

CURRENT HOURS OF OPERATION

Revised Dec. 7, 2021

Due to the COVID-19 Coronavirus health crisis, college departments are working a schedule beginning August 3rd that combines remote and on-site work. Our goal is to provide exemplary customer service while minimizing the number of people on campus on any given day. Thank you for your understanding and patience as we work through this unprecedented public health crisis together.

DEPARTMENT	HOURS	CONTACT
<u>Student Service Center (including Admissions, Registrar, Financial Aid)</u>	Monday – Thursday 8 a.m. - 6 p.m. Friday 8 a.m. - noon	Financial Aid: 440.525.7070 or email finaid@lakelandcc.edu Send any financial aid-related documents via secure upload (myLakeland login required) or faxed to 440.525.7704. Admissions: 440.525.7100 or email admissions@lakelandcc.edu Office of Registrar: 440.525.7101 or email registrar@lakelandcc.edu Student Service Center: 440.525.7050 or email sscenter@lakelandcc.edu . College Credit Plus: ccpinfo@lakelandcc.edu
<u>Counseling</u>	Monday – Thursday 8 a.m. to 6 p.m. (On-site & Remote) Friday 8 a.m. to Noon (On-site & Remote)	To make an appointment, call 440.525.7200.
<u>Academic Offices (Deans, Associate Provosts, Provost)</u>	Provost’s Office Monday & Wednesday 8 a.m. – 5:30 p.m. (On-site) 7:30 a.m. – 5 p.m. (Remote) Tuesday & Thursday 8 a.m. – 5 p.m. (On-site) 7:30 a.m. – 5:30 p.m. (Remote) Friday 7:30 a.m. – Noon (Remote)	Provost’s Office: Rita Smolik, 440.525.7089 or email rsmolik@lakelandcc.edu

<p>Academic Offices (Deans, Associate Provosts, Provost) cont'd</p>	<p>Arts and Sciences Office Monday – Thursday 7:30 a.m. – 5:30 p.m. (On-site & Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p> <p>Adam Cloutier, B-1047 Jeri Pilarczyk, B-1047B</p> <p>Applied Studies Office: <u>Week of 12/13</u> Monday – Thursday 8 a.m. – 2 p.m. (On-site) Monday – Thursday 7:30 a.m. – 5 p.m. (Remote) Friday 8 a.m. – Noon (Remote)</p> <p><u>Week of 12/20</u> Monday – Wednesday 8 a.m. – 4 p.m. (Remote)</p> <p><u>Week of 1/3/2022</u> Monday – Thursday 8 a.m. – noon (On-site) Monday – Thursday 7:30 a.m. – 5 p.m. (Remote) Friday 8 a.m. – Noon (Remote)</p> <p>Health Technologies Office Monday – Thursday 7:30 a.m. – 5:30 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (On-site)</p> <p>Associate Provost for Teaching and Learning Office Monday & Wednesday 8 a.m. – 5:30 p.m. (On-site)</p> <p>Tuesday & Thursday 8 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (On-site & Remote)</p>	<p>Arts and Sciences: Jeri Pilarczyk, 440.525.7261 or email jpilarczyk5@lakelandcc.edu</p> <p>Karen Tarasco, 440.525.7354 or email ktarasco@lakelandcc.edu</p> <p>Michelle Durr, 440.525.7223 or email mdurr2@lakelandcc.edu</p> <p>Applied Studies: Cynthia Millonzi, 440.525.7085 or email cmillonzi@lakelandcc.edu</p> <p>Jan Post, 440.525.7348 or email jpost@lakelandcc.edu</p> <p>Health Technologies: Kelly Matier, 440.525.7180 or email kmatier@lakelandcc.edu</p> <p>Associate Provost for Teaching and Learning: Deborah Bordonaro, 440.525.7294 or email dbordonaro@lakelandcc.edu</p> <p>Associate Provost for Strategic Educational Programs and Retention Initiatives: LouAnn Luzar, 440.525.7469 or email lluzar@lakelandcc.edu</p>
---	--	---

<p>Academic Offices (Deans, Associate Provosts, Provost) cont'd</p>	<p>Associate Provost for Strategic Educational Programs and Retention Initiatives Office Monday – Thursday 8 a.m. to 5 p.m. (On-site)</p> <p>Friday 8 a.m. to Noon (Remote)</p>	
<p>Accommodation Center</p>	<p>Monday & Tuesday 8 a.m. – Noon (On-site) Noon – 4 p.m. (Remote)</p> <p>Wednesday & Thursday 8 a.m. – Noon (Remote) Noon – 4 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>For an appointment, contact Mary Wheeler, 440.525.7020 or email mwheeler21@lakelandcc.edu</p>
<p>Administrative Technologies</p>	<p>Monday – Thursday 8 a.m. – 5 p.m. (On-site & Remote)</p> <p>Friday 8 a.m. – Noon (On-site & Remote)</p>	<p>Randi Ferline, 440.525.7020 or email rferline@lakelandcc.edu</p>
<p>Arts at Lakeland</p>	<p>Monday – Thursday 7:30 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Jeri Pilarczyk, 440.525.7261 or email jpilarczyk5@lakelandcc.edu</p> <p>Mary Urbas, Lakeland Art Gallery Coordinator, email murbas@lakelandcc.edu</p>
<p>Athletic and Fitness Center</p>	<p>Monday – Thursday 7:30 a.m. – 8 p.m.</p> <p>Friday 7:30 a.m. – Noon</p> <p>Saturday & Sunday Closed</p>	<p>Scott Barlow, 440.525.7350 or email sbarlow@lakelandcc.edu</p>
<p>Athletics</p>	<p>Fall sports schedule TBD</p>	<p>Scott Barlow, Athletic Director, 440.525.7350 or email sbarlow@lakelandcc.edu</p>
<p>Bookstore</p>	<p>Monday – Thursday 8 a.m. – 6 p.m. (On-site)</p> <p>Friday 8 a.m. – noon (On-site)</p>	<p>Students wishing to cancel an order or ask a question, email (<i>do not call</i>) lakelandbookstore@lakelandcc.edu (<i>include four-digit order number and name</i>)</p>

Bookstore cont'd		Students can choose free shipping for online orders over \$25. To place online orders, please visit the bookstore website .
Breakers BUZZ Cafe	Monday – Thursday 7:30 a.m. – 2 p.m. Friday 8 a.m. - Noon	For catering questions, please contact catering@lakelandcc.edu
Business Services	<p>Accounts Payable Monday – Thursday 7:30 a.m. to 5 p.m. (Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p> <p>On-site for check runs on the 15th and the 30th of each month</p> <p>Accounts Receivable Monday – Thursday 7:30 a.m. to 5 p.m. (Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p> <p>On-site as needed.</p> <p>Payroll Monday – Thursday 8 a.m. to 5 p.m. (Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p> <p>On-site as needed.</p>	<p>Budgeting: Thomas Reynolds, 440.525.7064 or email treynolds17@lakelandcc.edu</p> <p>Ginny Barrett, 440.525.7063 or email gbarrett@lakelandcc.edu</p> <p>Rachelle Coley, 440.525.7065 or email rcoley@lakelandcc.edu</p> <p>Vicki Miller, 44.525.7061 or email vmiller26@lakelandcc.edu</p>
Campus Kids	Monday – Thursday 7:15 a.m. – 6 p.m. Friday 7:15 a.m. – 1 p.m.	Cris Vanek, 440.525.7196 or email cvanek@lakelandcc.edu
Campus Police	On-site 24/7	440.525.7241 or 911 from campus
Career Services	Monday – Thursday 8 a.m. – 4:30 p.m. (On-site) 8 a.m. – 5 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	440.525.7222 or email careerservices@lakelandcc.edu Rhonda Butler, 440.525.7432 or email rbutler15@lakelandcc.edu

<p>Career Services cont'd</p>		<p>Marie Meeks, 440.525.7222 or email mmeeks9@lakelandcc.edu</p> <p>Karyn Stovicek, 440.525.7434 or email kstovicek@lakelandcc.edu</p> <p>Julie Weyer, 440.525.7454 or email jweyer1@lakelandcc.edu</p>
<p>Cashier's Office</p>	<p>Monday – Thursday 8 a.m. – 6 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (On-site)</p>	<p>For billing questions, deposits or other cashier-related issues, contact Vivian Stropki, 440.525.7133 or email vstropki@lakelandcc.edu</p>
<p>Community & College Relations</p>	<p>Monday & Wednesday 7 a.m. – 4 p.m. (On-site) Tuesday & Thursday 8:30 a.m. – 5:30 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Denise Timms, 440.525.7323 or email dtimms@lakelandcc.edu</p>
<p>Computer Labs</p>	<p>A-1046 Computer Lab: Monday – Thursday 7:30 a.m. – 8 p.m. (On-site)</p> <p>Friday & Saturday 7:30 a.m. – Noon (On-site)</p>	<p>See https://lakelandcc.edu/web/about/notices/coronavirus for information about Chromebook rentals.</p>
<p>Event Services & Facility Rentals</p>		<p>Connie Glanzer, 440.525.7090 or email events@lakelandcc.edu</p>
<p>Health Clinic (Lake Health)</p>	<p>The Clinic is currently closed.</p>	
<p>Help Desk</p>	<p>Walk-in assistance is available in C-2060 Monday – Thursday 8 a.m. – 6 p.m. (On-site)</p> <p>Friday 8 a.m. – noon (On-site)</p> <p>Remote support is available 24/7</p>	<p>440.525.7570 (available 24 hours) or visit www.lakelandcc.edu/help Live Chat is available during Lakeland staffed hours.</p>
<p>Hispanic Program</p>	<p>Monday – Wednesday 8 a.m. – 2 p.m. (Remote)</p> <p>Thursday 10 a.m. – 3 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Lissette Piepenburg, 440.525.7576 or email lpiepenburg1@lakelandcc.edu</p>

<p><u>Instructional Technologies</u></p>	<p>Classroom Technologists: Monday – Thursday 7:30 a.m. – 9:00 p.m. (On-site)</p> <p>Friday 7:30 – 11:30 a.m. (On-site and Remote)</p> <p>Saturday 7:30 a.m. – 4 p.m. (On-site)</p> <p>Instructional Technologies Office: Monday – Thursday 7:30 a.m. – 5:30 p.m. (On-site)</p> <p>Friday 7:30 a.m. – Noon (On-site and Remote)</p>	<p>For assistance with Blackboard, Webex, TechSmith Knowmia or Respondus LockDown Browser, call 440.525.7129 or email ITD@lakelandcc.edu</p> <p>For general questions, please contact Diana Monasky, 440.525.7495 or dmonasky@lakelandcc.edu</p>
<p>Lakeland Cares Cupboard</p>	<p>A-Building, Room A-1001</p> <p>Monday 10 a.m. - 6 p.m.</p> <p>Tuesday – Thursday 8 a.m. - 6 p.m.</p> <p>Friday 8 a.m. - noon</p>	<p>For assistance with food or other unexpected hardships, please visit https://www.lakelandcc.edu/web/about/immediate-needs-grant</p>
<p><u>Lakeland Foundation</u></p>	<p>Monday – Thursday 8 a.m. – 5 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Nancy Brooks, 440.525.7094 or email nbrooks@lakelandcc.edu</p>
<p><u>Learning Center</u></p>	<p>Office Hours Monday & Thursday 9 a.m. – 6 p.m. (On-site & Remote)</p> <p>Tuesday & Wednesday 9 a.m. – 7 p.m. (On-site & Remote)</p> <p>Friday 9 a.m. - noon (Remote only)</p> <p>Tutoring / Writing Center / Coaching Services Monday & Thursday 9 a.m. – 6 p.m. (On-site & Remote)</p>	<p>Tutoring, writing center, coaching services are available on-site and online.</p> <p>To make a tutoring or appointment with a navigator, go to “MyLakeland Schedule It”</p> <p>Go to:</p> <ul style="list-style-type: none"> • Student Tab <ul style="list-style-type: none"> ○ Click on Schedule It ○ Schedule tutoring / writing center / or academic study skills coaching session ○ Follow the prompts

<p>Learning Center cont'd</p>	<p>Tuesday & Wednesday 9 a.m. – 7 p.m. (On-site & Remote)</p> <p>Friday 9 a.m. - noon (Remote only)</p> <p>Math-in-Minutes On-site on a walk-in basis in the learning center room A-1044. Hours vary.</p>	<p>Or call the learning center at 440.525.7019 for assistance or questions.</p>
<p>Library Reference & Instruction Services</p>	<p>Monday – Thursday 8 a.m. – 8 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (On-site)</p> <p>Saturday 8 a.m. – 1 p.m. (On-site)</p> <p>Closed Sunday</p>	<p>Reference: reflibrarian@lakelandcc.edu or 440.525.7425</p> <p>For research appointments, instruction, and reference services, provided by reference librarians, phone 440.525-7425. http://research.lakelandcc.edu/LibraryOnline/HelpOnline or chat with a librarian.</p>
<p>Library Circulation Services</p>	<p>Monday – Thursday 8 a.m. – 8 p.m. (On-site)</p> <p>Friday 8 a.m. – noon (On-site)</p> <p>Saturday 8 a.m. – 1 p.m. (On-site)</p> <p>Closed Sunday</p> <p>Computer & Study Spaces Available: Located in the library, third floor of the C building, C-3051</p>	<p>Circulation: lakelandlibrary@lakelandcc.edu or 440.525.7424</p> <p>No-Contact Pickup Services Lakeland Library books OhioLINK books</p> <p>Available Holden Outdoor Pickup at the Holden University Center (24-hour access)</p>
<p>Library Offices</p>	<p>Monday - Thursday 8 a.m. – 5 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (On-site)</p> <p>Closed Saturday & Sunday</p>	<p>Library Offices: Linda Glasser lglasser@lakelandcc.edu or 440.525.7067</p>
<p>Marketing</p>	<p>Monday – Thursday 8 a.m. – 4 p.m. (On-site) 7 a.m. - 5 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Marketing specialists: Colleen Marble, 440.525.7287 cmarble@lakelandcc.edu</p> <p>Adam Continenza, 440.525.7507 aconтиненza3@lakelandcc.edu</p>

Men's Resource Center	<p>Monday – Thursday 10 a.m. – 3 p.m. (On-site) 8 a.m. – 6 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Jim Shelley, 440.525.7447 or email jshelley@lakelandcc.edu</p>
Mooreland		<p>Melissa Leone, Event Manager, Normandy Catering at 440.585.5850 x10 or MLEone@NormandyCatering.com</p> <p>Kathy Stropki, Event Manager, Normandy Catering at 440.585.5850 x14 or Kathy@NormandyCatering.com</p>
New Student Orientation	<p>Monday – Thursday 8 a.m. – 5 p.m. (On-campus & Remote)</p> <p>Friday 8 a.m. – Noon (On-campus & Remote)</p>	<p>Theresa Weiler 440.525.7349 Tweiler2@lakelandcc.edu</p> <p><i>Staff available by appointment to meet additional hours as needed.</i></p>
Nonprofit and Public Service Center	<p>Monday – Thursday 8 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Edie Gauvin, 440.525.7583 or email egauvin1@lakelandcc.edu</p>
Part-time Faculty Offices (A-2130)	<p>Monday – Thursday 8 a.m. – 7 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (On-site)</p>	<p>Christine Ujcich, 440.525.7193 or email cujcich3@lakelandcc.edu</p>
Production Center/Mailroom	<p>Monday – Thursday 6 a.m. – 3: 30 p.m. (On-site)</p> <p>Friday 6 a.m. – 11 a.m. (On-site)</p> <p>Saturday & Sunday Closed</p> <p>To minimize contact, the production center (room C-10) is restricted and closed to all foot traffic and production center personnel will <i>not</i> be delivering mail or copy jobs to campus departments.</p>	<p>Shirley Skisano, 440.525.7014 (copy)</p> <p>Julie Yager 440.525.7013 (mail)</p> <p>or email productioncenter @lakelandcc.edu</p>

<p>Production Center/Mailroom cont'd</p>	<p>Mail Services</p> <p>A mail room has been established on the ground floor of the C-Building in room C-8 (the graphic design department adjacent to the production center).</p> <p>The mail room will be open for pick-up and drop-off of mail and copy jobs. A designee from each department will need to collect department mail from the mail room.</p> <ul style="list-style-type: none">· Daily mail will be sorted in the mail room between 1-2 p.m. M-Th, and before 11 a.m. Friday. Mail will be available for pick-up <i>after</i> it has been sorted and production center staff have exited the mail room.· Mail will be sorted alphabetically by department, look at the slot labels to find your department mail. Mail and/or copy jobs that do not fit in the mail slots will be organized in a cabinet under the slots.· Outgoing mail can be deposited in a bin under the mail slots.· Mail will leave campus M-Th at 3 p.m., Friday at 11 a.m. <p>Copy Services</p> <p>All production center work must be requested on a Copy Center Request Form. Request forms are available on the Marketing and Communications portal page in myLakeland (login required). Complete the form, save it to your computer and attach it to an email addressed to productioncenter@lakelandcc.edu along with the electronic files for copying. If a hard copy master is the only form of the document(s) available, you must drop the master and hard copy request form in the drop box outside the production center entrance or in the bin in the mail room.</p>	
---	---	--

Production Center/Mailroom cont'd	Copy jobs will be available for pick-up in the mail room (C-8). To minimize contact, production center personnel will <i>not</i> be delivering mail to campus departments.	
Recruitment	Monday & Wednesday 7:30 a.m. – 5 p.m. (On-site) Tuesday & Thursday 7:30 a.m. – 5 p.m. (Remote) Friday 8 a.m. – Noon <i>(Alternates weekly from remote to on-site)</i> <i>*These hours are subject to change based on recruitment activities both on and off campus.</i>	Leslie Mohr 440.525.7422 or email lmohr@lakelandcc.edu
Shipping and Receiving	Monday – Thursday 8 a.m. – 1 p.m. (On-site)	Mark Iacofano 440.525.7137 or email miacofano@lakelandcc.edu
Shuttle Service	Monday - Thursday 7:30 a.m. - 6:00 p.m. <i>Service every 10 minutes</i> 6:00 p.m. - 8:00 p.m. <i>Service every 20 minutes</i> Friday 7:30 a.m. - 12:00 p.m. <i>Service every 20 minutes</i>	Times of operation & route map: http://www.lakelandcc.edu/web/about/police-parking-shuttles
Student Development (Dean of Students) and Student Engagement & Leadership (SEAL)	<u>Student Development/Dean of Students and Student Engagement & Leadership</u> Monday - Thursday 8 a.m. – 5p.m. (On-campus & Remote) Friday 8 a.m. – Noon (On-campus & Remote)	<u>Dean of Students</u> Mario D. Petitti Jr. 440.525-7328 mpetitti@lakelandcc.edu <u>SEAL</u> Christina Corsi 440.525.7226 ccorsi3@lakelandcc.edu <i>Staff available by appointment to meet additional hours as needed.</i>
Teaching Learning Center (TLC)	Monday – Friday 7:15 a.m. – 6 p.m.	Cristen Vanek 440.525.7196 or email cvanek@lakelandcc.edu
Tech Prep	Tuesday – Thursday 9 a.m. – 3 p.m. (Remote)	Chris Riley, 440.525.7493 or email criley@lakelandcc.edu

<p><u>Test Center</u></p>	<p>Monday & Thursday 8 a.m. - 5 p.m.</p> <p>Tuesday & Wednesday 8 a.m. - 9 p.m.</p> <p>Friday 8 a.m. - noon</p> <p>Saturday & Sunday CLOSED</p>	<p>Lisa Stanich 440.525.7568 or email <u>lstanich@lakelandcc.edu</u></p>
<p><u>Transfer Center</u></p>	<p>Monday – Thursday 8:30 a.m. – 3 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Lorrie Schuck, 440.525.7338 or email <u>lschuck3@lakelandcc.edu</u></p>
<p><u>Veterans Center</u></p>	<p>Monday & Wednesday 9 a.m. – 3 p.m. (On-site) 3:30 – 5:30 p.m. (Remote)</p> <p>Tuesday & Thursday 8 a.m. – 4 p.m. (Remote)</p>	<p>Debra Weber, 440.525.7246 or email <u>dweber@lakelandcc.edu</u></p>
<p><u>Women’s Center</u></p>	<p>Monday – Thursday 8 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Gloria Lane, 440.525.7436 or email <u>glane@lakelandcc.edu</u> or (text) 440.925.5171 Available by appointment to meet on-campus as needed.</p>