

A hand holding a pen is writing on a document. The document is overlaid with a grid pattern. The background is a light blue gradient.

Steps to Success

What you need to know at
Lorain County Community College
The Nuts and Bolts of Starting College

LCCC's Home Page:

www.lorainccc.edu

- Most up to date resource to find out what is happening on campus.
- Can locate information on academic programs, faculty and staff e-mail addresses, office locations, student life
- Application, registration, financial and transfer information and forms.
- College Catalog
- On-line registration for classes and other students services such as bill payment.
- Look for information about Counselors and Advisors and other professional who are available to help you

An important first step ~ Check out the College Catalog!

- The catalog can be found online at <http://catalog.lorainccc.edu/>.
- A very important resource.
- Contains the Academic Calendar - lists important dates you will need to know.
- Policies and Procedures are found in the catalog (grievance procedures, code of conduct, admissions and transfer information etc.).

Catalog (Continued)

- Outlines for all the credit programs offered at LCCC are in the catalog.
 - You follow the curriculum guide for your program to know what courses you need to graduate
 - You follow the curriculum guide that corresponds with the year you were admitted to the college.
 - BUT always be sure to consult with an Academic Advisor or a Counselor at least once a year.
 - Meet with the Counselor in your program by the 30th credit, if not before.
- Always look at the course descriptions.
 - Tell what the course covers generally
 - Includes credit hour load for a course
 - Lets you know if the course has a prerequisite – a course you need to take first.
 - States when the course will be offered

Things you should know to Get Started



What is the Compass?

- Most students are required to participate in the assessment process, unless you have ACT or SAT scores or are transferring with college level English and math completed.
- Evaluation of current reading, writing and mathematics skills.
- Must be completed before you enroll in any math course, ENGL 161, more than 6 credit hours per semester, or in any course that would result in the accumulation of **13** or more total credits.
- Designed to improve chances for success at LCCC.
- Places you in courses that match your current abilities.

Compass (continued)

- **What are the types of placement assessment?**
LCCC uses three types of placement assessment:
 - ASSET placement assessment
 - Paper/pencil, used in local high schools
 - ACT or SAT Scores
 - Scheduled through the high school in the junior or senior year
 - COMPASS (Computer-adaptive Placement Assessment)
 - Located in College Center Building, Room CC233
 - Open on walk-in basis
 - Time not limited – takes about 3 hours
 - Need picture ID

What's a prerequisite?

- Courses that must be taken before you enroll in another course. For example: College Composition I (ENGL 161) is a prerequisite before you take College Composition II (ENGL 162).
- If a course has a prerequisite it will be listed at the end of the course description in the catalog.

What is a Credit Hour?

- Each LCCC course is given a credit hour load.
- Credit hours vary, depending on the content of the course. Some courses will be 1 credit hour and some courses will be up to 5 credit hours or more.
- Most of LCCC's courses are 3 credit hours. This means you will spend 3 hours a week in class, usually, and earn 3 credits towards your degree. Some courses have more credits, which means they will meet for more hours per week, sometimes in a separate lab.
- You pay for courses on a per credit basis.
- To be a full-time student you must have at least 12 credit hours.

How many credits do I need to graduate?

- The minimum amount of credits needed to graduate from LCCC is 62 for the Associate of Arts and Associate of Science degrees. You must also meet course distribution requirements and the Statewide Transfer Module requirements.
- Many programs require more than 62, especially the Associate of Applied Science degrees.
- Also available in some areas are certificate programs that require less time, from 16 to 30 credits to complete a Certificate of Proficiency or Completion.

I am taking 12 hours, how much time should I study?

- As a general rule, if you take a load of 12 hours you will spend about 12 hours a week in class and then 2 hours a week outside of class studying – for every hour spent in class.
- 12 credit hours + 24 hours of study time = 36 hours devoted to college per week.

What kind of academic load should I take?

It is recommended that if you are:

- Working over 40 hours – limit yourself to 8 credits (2-3 courses)
- Working 30-40 hours – limit yourself to 8-10 credits (2-4 courses)
- Working 20-30 hours – limit yourself to 10-12 credits (3-5 courses)
- Working under 20 hours – limit yourself to 12-15 credits (4-6 courses)

What degrees can I earn?

- Typically, if transferring on for a 4 year degree, you will work towards completing either an Associate of Arts or Associate of Science degree.
- If your goals are to complete an Associate's degree and move into the job market you will earn an Associate of Applied Science (i.e. Nursing, Engineering Technology) or an Associate of Applied Business (i.e. Accounting, General Business Management) degree.
- One year certificate programs are also available.
- With the University Partnership program you have the opportunity to earn 4-year degrees on LCCC's campus with both the AAS and AAB degrees as well as the AA and AS degrees. Partnership students pay LCCC's tuition for part of the program and the university's tuition for the remainder.

I want to transfer when I finish at LCCC. What resources can help me?

- Meet with an LCCC Counselor in your major early in your program:

<http://www.lorainccc.edu/Current+Students/Advising+and+Counseling/Counseling/counstaff.htm>

- Contact your transfer institution.
- U-Select is a free web-based program that allows students to obtain accurate transfer information including applicability towards degree completion for a number of colleges and universities across Ohio. Available at: www.transfer.org

Statewide Transfer Module

- The transfer module at LCCC is 36-40 credit hours of specified course credits in English Composition, Mathematics and Science, Arts and Humanities and Social Science.
- It is a subset of the college's AA and AS degrees.
- Once completed this subset will transfer to any public college or university in Ohio as meeting the requirements of the receiving school's transfer module.

What is a Grade Point Average?

- The quality of coursework at LCCC is indicated by a letter grade.
- Each letter grade carries “credit points” which are computed in your overall Grade Point Average.
- LCCC grades are on a 4.0 scale.
- LCCC doesn't use a plus or minus scale.
- ❖ A = 4.0
- ❖ B = 3.0
- ❖ C = 2.0
- ❖ D = 1.0
- ❖ F = 0.0

How do I calculate my GPA?

- Courses that carry a higher credit hour load carry more weight in your Grade Point Average (GPA).
- Your GPA is computed by dividing the total number of credit points earned by the number of credit hours attempted.
- This is attempted hours not completed hours, hence an “F” grade calculates in your GPA and brings it down because you get no credit points for an “F”)
- Students with a 3.5 GPA or higher are placed on the Dean’s List each semester.

GPA example

- Hours Attempted Grade Credit Pts.

ENGL 161	3 hrs	A	12 points
MTHM 022	4 hrs	B	12 points
SDEV 101	1 hr	C	2 points
PSYH 151	<u>3 hrs</u>	D	<u>3 points</u>
Total Hours	11		29 points

29 points divided by 11 =2.63 GPA

How is College different from High School?

- Level of difficulty.
- You spend less time in the classroom and more time outside of the classroom doing independent work, reading and studying.
- College requires self-discipline and self-motivation. You must be self-directed and complete assignments on time!

I am struggling in a class, what should I do?

- Get tutoring at the Academic Support Center. It is located in room 204 in the College Center building. You may receive up to 2 hours a week of free tutoring.
- Talk to your instructor. Your instructor may be able to provide you with extra help and guidance.
- Assess your study habits. Is there more that you could be doing to be successful in the course?
- Could you have an undiagnosed learning disability? Contact the Office of Special Needs Services (See next slide).
- Visit with a Counselor or Advisor to brainstorm ways to be successful!

Where is help available for a learning, physical, or psychological disability?

- A student may receive assistance by contacting the Office for Special Needs Services in the **College Center, Room 234** or call **366-4058**
- An intake appointment will be scheduled at which time the student will explain his/her special needs and request accommodation if needed.
- At LCCC "reasonable accommodation" means what is possible, agreed upon and acceptable. It must be based on the student's disability, the degree of disability and the documentation. Written documentation of disability is required to receive appropriate accommodations.
- Website: <http://www.lorainccc.edu/Special+Needs+Services/>

Withdrawal Procedure

- Students are given until the Friday of the 12th week of a 16-week semester to officially withdraw for a course. Shorter terms (5- and 8-week) have other withdrawal dates – check your syllabus or the college calendar).
- A withdrawal form must be completed, signed and submitted to Enrollment Services.
- Withdrawing from a course may affect your Financial Aid. You should always check with Financial Services for possible implications.
- Complete withdrawal from all classes requires a signature from Financial Services if you receive Financial Aid.
- Remember – DON'T JUST STOP ATTENDING CLASS!

My work schedule changed and I can't complete my course, what should I do?

- Talk to your instructor about options-how much of the course is completed will make a difference
- If you can't work it out you should follow the formal withdrawal procedure.
- If you just stop attending a course without formally withdrawing you will probably earn a "F" grade for the course.

What's the difference between Advisors and Counselors?

- Advisors are available on a walk-in basis in Enrollment Services and are generalists.
- Advisors see new and returning students.
- Advisors evaluate scores from the Compass/Asset/ACT placement program and determine a student's starting point with courses.
- Advisors help ensure proper course selection when a student has a good idea of their major.
- Advisors can assist students in navigating the policies and procedures at the college.

Difference? Advisors and Counselors (Continued)

- Counselors see students on an appointment basis and are specialists in particular areas related to majors. For example, we have Education, Business and Allied Health and Nursing Counselors.
- Counselors provide academic, personal and career counseling. If you are undecided about what you want to study you should see a Counselor.
- Counselors help you make a long-term academic plan in your major.
- Counselors provide counseling for students who were dismissed and are seeking re-entry.
- Counselors give detailed transfer information
- Counselors carry out graduation audits.
 - When in your last semester of a degree, you must apply for the degree

How do I register for classes?

- On-line at <https://mycampus.lorainccc.edu>
- Register online by using your student ID number and your password. Your initial password is the last 4 digits of your Social Security Number. You will be asked to change your password the first time you log in to the system.
- This is also where you go to find your grades.

Registration Methods

- You may also register in person in Enrollment Services. If you need assistance in selecting courses you may meet with a Counselor or an Academic Advisor.
- Phone in registration, mail-in and fax registration are also available.

What are section numbers?

- Each course has a section code and a unique course number
- There are four character spaces in the section codes:
 1. First character: P for face-to-face (instructor in the classroom), W for online, B for blended (both face-to-face and online), V for video (teacher located elsewhere), H for home (broadcast live on cable channel)
 2. Second character: 1 for day time lecture (starting before 4 p.m.), 4 for afternoon or evening lecture (starting after 4 p.m.), and 6 for lab (has to be scheduled with a lecture)
 3. Third character: rest of the section number; with lab classes, if it's a 1 it starts before 4 p.m., if a 2 it's after 4 p.m.
 4. Fourth character: rest of the section number OR if it is letter **R** – indicates course is at a REMOTE site, which is **NOT** on main campus. If it is letter **H** – indicates an honors class on main campus. Watch carefully!!

Remote sites are: St. Joseph's Center in Lorain, Wellington Center and Brunswick Center – you have to go there!

Reading section numbers continued

- Understanding section numbers can help limit errors while scheduling!
- In MyCampus, click on the section number to read more about the class, where it's held, etc.
- Examples:
 - P104 – lecture class on main campus before 4 p.m.
 - P626 – lab on main campus after 4 p.m.
 - H100 – lecture delivered live on LCCC cable TV channel
 - P10H – lecture on main campus for honors students
 - V10R – lecture delivered at a remote site via video of class on main campus
 - W103 – class completely online
 - B111 – class meets half on main campus, half online
 - P405 – lecture class on main campus after 4 p.m.

After Registration

- Get College ID card at the Library or if currently enrolled get ID card updated for current semester.
 - Use the ID in the computer labs, Bookstore, Library, Enrollment Services
- Pay tuition. Apply for Financial Aid if needed. You can also consider payment plan.
- Get books and supplies at bookstore.
- No parking stickers needed. Just park in appropriate areas for students which are striped in white.
- Get to campus early to find a parking place, especially the first few weeks!

Financial Aid

- Many students who attend LCCC are eligible for financial assistance in the form of grants, scholarships and loans.
- Financial Aid can be used to cover tuition, books, and other related college expenses.
- You may also be eligible for Work Study – on-campus employment for students who qualify.
- Apply for financial aid as soon as possible, any time after January 1 of the year you enroll. Go to <http://www.fafsa.ed.gov> to complete application. Use LCCC's school code when applying: **003068**
- Go here for much more information: <http://www.lorainccc.edu/financial+aid>

If you are not eligible for grants or loans:

- An installment payment plan can be used for an additional \$15 which divides your tuition payment into three equal payments spread out over the semester. More information can be found: www.lorainccc.edu/tuition
- You may be eligible for a scholarship. Check the website at: <http://www.lorainccc.edu/Financial+Aid/Scholarships>

Other things you should know!

- Attendance policies are set by individual instructors. Be sure to check your syllabus!
- You must remain in the classroom at least 15 minutes after the class starts if the instructor isn't there.
- You can rent a locker at the Bookstore.
- **READ YOUR SYLLABUS** for each class!

Good Luck at LCCC!!

- Always ask questions.
- Seek out the resources to help you be successful.
- Meet periodically with an Academic Advisor or Counselor.
- Communicate with your instructor regularly to find out how you are doing in your class.