Get Started!
Summer 2020 • Fall 2020 • Spring 2021
Enrollment Guide

Opportunity starts HERE
lakelandcc.edu
### 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 more than 10,000 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 130 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 endorsements on campus through the Holden University Center of Lakeland, in partnership with 11 four-year institutions.

### CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started</td>
<td></td>
</tr>
<tr>
<td>Important Dates/ Academic Calendar</td>
<td>1-3</td>
</tr>
<tr>
<td>Academic Programs</td>
<td>4, 5</td>
</tr>
<tr>
<td>New Student Enrollment Checklist</td>
<td>6, 7</td>
</tr>
<tr>
<td>Lakeland Student Email</td>
<td>7</td>
</tr>
<tr>
<td>Types of Classes</td>
<td>8</td>
</tr>
<tr>
<td>Class Schedule</td>
<td>9</td>
</tr>
<tr>
<td>myLakeland Guide</td>
<td>10-13</td>
</tr>
<tr>
<td>Paying for College</td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; fees</td>
<td>14</td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>14</td>
</tr>
<tr>
<td>Payment Options</td>
<td>15</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>17</td>
</tr>
<tr>
<td>Withdrawals/ Cancellations</td>
<td>17</td>
</tr>
<tr>
<td>Special Programs</td>
<td></td>
</tr>
<tr>
<td>College Credit Plus</td>
<td>19</td>
</tr>
<tr>
<td>Lakeland Honors Program</td>
<td>19</td>
</tr>
<tr>
<td>Student Success</td>
<td>20</td>
</tr>
<tr>
<td>Adult Learner</td>
<td>20</td>
</tr>
<tr>
<td>Transfer Programs</td>
<td>21</td>
</tr>
<tr>
<td>Holden University Center</td>
<td>22-23</td>
</tr>
<tr>
<td>Student Resources</td>
<td></td>
</tr>
<tr>
<td>College Closings</td>
<td>24</td>
</tr>
<tr>
<td>Department Directory</td>
<td>25</td>
</tr>
<tr>
<td>Campus Map</td>
<td>Back Cover</td>
</tr>
</tbody>
</table>
Tuition must be PAID IN FULL or the student must be enrolled in a Tuition Loan Payment Plan. Visit lakelandcc.edu/tuition for the current tuition payment plans, refund dates and more. When registering for multiple sessions, the earliest tuition due date applies.
Tuition must be PAID IN FULL or the student must be enrolled in a Tuition Loan Payment Plan. Visit lakelandcc.edu/tuition for the current tuition payment plans, refund dates and more. When registering for multiple sessions, the earliest tuition due date applies.
SPRING SEMESTER 2021

Important Dates / Academic Calendar

First Spring Session  |  Jan. 9 - March 5, 2021
Registration ........................................ Nov. 2, 2020 - Jan. 8, 2021
Registration Closes: Jan. 8, 2021
Last Day to Apply ................................................................ Jan. 4, 2021
Tuition Due ................................................................................................ Jan. 4, 2021
Senior Citizen Registration .................................................. Jan. 7-8, 2021
Classes Begin .......................................................................................... Jan. 9, 2021
Last Day to Add a Class / Declare an Audit .................................. Jan. 15, 2021
College Closed - Martin Luther King Jr. Day ....................... Jan. 18, 2021
Last Day to Request Satisfactory / Unsatisfactory .................. Jan. 22, 2021
College Closed - Presidents Day ........................................ Feb. 12, 2021
Final Exams .................................................................................... March 1-5, 2021
Graduation Application Deadline ........................................ April 2, 2021
Grades Posted on Transcripts .................................................. May 11, 2021

Full Spring Session  |  Jan. 9 - May 7, 2021
Registration ........................................ Nov. 2, 2020 - Jan. 8, 2021
Registration Closes: Jan. 8, 2021
Last Day to Apply ................................................................ Jan. 4, 2021
Tuition Due ................................................................................................ Jan. 4, 2021
Senior Citizen Registration .................................................. Jan. 7-8, 2021
Classes Begin .......................................................................................... Jan. 9, 2021
Last Day to Add a Class / Declare an Audit .................................. Jan. 15, 2021
College Closed - Martin Luther King Jr. Day ....................... Jan. 18, 2021
Last Day to Request Satisfactory / Unsatisfactory .................. Feb. 5, 2021
College Closed - Presidents Day ........................................ Feb. 12, 2021
Spring Break - College offices remain open ......... March 6-12, 2021
Graduation Application Deadline ........................................ April 2, 2021
Final Exams .................................................................................... May 1-7, 2021
Grades Posted on Transcripts .................................................. May 11, 2021

Second Spring Session  |  March 13 - May 7, 2021
Registration ........................................ Nov. 2, 2020 - March 12, 2021
Registration Closes: March 12, 2021
Last Day to Add a Class / Declare an Audit .................................. March 19, 2021
Last Day to Request Satisfactory / Unsatisfactory .................. March 26, 2021
Graduation Application Deadline ........................................ April 2, 2021
Final Exams .................................................................................... May 1-7, 2021
Grades Posted on Transcripts .................................................. May 11, 2021

Registration for summer 2021 term begins
March 1, 2021.

Tuition must be PAID IN FULL or the student
must be enrolled in a Tuition Loan Payment
Plan. Visit lakelandcc.edu/tuition for the
current tuition payment plans, refund dates
and more. When registering for multiple
sessions, the earliest tuition due date applies.

2020-2021 ENROLLMENT GUIDE | 3
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) and participates in the Academic Quality Improvement Program (AQIP).

The Higher Learning Commission | 230 South LaSalle Street, Suite 7-500 | Chicago, IL 60604-1413 | 800.621.7440 | 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 Developer 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 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
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 catalog.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. The Student Service Center (SSC) is the one-stop location where students can receive help with admissions, registration and financial aid. A $15 non-refundable application fee will be added upon registering for classes. For questions, email the ssccenter@lakelandcc.edu.

☐ Submit Transcripts
All new, first-year students are required to submit a final, official high school transcript (showing graduation date) or GED. This requirement may be waived if you have earned 15 credit hours or more at an accredited post-secondary institution. All new transfer students are required to submit official transcript(s) from all post-secondary institutions attended (even if no credit was earned).

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

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

☐ Take the Placement Test
Course placement tests help to determine proper course selection. Lakeland requires placement testing in English and mathematics prior to registration. Appointments are required and can be scheduled through myLakeland after receiving admission notification.

The Lakeland Learning Center offers free placement test preparation sessions in writing and math for admitted students. Contact the Test Center at 440.525.7574 or 440.525.7568 to register for a session. For additional test preparation information, visit lakelandcc.edu/placement.

<table>
<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>480 (or higher)</td>
</tr>
<tr>
<td>Mathematics Sub Score</td>
<td>21 (or higher)</td>
<td>530 (or higher)</td>
</tr>
</tbody>
</table>

ACT/SAT scores can be submitted in lieu of the placement test. Students with ACT/SAT sub scores below the college readiness level are encouraged to take the placement test. For more information, visit lakelandcc.edu/placement.

Students can obtain college credit for introductory-level courses by taking special examinations at Lakeland through the College Board’s College-Level Examination Program (CLEP). Visit lakelandcc.edu/web/about/clep-test to learn more. DUE TO COVID-19 STATUS CLEP EXAMS ARE SUSPENDED UNTIL FURTHER NOTICE.

☑ Complete New Student Orientation Session
All students must complete the New Student Online Orientation session through their myLakeland account. Once completed, students will meet remotely using WebEx with an academic counselor, register for classes, and receive information about financial aid/scholarships. Students will receive instructions on how to access the New Student Online Orientation session via email after they have been admitted to Lakeland.

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

☑ Pay Tuition and Fees
A variety of payment options are offered, including Lakeland’s 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. See page 14 for more information.

RETURNING AND TRANSFER 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 and use Lakeland’s code 006804. Students can apply quickly and easily for scholarships through the Scholarship Center. See page 15 for details. For more information, call Lakeland’s Financial Aid Office at 440.525.7070. Information and paperwork can be submitted to the financial aid office through a secure upload process by following this link: Financial Aid 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 students with advising appointments (mapping out schedules, exploring programs), completion plans, and transcript evaluations. Call 440.525.7200 to make a phone 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.
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.

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

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 or go to myLakeland and click on “Course Schedule Viewer.” Students should sign in to myLakeland to determine if they have any registration holds (e.g., 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 Student ID Card
Once campus is open, photos for the Lakeland student ID card can be taken in the Lakeland Library or the Athletic and Fitness Center.

Buy Textbooks
Textbooks can be purchased online at lakelandcc.edu/bookstore. In the online class schedule viewer, click on the book icon to view required book(s) and pricing.

NOTE: Some books may be optional.

See pages 10-13 for a more complete guide of resources available through myLakeland.

CAMPUS
Lakeland Community College is located on 400 wooded acres in Kirtland, OH, only 30 minutes northeast of Cleveland. The college offers more than 130 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 endorsements on campus through the Holden University Center of Lakeland, in partnership with 11 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 surroundings and state-of-the-art amenities for meetings, conferences, banquets and special events.
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.

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 assistance.

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.
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 or go to myLakeland and click on "Course Schedule Viewer" on the log in page.

**CLASS SCHEDULE**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Click here for an expanded description and prerequisite when applicable</th>
<th>Click to view full catalog entry</th>
<th>Click instructor's name to view faculty profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN</td>
<td>Schedule</td>
<td>Seats Days</td>
<td>Times</td>
<td>Dates</td>
</tr>
<tr>
<td>11816</td>
<td>LECTURE 7</td>
<td>M T W R F S</td>
<td>08:00 AM-09:00 AM</td>
<td>8:22-12/11/20 (F)</td>
</tr>
<tr>
<td>11817</td>
<td>LAB 7</td>
<td>M T W R F S</td>
<td>09:05 AM-09:45 AM</td>
<td>8:22-12/11/20 (F)</td>
</tr>
<tr>
<td>11277</td>
<td>ONLINE WSR 21</td>
<td>M T W R F S</td>
<td>01:00 PM-02:00 PM</td>
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<tr>
<td></td>
<td>WSR LAB 21</td>
<td>M T W R F S</td>
<td>02:05 PM-02:45 PM</td>
<td>8:22-12/11/20 (F)</td>
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<tr>
<td></td>
<td>HYBRID 22</td>
<td>M T W R F S</td>
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<tr>
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<td>HYBRID LAB 22</td>
<td>M T W R F S</td>
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<td>8:22-12/11/20 (F)</td>
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<td></td>
<td>ONLINE 20</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>ONLINE LAB 20</td>
<td></td>
<td></td>
<td>8:22-12/11/20 (F)</td>
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**Session Codes**
- F = Full Term
- P1 = First Half Term
- P2 = Second Half Term
- P15 = 1st Five Weeks
- P25 = 2nd Five Weeks
- P35 = 3rd Five Weeks

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.
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. 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.

myLakeland Mobile

Some of the most popular features of the public website and myLakeland were put into the mobile app for quick reference. Students can apply, register for classes, look up phone numbers, search the library catalog, find a building on a map, and look for a job. They can also view their grades, holds, class schedule, Schedule-It sessions, cancelled classes, campus events, and the academic calendar.

The myLakeland mobile app is now available for download from Google Play and Apple iTunes app stores. Simply search for “myLakeland.”

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.
HOW TO REGISTER FOR CLASSES

• Students should use the online schedule viewer (no log in required) at 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/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 or go to lakelandcc.edu and click on “myLakeland.”
2. You will be prompted for username and password. When logging in for 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. Example: 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 the “Student” tab.
3. In the left-hand column under Quick Tools, click on the student email icon.
Schedule Placement Testing*
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under Quick Tools, click on the Schedule It icon.
4. Click “Schedule Placement Test.”**
5. Select a date (click “Next” to see the next month).
6. Click “Reserve.”

Schedule New Student Orientation Session*
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under Quick Tools, click on the Schedule It icon.
4. Click “Schedule New Student Orientation Session.”**
5. Select a date (click “Next” to see the next month).

View the Catalog
Go to catalog.lakelandcc.edu.

View / Search Class Schedule
1. Go to 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 number(s) of the class(es) you want to take.
   You will need these for online registration.

Register for Classes
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myREGISTRATION,” click “Register for Classes.”
4. Select a term (if not previously selected) and then click “Submit.”
5. In the “Action” column, select “Online Drop” or “Web Withdraw” next to the course you want to drop / withdraw. If you accidentally remove the wrong class, select “Re-Add.”
6. Click “Submit Changes.”

Drop / Withdraw Classes
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myREGISTRATION,” click “Register for Classes.”
4. Select a term (if not previously selected) and then click “Submit.”
5. In the “Action” column, select “Online Drop” or “Web Withdraw” next to the course you want to drop / withdraw. If you accidentally remove the wrong class, select “Re-Add.”
6. Click “Submit Changes.”

View / Print My Class Schedule
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Personal Class Schedule.”
4. Select a term (if not previously selected) and then click “Submit.”
5. 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 the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Financial Aid.”
4. Click on “My Award Information.”
5. Click on “Award for Aid Year.”
6. Select the current aid year and click “Submit.”
7. Click on “Award Overview” tab.
8. 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 the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Scholarship Center” and follow the prompts.

Enroll in a Payment Plan and Set Up Installments
1. You must first be registered for classes. Then log into myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Billing Center.”
4. Click on “I Agree” to enter the secure website.
5. Click on “Payment Plans” tab and then click on “Enroll Now.”
6. Select the proper semester or term and click on “Select.”
7. 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: 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.

**This link will not appear if:
1) It is not a requirement for you.
2) You have a hold on your account that needs to be cleared.
3) You have already fulfilled the requirement.
Make a Payment / View My Student Account / Enroll in eRefunds
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Billing Center.”
4. Click “I Agree” to enter the secure Billing Center website.
5. 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 “eRefund” 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. Click the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Grades.”
4. Select a term.
5. Click “Submit.”

NOTE: Only official end of term final grades are available.

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 Transcript
1. Log in to myLakeland.
2. Click the “Student” tab.
3. In the left-hand column under “myRECORDS,” click on “Request Official Transcript.”
4. Click on “Academic Transcript.”
5. Click “View Web Transcript (Unofficial).”
6. Select “Web Transcript (Credit)” from the Transcript Type drop down menu. (You will also have the option to choose noncredit classes.)

Complete Graduation Application
1. Log in to myLakeland.
2. Click on “Student” tab.
3. In the left column under “myRECORDS,” click on the “Graduation Application.”

Enrollment Verification
1. Log in to myLakeland.
2. Click the “Student” tab.

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.

The fees reported include the general fee as well as all other mandatory fees uniformly assessed to all full-time students per the Ohio Department of Higher Education Annual Survey of Student Charges, Fall 2019.

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 age 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 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 taking advantage of this opportunity are responsible for purchasing course materials and books in addition to the general, lab and service fees. To take advantage of this opportunity, a senior citizen must be certified as eligible. Once certified as eligible, participants may register during the last two days of the enrollment period. Please contact the 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.

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 (see page 13 for instructions).

Residency Requirements

Residency requirements are posted on the college website. A change of address does not automatically change residency status. Proper documentation must be filed, reviewed and approved by the Student Service Center before residency status will be changed.

<table>
<thead>
<tr>
<th>General fee per credit hour</th>
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<tbody>
<tr>
<td>$11.80</td>
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<table>
<thead>
<tr>
<th>Career services fee per credit hour</th>
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<tr>
<td>$8.25</td>
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<table>
<thead>
<tr>
<th>Student support services fee</th>
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<tr>
<td>$14.25</td>
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| $4.25 Summer Term only       |

<table>
<thead>
<tr>
<th>Tuition per credit hour</th>
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<tr>
<td>Lake County</td>
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<td>Out of County</td>
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<tr>
<td>Out of State</td>
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<tr>
<td>$112.75</td>
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<tr>
<td>$141.05</td>
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<tr>
<td>$319.05</td>
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<table>
<thead>
<tr>
<th>Combined Tuition, General Fee and Career Services Fee</th>
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<tbody>
<tr>
<td>Credit hours</td>
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PAYMENT OPTIONS
Visit lakelandcc.edu/tuition for current payment options and refund policies.

Personal Check / Web Check
- Online in myLakeland.
- Mail to the Lakeland Cashier’s Office.
  NOTE: There is a 10-business day waiting period before any financial HOLDS will be released.

Credit Card
- Online in myLakeland.
- Visa, MasterCard, Discover or American Express.
  NOTE: Financial HOLDS will be removed the next business day (when college offices are open).

Scholarships
Students can easily see if they qualify for any of the many Lakeland scholarships through the online Scholarship Center. (See page 12 for steps)
- Online in myLakeland.
- Complete one simple application.
- The Lakeland Financial Aid Office will notify students of any scholarship awards.

Tuition Loan Payment Plan
Many tuition payment plans are available. Visit lakelandcc.edu/tuition for current plan options and enrollment instructions.

Paying with Financial Assistance
- If students have received a financial aid award notification via myLakeland, 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 the Lakeland 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).*

  *(See page 13 “Make a Payment / View My Student Account / Enroll in eRefunds.”)

- 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.

Lakeland Community College has nearly 150 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.
See page 12 for steps in myLakeland.

Even with our low tuition, we realize you may need some help. More than 50% 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 for more information.
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 and use Lakeland Community College code 006804. The FAFSA should be completed every year.
• Complete a Lakeland scholarship application (see page 12).

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, call Lakeland’s Financial Aid Office at 440.525.7070.

WITHDRAWALS / 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 0% 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 class(es) does not constitute withdrawal and may result in a failing grade. Students registered for courses other than the standard 16-week semester should consult pages 1-3 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.
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 high school transcripts, 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.

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.

Admission requirements include a 3.5 high school GPA and submission of ACT or SAT scores.

Honors scholarships available!
Visit 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 on to achieve their goal of a degree or certificate. Student success is encouraged through the following:

- **Learning Center** – offers tutoring for most credit classes.
- **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.
- **Academic Study Skills** – training and techniques are provided for students needing assistance with time-management, organization, test taking, and many other important academic and life skills.
- **First Year Experience (FYEX) Class** – prepares students to navigate the college environment and introduces them to the programs and services offered by the college.
- **Completion Plans** – map out the pathways to completing degrees or 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.
- **Text and Email Messaging** – sends motivational messaging encouraging students to continue toward their educational goals.

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 now, 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 term or semester.

Lakeland has many general articulation agreements and transfer guides for Ohio colleges and universities. Ohio Transfer Module (OTM) 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 or 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 in the fall and spring.

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.

Transient Students
Students from other accredited colleges and universities can enroll at Lakeland for one term only with the goal of transferring Lakeland credits back to their former school for continued study. Students are encouraged to submit a transcript or statement of approval from the home institution or they may be required to participate in placement testing at Lakeland. Transient students must complete an Application for Admission, the Transient Student Form, and a Request for Transcript Record. They also must pay the one-time nonrefundable $15 fee. It is recommended that transient students check for course equivalency at transferology.com or transfercredit.ohio.gov when registering for classes. Transient students are not eligible for federal or state financial aid. Contact Lakeland’s Student Service Center for more information.
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 22 bachelor’s degree programs, 14 graduate degree programs, seven graduate certificates and endorsements and one doctoral program from 11 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 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 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.

Visit lakelandcc.edu/uc or call 440.525.7535 for more information, including degree programs offered.
**Holden University Center Bachelor’s Degrees**

- Bachelor of Science in Allied Health
- Bachelor of Science in Technology in Management & Technology
- Bachelor of Science in Technology in Quality Systems
- 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

**Bowling Green State University eCampus**

- Bachelor of Science in Accounting and Forensic Accounting (double major)
- Bachelor of Science in Business Forensics
- Bachelor of Science in Health Information Management

**Cleveland State University**

- Bachelor of Arts in Accounting and Financial Management
- Bachelor of Arts in Management
- Bachelor of Arts in Marketing

**Franklin University**

- Bachelor of Science in Information Technology

**Hiram College**

- Bachelor of Arts in Communication

**Kent State University**

- Bachelor of Arts in Sport Management

**The University of Akron**

- Bachelor of Science in Nursing (RN to BSN)

**Ursuline College**

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

**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).

*2020-2021 Enrollment Guide | 23*
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 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 and on authorized television and radio stations.

See lakelandcc.edu/closings for more information.

LAKELAND HELP DESK
440.525.7570
lcchelpdesk@lakelandcc.edu
Monday – Thursday 8 a.m. – 8 p.m.
Friday 8 a.m. – 5 p.m.
Saturday 9 a.m. – 4 p.m.

CONNECT... WITH OUR WI-FI.
Instructions at:
http://www.lakelandcc.edu/wifi
## DEPARTMENT DIRECTORY

### Academic Divisions

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

#### Arts and Sciences Division ....................................................... 440.525.7261
- Arts and Humanities ......................................................... 440.525.7261
- Languages and Communications ...................................... 440.525.7261
- Science and Math ............................................................ 440.525.7304
- Behavioral and Social Sciences ........................................ 440.525.7304

#### Student Service Center (SSC) .................................................. 440.525.7050
- Admissions ........................................................................ 440.525.7100
- Counseling / Academic Advising / New Student Appointments .................................................. 440.525.7200
- Financial Aid ...................................................................... 440.525.7070
- Registration ...................................................................... 440.525.7070

Phone-in Registration .......................................................... 440.525.7101 or 1.800.589.8520
- Walk-In Counseling ......................................................... 440.525.7200
- Lakeland Cares Cupboard ............................................. 440.525.7050

#### College Departments

**Athletic & Fitness Center (AFC)** ............................................. 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
Compliance
Lakeland Community College is in compliance with all applicable federal and state laws and regulations including the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Family Educational Rights and Privacy Act, Sexual Offender Awareness Act, Ohio Sexual Predator Act, and the federal Drug Free Workplace Act. The college reports crime statistics to the U.S. Justice Department’s Federal Bureau of Investigation Uniform Crime Reports and to the U.S. Department of Education. For more information about these laws, contact the Campus Police Department.