

## New Freshman Enrollment Checklist

New freshman students at Lakeland Community College are defined as students who have never attended a college or university or have earned less than 15 college semester credit hours from an institution that is accredited by one of the regional higher educational associations.

<p><b>Step 1</b></p>	<p><b>Apply for Admission</b> All new students need to apply for admission to Lakeland. <a href="http://lakelandcc.edu">Apply online at lakelandcc.edu</a> or apply in person at Lakeland's Student Service Center, located on the first floor of the A-Building in Room A-1002. The Student Service Center provides assistance with the admissions, registration and financial aid process. A \$15 non-refundable application fee will be added upon registering for classes. <a href="#">Admissions Requirements</a></p>	<p>Lakeland's Admissions Office 440.525.7100  <a href="#">Admissions Contacts</a></p>									
<p><b>Step 2</b></p>	<p><b>Submit Official High School/College Transcripts or GED Score Report</b> All new students are required to submit a final, official high school transcript (showing a graduation date) or GED and all official college transcripts prior to registering for classes. Contact your high school guidance counselor and/or your former college Admissions Office and request to have your transcripts sent directly to Lakeland's Admissions Office.</p>	<p>Lakeland's Admissions Office 7700 Clocktower Dr. Kirtland, Ohio 44094 440.525.7100</p>									
<p><b>Step 3</b></p>	<p><b>Take the Placement Test</b> Course placement tests help to determine proper course selection. Lakeland requires placement testing in English and mathematics prior to registration. Testing is available on a walk-in basis in Lakeland's Test Center or by appointment. Schedule online at <a href="http://my.lakelandcc.edu">my.lakelandcc.edu</a> after receiving your admission notification. ACT/SAT scores can be submitted to the Student Service Center in lieu of the placement test.</p> <p>Students with ACT/SAT sub scores below the college readiness level are encouraged to take the placement test.</p> <table border="1" data-bbox="290 1098 1146 1222"> <thead> <tr> <th>Readiness Area</th> <th>ACT</th> <th>SAT</th> </tr> </thead> <tbody> <tr> <td>English/Writing Sub Score</td> <td>18 (or higher)</td> <td>430 (or higher)</td> </tr> <tr> <td>Mathematics Sub Score</td> <td>22 (or higher)</td> <td>520 (or higher)</td> </tr> </tbody> </table>	Readiness Area	ACT	SAT	English/Writing Sub Score	18 (or higher)	430 (or higher)	Mathematics Sub Score	22 (or higher)	520 (or higher)	<p>Lakeland's Test Center 440.525.7019 Lakeland's Admissions Office 440.525.7100</p>
Readiness Area	ACT	SAT									
English/Writing Sub Score	18 (or higher)	430 (or higher)									
Mathematics Sub Score	22 (or higher)	520 (or higher)									
<p><b>Step 4</b></p>	<p><b>Attend a New Student Orientation Session</b> Students must attend a new student orientation session, where they will meet with a counselor, register for classes and get their student I.D. They will also receive information about financial aid, scholarships and how to purchase textbooks. Register for orientation sessions online through myLakeland.</p>	<p>New Student Orientation Office 440.525.7349</p>									
<p><b>Step 5</b></p>	<p><b>Pay Tuition and Fees</b> We encourage all new students to apply for financial aid. Contact Lakeland's Financial Aid Office for assistance in completing the Free Application for Federal Student Aid (FAFSA) and Lakeland's scholarship application. A variety of payment options are offered, including our Tuition Loan Payment Plan that allows you to make installment payments over the course of the term. Pay tuition and fees online in myLakeland, in person at Lakeland's Cashier's Office in Room A-1033 or by phone at 440.525.7133. Tuition and fees are due by the published deadlines.</p>	<p>Lakeland's Cashiers Office 440.525.7133 Lakeland's Financial Aid Office 440.525.7070 <a href="mailto:finaid@lakelandcc.edu">finaid@lakelandcc.edu</a></p>									
<p><b>Step 6</b></p>	<p><b>Buy Textbooks</b> Textbooks can be purchased in person at the bookstore or online at <a href="http://lakelandcc.edu/bookstore">lakelandcc.edu/bookstore</a>. Students may order books online and have them delivered to Lakeland's main campus or Lakeland East at no additional cost. In the online class schedule viewer, click on the book icon to view requires book(s) and pricing.</p>										
<p><b>Notes</b></p>											