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What is the College Credit Plus (CCP) Program? • • • • •

Lakeland's College Credit Plus program offers qualified 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 this program is to offer a broad range of college level courses which provide educational opportunities not typically available in high school. Admission to this program is limited to students who have clearly demonstrated the ability to handle college-level work.

There are two options for participating in CCP:

Option A: Student pays for tuition, books and fees. Student may receive high school and college credit or college credit only.

Option B: High school pays for tuition, books and fees. Students receive high school and college credit.



CCP Contacts • • • •

CCPinfo@lakelandcc.edu

Tracey Cooper, Director of Admissions/Registrar (440) 525-7230 tcooper@lakelandcc.edu

Jami Diemer, CCP Coordinator (440) 525-7404 jdiemer@lakelandcc.edu

Stephanie Brown, Associate Director of

Admissions and Records (440) 525-7228 sbrown127@lakelandcc.edu

Hours of Operation (August – April)

Monday – Thursday

Friday

8 a.m. – 6 p.m.

8 a.m. – 5 p.m.

Saturday & Sunday

CLOSED

(May – July)

Monday – Thursday

Friday

Saturday & Sunday

8 a.m. – 6 p.m.
8 a.m. – noon
CLOSED



Accommodations • • • • •

Lakeland Community College is committed to providing CCP students equal access to learning opportunities. The Student Accommodation Center (SAC) works with students with documented disabilities to provide and/or arrange reasonable accommodations. If you have a disability (e.g., learning, attention, psychiatric, vision, hearing, physical or systemic) and feel it may create a barrier to your education, contact the SAC at 440.525.7020 or stop by the office located in Room A-1042 on Lakeland's campus.

If you wish to receive academic accommodations for CCP courses (offered at your high school or on Lakeland's campus) and have them guaranteed to be in place from the beginning of your initial semester, you must request your accommodations from <u>Lakeland's</u> SAC at least four weeks prior to that term.

From then on, you will be asked to make your accommodation requests known for subsequent semesters during the priority registration period. If you miss priority registration, there may be a delay in getting your accommodations in place.

Attendance • • • •

CCP students must attend their Lakeland classes if college classes are in session, even if their high school has a snow day, a holiday or is on holiday break. Individual instructors determine the attendance policy for their classes; there is no uniform attendance set by the college. Attendance is encouraged at all classes or laboratories for maximum student achievement. Students should inform their instructors IN ADVANCE if they know they will need to miss a class and arrange for any makeup work that may be necessary.

Students enrolled in CCP courses at their home high school will follow the district calendar. The attendance policy for the course will be reflected in the syllabus.

Grades • • • •

CCP students may access their grades online at my.lakelandcc.edu or may request a copy of their unofficial transcript at the Student Service Center. Most high schools also post these grades on the student's high school report card and transcript. View important dates at lakelandcc.edu/dates.

Parent Access to Information ••••

Once a student enrolls at Lakeland, he/she is protected under FERPA (Family Educational Rights and Privacy Act) regarding their student records. CCP advisers are not permitted to share information regarding a student's attendance, grades, etc. with parents unless the student is present or has given written permission. This also applies to faculty members sharing information on the academic progress of CCP students with his/her parent(s). Faculty will not discuss these topics with parents.

Lakeland Email ••••

CCP students should log in to their myLakeland account and check their student email on a regular basis. You will receive messages from faculty and CCP staff, information about important campus resources and events, and important CCP related information. Contact the Help Desk at 440.525.7570 if you need help accessing your email account.

College Readiness • • • •

Being ready for college coursework means more than a score on an assessment. Students who are ready for college level work also possess key cognitive and self-management skills. It is important that students considering CCP are aware of their strengths and weaknesses in order to develop the strategies that will best position them for success at Lakeland.

Students who successfully participate in the CCP program are typically students who have a history of:

- Academic success at the high school.
- · Excellent class attendance.
- No disciplinary problems.

Students who are college-ready can:

- · Apply recently acquired knowledge to solve new problems.
- Think analytically and logically while assessing different and contrasting views and sources to understand a concept.
- Actively participate in classroom discussions and support their opinions with evidence from multiple sources.
- · Demonstrate informational literacy.
- Work effectively by themselves or in a group.
- Manage their time.
- Utilize technology.
- · Communicate effectively.
- Effectively take notes and study for multiple forms of assessment.
- Positively respond to challenges and develop strategies for success.
- · Ask for help.



Math Cou

Math Courses at Lakeland • • • •

CCP students must have completed Algebra II at their high school and place into College-level math, in order to take math classes at Lakeland. Students must take math classes at their home high school if they have not completed Algebra II and do not place into College-level math.

Math courses at Lakeland differ greatly from high school math courses. The math department offers these guidelines and suggestions for students taking college level math courses.

Helpful hints:

- 1) Take responsibility for keeping up with your homework. Make sure YOU find out how to do it.
- 2) Spend MORE time studying per week. You do more learning OUTSIDE of class.
- 3) Tests may seem harder because they cover more material.
- 4) Even if you were a good mathematics student in high school and did not need to study, you will need to study for a college level mathematics course.
- 5) Each class meeting is precious so try to attend every one of them. If you must miss a class, communicate with your professor in person, by phone or via email. YOU ARE RESPONSIBLE for learning the material you missed on your own or with a tutor.

Study time:

You may have heard a rule of thumb about studying; at least two hours of study time per class hour. However, this may not be enough!

- You need to take as much time as you need to do all of the homework and to obtain complete understanding of the material.
- Form a study group and go over homework together.
- The more challenging the material, the more time you should spend working on it.
- Take advantage of the FREE tutoring in the learning center (A-1044).



English Courses at Lakeland • • • • •

The English department strengthens students' critical analysis of both the diverse and universal in human experience, as embodied in language, literature, and visual media, and as shaped by time and place, race and religion, gender and sexuality, class and personal history. The department broadens students' understanding of the grammatical and rhetorical conventions of language and enhances their ability to write effectively, creatively, and ethically in the personal, academic, professional, and public spheres. New college students often find that college English courses differ from previous English courses, especially regarding critical thinking. The department offers the following advice:

Critical Thinking: College English courses demand critical thinking, which entails a complex or layered understanding of a topic. Whereas previous English courses might have focused on basic concepts (for example, grammar or spelling), memory retention, or knowledge acquisition, college courses also demand that students demonstrate or adapt such skills in a creative and meaningful manner. In short, given class lectures, readings and prompts, students must think for themselves, a process often demonstrated through critical reading and critical writing.

Critical Reading: Weekly reading will be demanding, both in quantity and content. To ensure success: design an effective reading strategy with dedicated reading hours each week; develop positive reading habits (when do you read best, what distracts you?); and take notes relevant to both class lectures and your own interests. Reading is not solely for memory retention, to simply recite back on a quiz, but for critical comprehension. Professors will not simply ask, "What does the text say?" They want to know, given your thoughtful insight, what the text means—what is its significance, what are the implications (to you, to readers then, today, tomorrow)? Subject matter can be complex, even controversial (for example, some content may include explicit violence, sexuality, or offensive language). The purpose will not be to desensitize these issues but enable class discussions regarding diverse positions, a significant learning objective of the college. Such lessons are often aligned with learning to deal with issues, people, and ideas that may go against one's logical, psychological, intellectual, moral, or religious beliefs or values.

Critical Writing: Writing assignments often emphasize analysis over summary. A summary reports information (unbiased, without opinions or commentary); an analysis examines the information for meaning and purpose, often providing your critical commentary within or against a social context. In writing classes, for example, your "personal narrative" should not just relay personal memories; the essay should examine and reflect on what those memories mean—for you (then, now, or in the future) and your audience. Likewise, a research paper does not merely report what others have said; it incorporates and synthesizes data, evidence, or other opinions within (or against) your own opinions and argument. In literature classes, a close reading assignment should do more than restate what happened or identify important characters; it should analyze the language, tone, structure, characters, or plot for deeper meanings and interpretations. A critical analysis is your interpretive reading of a text or topic.

To succeed in this critical learning process, be professional and proactive. Maintain a sense of respect for those around you and the learning process as a whole while staying active and involved. From in-class participation to take-home reading assignments to drafting essays, do not accept the world given to you, as if you were a passive vessel. Be curious, ask questions, challenge texts, encourage peers.

Public School Students How many courses can I take?

Students may take one or all of their classes at Lakeland, as long as they do not exceed 30 college credits in an academic year. Courses taken in the summer will be deducted from the 30 credit hour limit for the academic year immediately following the summer session. How many courses a student chooses to take should be determined by the student's goals, academic preparation, and areas of strengths and interests.

A student must consider any high school courses he or she will be taking when determining the total number of credits he or she will enroll in at Lakeland. A high school course that results in one full unit of high school credit will count as 3 credit hours against the 30 credit hour maximum.

For example: If a student opts to take band at the high school, the high school "band" class is one high school credit and will deduct 3 college credit hours from the 30 credit limit

Band = 1 HS credit = 3 CH subtracted from the 30 credit limit.

30 Credit Hours 3 Credit Hours 27 available credits (Number of credits the student can (Maximum credits allowed) (3 credits removed due to band) take at Lakeland)

High School Credits	College Credits
1	3-5
.67	2
.33	1

If a student exceeds the 30 credit limit, the entire cost of the class will be assessed to the student at the residency rate. Textbook charges will also be charged.



Nonpublic and home school students How many courses can I take?

Nonpublic and homeschool students must apply to the Ohio Department of Education (ODE) to receive College Credit Plus funding. The number of courses you can take depends on how many credit hours are awarded by ODE each year. Any courses taken beyond the number of credit hours awarded will be paid for by the student at the residency rate.

Nonpublic and home school students must submit their Intent to Participate form to ODE and compete their funding application every year through the SAFE account. Students will be notified of the number of credit hours awarded though an award letter posted in the SAFE account. You must provide a copy of your award letter to Lakeland in order to register for classes.

Please visit lakelandcc.edu/ccp for important links and information for nonpublic and home school students.



0	CCP Courses at Lakeland	CCP Courses at the high school with High School Instructor			
0	Courses part of the Ohio Transfer Module (OTM) transfer to all publicly funded colleges and universities in the state of Ohio.				
9 9 9	Students have access to all of Lakeland's support services, library, counseling and tutoring.	Students have access to all of Lakeland's support services, library, counseling and tutoring. Students can log in to the library through mylakeland to access tutoring through the e-Tutoring Collaborative.			
0	Students can participate in any of the Lakeland clubs or student groups. Courses are taught by highly qualified faculty.				
8					
0	Courses are offered on the Lakeland calendar, students are expected to attend if Lakeland is open even if their school is closed.	Courses are offered following the district calendar. Courses are canceled or offered via BlackBoard when the district closes.			
	Students and parents must attend a mandatory orientation and advising session.				
6	Students will pick up books at the bookstore.	Books will be distributed to the students at the high school.			
6	Any schedule changes must be made through the Lakeland Admissions Office and approved by the high school counselor.				
0	Students who drop a course after the second week of the semester will be financially responsible for tuition and fees and may also receive a failing grade on their high school transcript.				



CCP students must complete 15 credit hours in Level I before progressing to Level II. Please visit lakelandcc.edu/ccp for a complete list of Level I courses.

Level I:

- Transferable courses that are part of the Ohio Transfer Module (OTM), Transfer Assurance Guides (TAG), or Career-Technical Assurance Guides (CTAG)
- Courses in computer science, information technology, anatomy, physiology or foreign language, including American Sign Language
- · Technical certificate courses
- 15-credit or 30-credit hour model pathway courses
- Study skills, academic or career success skills courses
- Internship courses

Level II

 Any other college course that is not a Level I course and is not listed in the non-allowable courses below.

Non-Allowable Courses

- One-on-one private instruction courses
- Courses with excessive fees as determined by the Chancellor
- · Study abroad courses
- Physical education courses
- Pass/Fail or Satisfactory/Unsatisfactory graded courses (unless the course is an internship or is a transferable course for all students enrolled)
- Remedial courses









15-Credit and 30-Credit Academic Pathways

15 CREDIT HOUR PATHWAY

•	ENGL 1110 & ENGL 1120	6 Credits
•	POLS 1300 or ECON 1150	3 Credits
•	PSYC 1500 or SOCY 1150	3 Credits
•	HUMX 1100 or COMM 1000	3 Credits

30 CREDIT HOUR PATHWAY

(Includes 1 Math sequence and 1 Science Sequence)

• ENGL 1110 & ENGL 1120	6 Credits
• POLS 1300 & ECON 1150	3 Credits
 PSYC 1500 or SOCY 1150 	3 Credits
 HUMX 1100 or COMM 1000 	3 Credits

Math Sequence

• MATH 1650 & MATH 1700 7 Credits

7-8 Credits

8 Credits

• MATH 1550 & MATH 1650

Science Sequence

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Non-Science Majors	7-8 Credits
• GEOL 1110/1120	4 Credits
• PHYS 1500	4 Credits
• BIOL 1140	3 Credits
• BIOL 1010, 1020, 1030	3 Credits each
• CHEM 1100	4 Credits

Science Majors

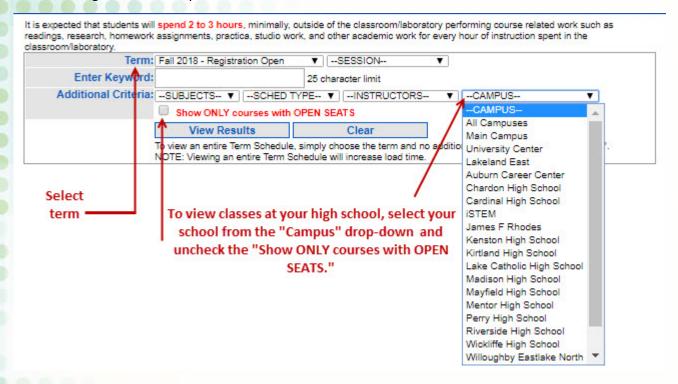
8-10 Credits 8 Credits • BIOL 1510 & 1520 • CHEM 1500 & 1600 10 Credits • PHYS 1610 & 1620 10 Credits





CCP students cannot register online. Please complete the steps below to register for classes:

- □ Review the graduation requirements for your high school and the equivalent courses at Lakeland by going to lakelandcc.edu/ccp, clicking on "Equivalency Tools" and selecting your high school. If your school is not listed, please review the general requirements
- ☐ Search for classes online using the online schedule viewer at lakelandcc.edu/schedule. You must meet the prerequisites for all courses, which can be viewed in the schedule viewer by clicking on the description link for each course.



- If you plan to transfer these classes to another college or university, visit transferology.com to see how your courses will transfer to another school.
- □ Discuss your class choices with your high school counselor and enter the course information from the online schedule viewer on your CCP Registration Authorization Form. This form must be completed in its entirety, including all required signatures, for each semester of registration.

 Make sure you have your form signed before summer vacation because your guidance counselor may not be available to sign it over the summer. You will not be registered for classes without your authorization form.
- ☐ Bring the completed CCP Registration Authorization Form to the Student Service Center or scan and email it to CCPinfo@lakelandcc.edu.



Can I make changes to my schedule? • • • • •

Changes to a student's schedule must be approved by the high school guidance counselor. If you need to make changes to your schedule, you must submit a CCP Schedule Change Authorization Form in its entirety, including all required signatures, before classes can be added or dropped from your schedule. You can download and print the CCP Schedule Change Authorization Form by going to lakelandcc.edu/ccp and clicking on "Documents and Forms."

CCP students are permitted to make changes to their schedules during the first and second weeks of the semester ONLY, as long as the changes have been approved by the counselor and the CCP Schedule Change Authorization form has been submitted. Please note, even if you are only taking courses offered at your high school, all changes must take place through the admissions office at Lakeland. Starting the third week of the semester, students must see a CCP adviser if a change is necessary. Students will be required to reimburse their high school if they drop a class from the third week through the twelfth week of the semester.

Withdrawing from a class • • • • •

Students who decide to withdraw from a class may do so only with their high school counselor's permission. Students who withdraw from a class after the second week will have a W recorded on their Lakeland transcript. After the twelfth week, no withdrawal is permitted unless the student has documentation which indicates that attendance is not possible for medical or employment reasons. **High school counselors must ALWAYS approve any withdrawals**. CCP students who withdraw from a class after the second week will be required to reimburse their school for the cost of the class. Please reference the information for students and families on the CCP website. Review the ODE document "impact of student grades and decisions to withdraw" for additional information.

What if I am having trouble in my class?

Students should speak with their teacher/professor as soon as possible when they are experiencing difficulty with the coursework. Free professional tutoring is available for all students via the Lakeland Learning Center in A-1044 or 440.525.7019. Students may receive one-half hour of free, professional tutoring per week for EACH class that they are enrolled in. (i.e., A student taking three classes and needing tutoring assistance in all three would have one and a half separate hours of tutoring per week.) Additional tutoring time is available. Students in need of additional time should contact the Lakeland Learning Center directly. Students who cannot come to campus tutoring are able to receive tutoring services through the Ohio e-Tutoring Collaborative. For more information visit https://www.etutoring.org/. The tutors are paid by the college, and the student and tutor meet in the learning center at the same scheduled time each week. Learning center hours during fall and spring semesters are:

Monday through Thursday: 8 a.m. to 8 p.m.

Friday: 8 a.m. to Noon

Students are also encouraged to speak with a CCP adviser regarding the difficulties they are experiencing and options that are available.



The cost of books is covered for all CCP students participating in Option B. However, only books listed as REQUIRED on a course syllabus are covered. Books listed as RECOMMENDED or OPTIONAL are not covered under CCP Option B and students wishing to purchase them must use their own funds. Textbooks may be rented using CCP funds by the Student ONLY.

Books rented under CCP Option B remain the property of Lakeland Community College. Students must return all books rented under CCP Option B to the bookstore at the end of each semester, or they will not receive grades, transcripts, or books for the following semester.

Students who drop a class must return books purchased at the bookstore directly to the bookstore with their receipt in order to receive credit on their account. Students are responsible for damaged textbooks.

No optional supplies, such as art supplies, cameras, film, study guides, etc. are covered under CCP Option B.

In order to receive books under CCP Option B, students must have returned their signed Registration Authorization form to the admissions office.

Students who are taking courses at their high school WILL NOT pick up the required texts from the bookstore. The textbooks for all courses taught at the high school will be distributed to the students at the high school. Students will return the textbook to the instructor at the end of the course. Any student taking a course at the high school who does not return the textbook assigned to him or her at the end of the semester will not receive grades, transcripts or books for the next semester.

Students participating in Option A must purchase their own books and may sell them back to the bookstore at the end of the term.

Home school students are responsible for the cost of books, even if they are awarded CCP funding from the Ohio Department of Education.

Calculator Rental

Some math classes require special calculators, and the math department has a small supply of these calculators available to rent during the semester on a first-come, first-served basis. Lakeland math instructors will have information on calculator rental. CCP does not cover purchasing or renting calculators.



Athletic and Fitness Center (AFC): CCP students are eligible to use the AFC as long as they are enrolled in 1 credit class during the semester. A Lakeland student ID must be obtained at the welcome center in the AFC, library or during new student orientation.

Breakers Dining Services: Complete dining services are available in Breakers Dining Hall and other coffee shops on campus.

Campus Police: Campus police personnel are available 24 hours per day, seven days a week, by dialing 911 on any college telephone or using an emergency call box located in college parking lots. Campus police are state university law enforcement officials who have authority equal to any Ohio peace officer. Campus police can assist with common student problems such as locking keys in the car, battery jumping and escort service.

Campus Shuttle Bus: Campus shuttle service hours are: Monday through Thursday from 7:30 a.m. to 10 p.m., Friday from 7:30 a.m. to 5 p.m., and Saturday from 7:30 a.m. to 12:30 p.m. Pick up and drop off points are the Clocktower, Nursing Drive on the north side of C Bldg., the west parking lot and the Holden University Center.

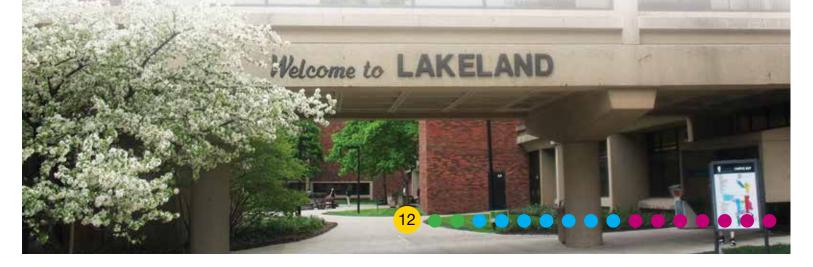
Catalog: A list of all courses with descriptions, program requirements and academic policies and procedures are available online at lakelandcc.edu/catalog.

Computer Labs: Open computer labs are located throughout the campus and are available for use by any current Lakeland student.

Counseling and Advising Center: Lakeland counselors can answer questions about our degree requirements or talk to you about how our courses transfer to other schools. You can make an appointment by calling the Counseling and Advising Center at 440.525.7200. Walk-in counseling/advising is also available every Monday from 8 - 11:15 a.m. and every Tuesday from 1 - 4:15 p.m. For information about the Counseling and Advising Center and their services, visit lakelandc.edu/counseling.

First Aid Department: The first aid department, located at the campus police department in the basement of Building A in room A-002, is available for first aid care and interim treatment of minor injury or illness.

Lakeland ID: The Lakeland student ID card is available from the welcome center in the Athletic and Fitness Center, or the library or issued during new student orientation. Students must have a current State of Ohio driver's license or State ID and a copy of their current schedule in order to obtain the Lakeland ID card.



LAKETRAN Bus Service: Students enrolled in credit classes are entitled to free LAKETRAN bus service on all Monday through Saturday fixed bus routes #1-6 within Lake County. Students must show a valid Lakeland ID when boarding a bus.

Learning Center: The free services offered by the learning center (A-1044) help students maintain their academic performance as well as overcome academic difficulties. Services available to students currently enrolled in and attending classes include:

- A. Individual help by a professional tutor or an excellent student peer tutor
- B. Small group instruction with professional tutors
- C. Independent work using video tapes and learning packets
- D. Computer-assisted instructor and self-paced tutorials
- E. Writing Lab
- F. Math Resource Lab
- G. e-Tutoring (includes Writing Center support via distance)

Library: The Lakeland Community College Library provides instructional services and maintains a collection of books, journals, and electronic resources primarily to support the needs of academic instruction. The library is located on the third floor of Building C. Students may register with the library by presenting a valid Ohio driver's License or State of Ohio identification card. For information and hours of operation, please call 440.525.7069.

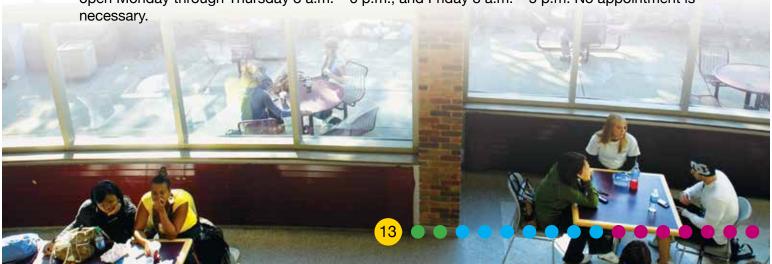
Parking: Parking is free at Lakeland Community College. Students must be sure to park in areas designated as student and public parking. Students with an official state or municipal handicapped parking permit may park in specially designated parking spaces or the parking lot behind Building B. Students parking in faculty/staff parking areas may result in being ticketed by campus police. Tickets must be paid in order to receive transcripts and to be able to register for classes.

Sports: CCP students may participate in intramural sports and recreation only.

Student Handbook: CCP students can view the student handbook and college policies and procedures including student conduct online at lakelandcc.edu/studenthandbook.

Student Engagement & Leadership: CCP students are permitted to participate in Student Government, student organizations and on the Campus Activities Board. The student engagement and leadership office is located in S-237, the 2nd floor of Breakers.

Student Service Center: Student Service Center staff can provide assistance with navigating the online schedule viewer, reviewing course prerequisites, and locating all the information you need to complete your CCP Registration Authorization Form. The Student Service Center is open Monday through Thursday 8 a.m. – 6 p.m., and Friday 8 a.m. – 5 p.m. No appointment is necessary.



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 jsmith12).

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. We highly recommend you take the time to ensure the safety of your personal information by filling out the security questions and changing your password for all Lakeland systems through the myLakeland password reset page upon first login.









Email









myLakeland Mobile



We took some of the most popular features of the public website and myLakeland and put them into the mobile app for quick reference. You can look up phone numbers, see what events are happening on campus, and check the academic calendar. Students can view many items such as their grades, holds, class schedule, Schedule-It sessions, apply, register for a class, find a building on a map, see what classes are cancelled, search the library catalog, and look for a job.

The **myLakeland** mobile app is now available for download from Google Play and Apple iTunes app stores. Simply go to your store and search for "**myLakeland**".





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 you covered. View the **Technology Guide** to learn more.



Blackboard Student



Lakeland



Office 365



Google for Education



r Reach Out



OneDrive



WebE

What is Distance Learning?

Distance Learning is defined as when a portion or all of the instruction is delivered using technologies that permit the instructor and students to be separated by time and/or place. Unlike self-paced learning or correspondence courses, distance learning includes regular and substantive interaction between the student and instructor. Types of distance learning include:

- Online Online courses are offered either fully online or primarily online with some scheduled activities such as proctored exams in the testing center. It is important to refer to the course syllabus to determine whether a course requires any scheduled activities.
- Hybrid Hybrid courses are a blend of online and weekly classroom instruction.
 These courses can be more convenient as the amount of time required in the classroom is less than traditional face-to-face courses. It is important to understand that in hybrid classes, more time is devoted to online course activities. (a combination of Online and Face-to-Face), and
- Interactive Video for Distance Learning (IVDL): In the classroom, students are connected using interactive video (special video and audio conferencing technology) to one or more classrooms. The instructor may be teaching from another location but the students and instructor are able to interact in real time.

What to expect with distance learning courses

- In the online course, the majority of interactions between students and instructors are typically asynchronous - that is they occur when the instructor and student are not in the same place at the same time.
- Online classes require students be self-directed and good time managers. Students
 can expect to spend three or more hours per week for each credit hour. In other
 words, a single three credit hour class may require nine or more hours of study per
 week.
- Online learners must possess good reading and comprehension skills, as most online courses require significant reading and writing for completing assignments and communication with the instructor and other students.
- Online courses are oftentimes writing intensive, so students should be prepared to handle essay projects, research papers and several weekly discussion postings.
- Online courses have scheduled activities and assignments, the same as traditional face-to-face classes. Students should set aside adequate time to complete their assignments by the due dates and times. Some instructors may require several discussion postings along with other scheduled activities, each week.
- Some online courses require students to schedule proctored exams, which may mean coming to a testing center on campus or at another facility. Students should carefully read the course syllabus to be clear about the course requirements and instructor's expectations

Blackboard • • • •

Distance Learning is made possible by the use of Blackboard. If you are registered in an online or hybrid class, you will be enrolled in Blackboard. Log in to your myLakeland account and click on the Blackboard icon to access Blackboard. Contact the Help Desk at 440.525.7570 if you need login or Blackboard assistance.



Underperforming Students • • • • •

CCP Probation

A student will be placed on CCP Probation when the student:

- Has earned lower than a cumulative 2.0 GPA in college courses OR
- Withdraws from two or more courses in the same term

When on CCP Probation, the student:

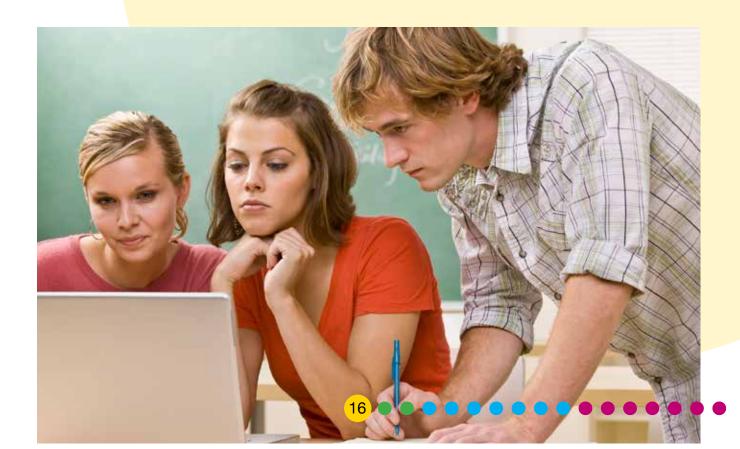
- May enroll in no more than one college course
- May not enroll in the college course in the same subject in which the student previously earned a
 D or F or received no credit
- A student remains on probation until the cumulative GPA has improved to a 2.0 or higher

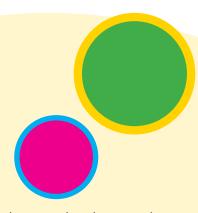
CCP Dismissal

- A student is placed on CCP Dismissal when the student has met the definition of CCP Probation for two consecutive college terms.
- Once a student is dismissed from the CCP program, the student may not enroll in college courses for the following college term.
- After dismissal term, the student may request permission to participate. The high school shall determine whether the student may continue on dismissal, move to probation, or participate without restriction per the school's adopted policy.

Student Appeals

A student who has been dismissed from the CCP program or is prohibited from taking a course in the same subject area may request an appeal. Extenuating circumstances shall be considered, separate from academic performance. The high school may allow the student to participate without restrictions, allow the student to participate in a course in the same subject, allow the student to participate on CCP Probation, or maintain the dismissal.





Will my credits transfer? • • • • •

Transfer of credits from one Ohio public college/university to another has now been guaranteed with the development of the Transfer Module by the Ohio Board of Regents for students with acceptable academic records. The Transfer Module consists of 36-40 semester credit hours of introductory courses in English, mathematics, arts/humanities, social science and natural science. If you plan to attend a private college or out of state, or wish to take classes outside of the Transfer Module, you can visit transferology.com to see how your courses may transfer to other institutions.

How do I transfer my credits?

After you complete your final semester of CCP at Lakeland, request your official transcript to be sent to the college you will be attending. To request official transcripts, log in to your myLakeland account and click on Student/Student Records/Student Records/Request Official Transcript.

What is reverse transfer?

Students who have earned at least 45 credit hours at Ohio public colleges and universities and have at least 20 credit hours at Lakeland may be eligible for an associate degree from Lakeland through reverse transfer. After completing courses freshman year of college, former CCP students can complete a Reverse Transfer Information Form and submit their official college transcripts to Lakeland to apply credits toward an Associate of Arts or Associate of Science degree. Contact admissions at 440.525.7100 for more information.

Opportunities at Lakeland after high school • • • • •

A Lakeland Degree or Certificate:

Lakeland offers more than 130 degree and certificate programs that prepare you for a high-demand career or a four-year university. The Associate of Arts and Associate of Science degrees are our transfer degrees, with credits guaranteed to transfer to any public four-year university plus many others. Complete your general education requirements at one-third the cost of four-year public universities.

Honors Program:

Lakeland Community College will begin offering an honors program fall 2018. The honors program will align both curricular and experiential opportunities to the honors pillars of community, leadership and opportunity.

Students can expect:

- an honors curriculum
- · experiential opportunities
- 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 an ACT score of 25 or above. Exceptions will be considered.

Lakeland COMMUNITY COLLEGE

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 19 bachelor's degree programs, eight graduate degree programs and one doctoral program from 10 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 campus 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 on the four-year campus. Each university partner determines its own tuition and fees.

Bachelor's degree partners include: 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: John Carroll University, Lake Erie College, Notre Dame College, Ursuline College and Youngstown State University. Additional partnerships are under discussion.

Visit <u>lakelandcc.edu/uc</u> or call 440.525.7535 for more information, including degree programs offered.



