partnership representatives. Please check your institution's mailbox throughout your time with us.



Partnership/Faculty Work Spaces

Every university partner has a designated shared office space. If you do not have a key to your respective partner institution office space, please stop by the front desk to gain access.

Located to the left of the Navigation Desk, there are several faculty work stations for computer access and quiet work. The computers are connected to the printer in room U-107. Please stop by the Navigation Desk to fill out each semester's Partnership Services Form to gain access to printing, copying and fax capabilities. Room U-107 also has office supplies, refrigerator and a microwave for your general use.

Materials and Correspondence

Classroom Distribution • Pick Up/Drop Off Course Evaluations

Please provide Holden University Center staff at uc@lakelandcc.edu with instructions regarding the distribution, pick up or return of materials to/from students, faculty or partnership representatives. This will ensure that all Holden University Center staff receives the correspondence and it is communicated accordingly amongst all shifts.

Materials can be given to Holden University Center staff at uc@lakelandcc.edu or sent to the Holden University Center via US Mail, E-mail or FAX.

E-mail: uc@lakelandcc.edu

US Mail: Holden University Center
Lakeland Community College
7700 Clocktower Drive
Kirtland, OH 44094

FAX: 440.525.7750

Materials to be distributed to a class will occur as soon as possible after the receipt of the material. Materials unable to be distributed will be kept at the Navigation Desk unless other instructions have been arranged or provided in writing. Students may pick their materials by showing a form of photo identification at the Navigation Desk.

If available, please provide the Operations and University Services Coordinator with specific instructions ahead of time as to how the materials should be distributed and to whom they should be returned. Course evaluations or materials from students, faculty or partnership representatives that are to be dropped off, need to be picked up or mailed out to an instructor, partnership representative or campus department may be turned into the Navigation Desk staff. If materials need to be mailed, please provide the address where the materials should be sent and include a postal slip. If you do not have your partner postal number, the Navigation Desk can provide that for you.

Materials will be sent out the same day if received by noon and the next day if received after 1:00 p.m. or later. Please allow for up to two business days for delivery. Requests to send scanned copies of materials via e-mail or by FAX must be arranged by the instructor, partnership representative or campus department.

Proctoring Exams

E-mail uc@lakelandcc.edu the dates and times of courses requiring proctors for exam days. Please provide the time frame to take the exam and all special instructions. For students needing to take an exam outside of the scheduled class time, please contact Peggy Tallion at 440.525.7568 or mtallion@lakelandcc.edu by email and refer to the Holden University Center Testing Center Form.



Reserving Space

The Holden University Center is a very unique space that encourages collaboration and connectivity. The entire building is wireless and features the latest technologies to provide a truly innovative teaching and learning experience.

Partnership representatives, faculty and students can utilize any of the rooms that are not being occupied in the facility. There are many spaces ideal for small or large groups. Try one of our Media:Scape work areas, which accommodate multiple laptops allowing participants to share their ideas quickly and seamlessly.

Classroom Space: Please submit your request to Kristina Willey, Director of the Holden University Center for a specific room or to request a room change.

Meeting Space: Please submit your request to the Navigation Desk or to the Operations and University Services Coordinator.

Technology Assistance and Certification

Lakeland Community College's Learning Technologies is offering a series of hands-on Classroom Technology workshops for Lakeland and University Center partnership faculty. Learn how to use interactive projectors, document cameras, and lecture capture technology. Integrate captured material with Blackboard and more! The series of three training sessions will be offered during day and evening hours at Lakeland's Holden University Center. Upon successful completion of all three training sessions, faculty members will receive a Certification of Completion in Classroom Technology. Each session will include a hands-on assessment. For more information on the technology throughout the facility or to arrange a one on one training session, please contact Jesse Eastman, Classroom Technologist at 440.525.7743, jeastman@lakelandcc.edu or stop by room U-109.

Help Desk

For any technical questions regarding wireless internet access, computer hardware or software, system problems, or your myLakeland account, contact Lakeland's Help Desk at 440.525-7570 or lcchelpdesk@lakelandcc.edu.

Technology Highlights

Walkstations: Two Walkstations (treadmills with computers) are available with top speed of two miles per hour allowing you to walk while you work! Research shows that people can lose about 30 pounds per year by using these Walkstations regularly. The Walkstations are located on the second floor.

Huddleboards: Grab one of our lightweight, portable, and versatile Huddleboards (whiteboards on wheels). Huddleboards can be hung from the top rail of the classroom whiteboards or from the silver posts and beams in our collaboration spaces.

Copy Cam: Small workgroups often yield big ideas, so no one wants to slow down idea generation with tedious note-taking. A CopyCam can take a picture of huddleboards and the image can be saved to a flash drive or the public web address posted on each CopyCam main frame in each room. CopyCams are located throughout the University Center and can photograph up to three huddleboards at a time.

Lakeland Photo Identification Card and Number

As a partnership representative or faculty member, you have access to a variety of services to enhance your experience at the Holden University Center. A Lakeland Identification Number (LID) is needed to access the following services:

- Wireless Internet – available throughout Lakeland's campuses, including the University Center
- Computer Labs and Laptops
- Printing and Copying
- Lakeland Writing Center and Testing Services
- Lakeland Library Services
- Lakeland Athletic and Fitness Center
- Emergency Notification System

To gain access to the above services, please stop by the Navigation Desk to fill out a **“Partnership Services Form.”** This form is also available online at lakelandcc.edu/uc, click on “Class Schedule/Forms.” This form must be completed and updated EVERY semester to ensure access to campus services. Access for all services is granted within 24-48 hours of submitting your information.

Please stop by the Navigation Desk to get your picture taken to receive your Lakeland photo identification card. Please bring an additional photo identification or a current institution ID.

Laptops

Laptops are available for use while at the University Center. A photo ID must be presented in order to sign out. There is a 4 hour maximum limit for borrowing laptops. Laptops must remain in your possession the entire time it is out on loan.

Laptop Carts for Classrooms

Contact Jesse Eastman, Classroom Technologist, or the Operations and University Services Coordinator, to reserve a laptop cart for student use during a single class or for the semester. Laptop carts are available on a first come, first serve basis.

Copiers/Printing from a Computer

Copiers are located in Room U-107 and U-105. The Navigation Desk Staff is available to demonstrate copy machine functions. To gain access, please fill out a “Partnership Services Form.”

Volume Printing

Please use the Copy Center on main campus for larger volumes of printing. Forms are available in the workroom (Room U-107) to request this service. Please allow a few extra days for delivery to the University Center. Documents may be sent electronically by email to the Copy Center at productioncenter@lakelandcc.edu. A Lakeland ID number (LID) must be included with the request. The Navigation Desk Staff can provide you with assistance with these forms.

Student Computer Use and Printing/Copying

Open computer labs are in designated rooms; hours are posted by the semester. No food or beverage is permitted in the computer labs or near the Media:Scapes.

Lakeland Writing Center

The purpose of the Writing Center is to assist students in the pursuit of excellent writing. Students can schedule an appointment by calling 440.525.7019. Students must bring their Lakeland photo ID, copy of their assignment, readings and any drafts of writing they may have completed.

Lakeland Library

The Lakeland Community College Library is located on Lakeland's main campus on the third floor of the C Building, C-3051. To borrow library materials, you must provide a Lakeland photo ID card. If you request material online (<http://library.lakelandcc.edu>), you can have it sent directly to the Holden University Center Navigation Desk for pick up.

Testing Center

The Testing Center, located on the first floor in the A Building, room A-1044 is the location of where students will take their make-up tests. Please fill out the Holden University Center Test Form and forward to Peggy Tallion at mtallion@lakelandcc.edu in order to facilitate the students' make-up test. For questions, contact Peggy at the Testing Center at 440.525.7568.

Lakeland Athletic & Fitness Center

The Lakeland Athletic & Fitness Center (AFC) is available to Holden University Center partnership representatives, faculty and students in the current semester at no charge. Use of the AFC requires a Lakeland photo ID card. For more information, call the AFC at (440) 525-7111 or stop by the Navigation Desk to have your Lakeland Identification card created.