

College Credit Plus (CCP) Registration Checklist

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.

The screenshot shows the online schedule viewer interface. At the top, it states: "It is expected that students will spend 2 to 3 hours, minimally, outside of the classroom/laboratory performing course related work such as readings, research, homework assignments, practica, studio work, and other academic work for every hour of instruction spent in the classroom/laboratory." Below this, there are several search filters: "Term:" (Spring 2017 - View Only (Reg Closed)), "--SESSION--", "Enter Keyword:" (25 character limit), and "Additional Criteria:" (including --SUBJECTS--, --SCHED TYPE--, --INSTRUCTORS--, and --CAMPUS--). A checkbox labeled "Show ONLY courses with OPEN SEATS" is checked. There are "View Results" and "Clear" buttons. A callout box points to the "Term:" dropdown with the text "Select 'Current Term'". Another callout box points to the "Show ONLY courses with OPEN SEATS" checkbox with the text "To view classes at your high school, select your school from the 'Campus' drop down box and uncheck 'Show ONLY courses with OPEN SEATS'". A third callout box points to the "--CAMPUS--" dropdown menu, which is open and shows a list of campus options including "All Campuses", "Main Campus", "University Center", "Lakeland East", "Auburn Career Center", "Chardon High School", "Cardinal High School", "I STEM", "James F Rhodes", "Kenston High School", and "Kirtland High School".

- ❑ 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. You will not be registered for classes without your authorization form.
- ❑ Bring the completed CCP Registration Authorization Form to the Student Service Center, send by mail, or scan and email it to CCPinfo@lakelandcc.edu. Do not wait to register, classes fill up quickly and you do not want to be closed out of a class. Students who return their forms prior to the first day of registration will have the best chance of getting their requested schedule and will have their printed schedules mailed to them the week of registration. Students who return their form to the Student Service Center after the first day of registration will register in person and will be given a printed schedule at that time.

- ❑ Please bring your printed schedule and a photo ID to the bookstore when picking up your books. Remember, books from the prior semester must be returned in order to pick up books for the current semester.

Need Help?

We will be visiting several area high schools prior to the first day of registration to help students select their classes.

Lakeland counselors can answer questions about our degree requirements or talk to you about how our courses transfer to other schools. If we are not coming to your high school and you want to meet with a Lakeland counselor, 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.

If you know what classes you want to take and need help filling out your authorization form, the 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 authorization form. The Student Service Center is open Monday - Thursday 8 a.m. – 6 p.m. and Friday 8 a.m. – 5 p.m. (check the website for Summer semester hours). No appointment is necessary.

Graduating in May?

If you plan to graduate with associate degree from Lakeland Community College, contact the Counseling and Advising Center at 440.525.7200 to schedule an appointment with a counselor and complete a graduation application.

Need Accommodations?

The Student Accommodation Center 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 wish to receive academic accommodations for CCP courses (offered at your high school or on Lakeland's campus), it is recommended that you call the Student Accommodation Center at 440.525.7020.

Want to Make a Change to Your Schedule?

If you need to make changes to your schedule after you register, 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 from lakelandcc.edu/ccp and clicking on "Documents and Forms."

Questions?

If you have any questions or concerns, please send an email to CCPinfo@lakelandcc.edu or call the Admissions and Registration Office at 440.525.7100.

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