Lakeland
COMMUNITY COLLEGE
7700 Clocktower Drive
Kirtland, OH 44094

New and Transfer Student Enrollment Checklist

Step 1	**Apply for Admission** All new students need to apply for admission to Lakeland. Apply online at **lakelandcc.edu/apply.**	Admissions Office 440.525.7900 admissions@lakelandcc.edu
Step 2	**Submit Transcripts** All **new first-year students** are required to submit an official final high school transcript or a GED transcript. All **new transfer students** are required to submit an official final high school transcript or a GED transcript. This requirement may be waived for students who have completed 15 or more credit hours at an accredited post-secondary institution. In addition, transfer students are required to submit official transcripts from **all** post-secondary institutions previously attended, regardless of whether credit was earned. Please contact your former high school and/or post-secondary institution(s) to request your transcripts to be sent directly to Lakeland's Admissions Office.	
Step 3	**Take the Placement Test (if required)** Lakeland requires placement testing in English and mathematics prior to course registration. Once officially admitted to Lakeland, students can schedule a placement test through myLakeland to help determine proper course selection; a scheduled appointment is required. For placement test or for test preparation information, visit lakelandcc.edu/placement. Students may be exempt from placement testing if they meet one of the following: • Submit college readiness level ACT or SAT scores in math and English or an official high school transcript with the required minimum unweighted GPA and/or specific course subject grade. For more information, visit lakelandcc.edu/placement and click on the Math and English Placement Summary document. • Enroll in a certificate program. • Accepted as a visiting student from another college or university or as a non-degree/ non-certificate student. • Completed college-level English/math from a regionally accredited college or university. Eligible English and math courses can be used to meet placement requirements. Contact Lakeland's Admissions Office at 440.525.7900 for more information regarding qualifying exemptions.	Test Center 440.525.7574
Step 4	**Complete New Student Orientation (NSO)** New Student Orientation will need to be completed in two separate parts. For the first part, all students must complete the Lakeland 101 online course through their myLakeland account. (Once officially admitted to Lakeland, students will receive instructions on how to access Lakeland 101 via their Lakeland student email.) Once part one is completed, students will attend in-person New Student Orientation where they will meet with an academic counselor or advisor; register for classes; discuss access to technology; receive information about financial aid/ scholarships; get a student ID card; and receive information on textbooks. A scheduled appointment is required. This requirement is waived for students who have earned a bachelor's degree or higher from an accredited post-secondary institution.	New Student Orientation Office 440.525.7349 orientation@lakelandcc.edu
Step 5	**Pay Tuition and Fees** Lakeland offers many types of financial assistance, including federal and state grants, loans, work-study employment and over 130 scholarships that can reduce the costs of a college education. To apply for financial aid at Lakeland, students must complete the Free Application for Federal Student Aid (FAFSA) at **studentaid.gov/fafsa** using Lakeland's school code of 006804. Students can also apply for scholarships at Lakeland through the Scholarship Center in myLakeland (under myRECORDS). For information or assistance regarding financial aid, visit **lakelandcc.edu/financialaid.** Additionally, Lakeland offers a variety of payment options, including a 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.**	Financial Aid Office 440.525.7070 finaid@lakelandcc.edu Cashier's Office 440.525.7134 / 440.525.7133 cashier@lakelandcc.edu