

Steps to Success

A stack of white papers or documents, slightly blurred, set against a purple and blue background.

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

A close-up of a yellow analog clock with black hands and numbers, set against a yellow and orange background.

College Resources



College Catalog

- Get the catalog at the Connections Center.
- The catalog is the most important resource. You will follow the catalog that corresponds with the year you were admitted to the college.
- The Academic Calendar is found in the front of the catalog and lists important dates you will need to know.
- Policies and procedures are found in the front of the catalog. Grievance procedures, code of conduct, admissions and transfer information are found in the back of the catalog.



Catalog (Continued)

- In the front of the catalog you will find outlines for all the credit programs offered at LCCC.
- You can follow this outline to know what courses you need to graduate with consultation of an Academic Advisor or Counselor. It is recommended that you check in with an Academic Advisor or Counselor at least 2 or 3 times during your academic career. Students should meet with their Counselor by the time they complete their 30th credit hour.
- In the middle of the catalog are course descriptions which include the credit hour load for a course as well as if the course has a prerequisite.





LCCC's Web Portal at www.lorainccc.edu

Most up to date resource to find out what is happening on campus.

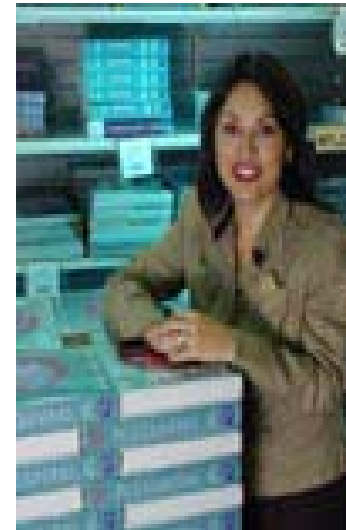
Can locate course descriptions and curriculum guides, course schedules and faculty e-mail addresses.

Application and Registration information and forms.

Catalog information.


On-line registration and other students services such as bill payment.

Getting Started





I want to start college, but I am not sure whether I can afford it. Is there help?

- ❖ Many students who attend LCCC are eligible for financial assistance. LCCC participates in the Federal Pell Grant program and the Ohio State grant programs. These are grants and do not need to be repaid as long as the student meets all eligibility requirements.
 - ❖ The Pell grant can cover tuition, books and other college related expenses.
 - ❖ The Ohio grants are for students in 2 year Associate degree programs and can pay tuition related expenses only. Students enrolled in certificate programs are not eligible.
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Student loans

- Federal Stafford loans are available to LCCC students which will cover tuition, books and college related expenses. Student loans must be repaid when a student is finished with their schooling. For detailed instructions on how to apply for Stafford loans at LCCC go to this link:
www.lorainccc.edu/financialaid
- Federal work study which provides for on-campus employment is also available to those students who qualify.



Work Study

- Federal work study which provides for on-campus employment is also available to those students who qualify.
- Students can apply for employment on-line at this link,
www.lorainccc.edu/careers



Scholarships and awards

- LCCC also provides a wide variety of scholarships. The Trustees and Presidential scholarships and Diversity Incentive awards are awarded to Lorain County graduating seniors.
- Additional scholarships and awards are awarded to high school graduates and current LCCC students. Complete listings are available on-line at: www.lorainccc.edu/financialaid

How do I apply for Financial Aid?

- It is always best to apply for financial aid as early as possible
- You apply by filling out the FAFSA (Free Application for Federal Student Aid) on-line at www.fafsa.ed.gov Make sure to use LCCC's School Code-003068 and request your pin number at www.pin.ed.gov
- Information about your eligibility is then normally available within 48 hours.
- Any questions, stop into the Financial Services Center in CC 106 or call office at 366-4034.



I am not eligible for Financial Aid, what payment options are there?

- You may pay your tuition bill in person, via the phone or online at web. Cash, checks and credit cards are accepted.
- 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



How do I get started in registering for classes?

Now that you have applied for financial aid or have made other tuition arrangements you are ready to begin the process of selecting your courses and your class times. You are ready to participate in the Compass Placement Assessment program.



What is Compass?

- ❑ As part of the College's commitment to your success, most students are required to participate in the placement assessment process. This evaluation of 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.

- ❑ **Why be assessed?**

The placement assessment is designed to improve your success here at LCCC. When you are starting college, it is important to be placed in the right courses. Placement assessment helps to place you in courses matching your current abilities.



Compass (continued)

- **What are the types of placement assessment?**

LCCC uses two types of placement assessment. Both assessments are products of the American College Testing Corporation (ACT). The ASSET placement assessment, which is a paper-and-pencil assessment, is used for off-campus assessment at local high schools. The Office for Special Needs Services also uses ASSET for students who may require special arrangements.

- On the second floor of the College Center building is the Testing and Assessment Center. The Testing and Assessment Center makes completing your placement assessment process easy. The Testing and Assessment Center is open on a walk-in basis. The assessment is not timed so you can take as long as you need to complete the sections. It usually takes about 3 hours to complete. Make sure to bring a picture ID with you.



What's a prerequisite?

- Prerequisites are courses or competencies that must be successfully completed before you attend a course. For example: English 161 is a prerequisite for English 162.
- If a course has a prerequisite it will be listed at the end of the course description in the catalog.



What's a Credit Hour?

Each LCCC course is given a credit hour load. Some courses will be 1 credit hour and some courses will be up to 5 credit hours. 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 in most cases. You also pay for courses on a per credit basis. To be a full-time student you must have 12 credit hours.



How many credits do I need to graduate?

- The minimum amount of credits needed to graduate from LCCC with is 62 (exclusive of Developmental Education courses and including any courses transferred in) for the Associate of Arts and Associate of Science degrees. You must also meet course distribution requirements and the Statewide Transfer Module requirements to earn the AA or AS degree. Students should also be sure that if they plan to transfer to a 4 year institution, that they select the proper courses for efficient transfer into their Bachelor's program.
- Many programs do require more than 62, especially the Associate of Applied Science degrees.
- Students may also earn a 1 year degree with a Certificate of Proficiency and less than 1 year degree with Certificate of 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 12 hours a week in class at LCCC and then 2 hours a week studying for every hour spent in class.
- 12 hours at LCCC+ 24 hours of study time=36 hours a week devoted to college.



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 you will be 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 new transfer laws in Ohio, it is now easier to transfer more coursework within the applied degrees to any state institution of higher education.
- With the University Partnership program you do have the opportunity now to earn 4 year degrees on LCCC's campus with both the AAS and AAB degrees as well as the AA and AS degrees.





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

- CAS (Course Applicability System)–free web–based program that allows students to obtain accurate transfer information including applicability towards degree for a number of colleges and universities across Ohio.
- www.transfer.org
- Meet with a Counselor early on in your program as well as contacting your transfer institution or the UP. If necessary you can create an Individualized Transfer Plan (ITP) with a Counselor tailored to your own needs, curriculum and academic background.
- Use resources available in the transfer center.

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.





Transfer Assurance Guides (TAG)

- The State of Ohio's Articulation and Transfer Council with the support of House Bill 95 are creating a system which provides more precise advising and the assurance of credit transfer and the application of credits to academic degree/program requirements. To assist students TAGS (Transfer Assurance Guides) are being created to assist students in more than 40 different degree pathways. These guides used along with the Statewide Transfer Module will make transfer from LCCC to other institutions of higher education as seamless as possible.

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 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?

- It is very important to know that courses that carry a higher credit hour load carry more weight in your Grade Point Average.
- Your GPA is computed by dividing the total number of credit points earned by the number of credit hours attempted. (note that it 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”)





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 pts.
29 points divided by 11 = 2.63 GPA			

How is College different from High School?

- Greater level of difficulty and faster pace.
- You spend less time in the classroom and more time outside of the classroom doing independent work and reading.
- 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 Individualized Learning Support Center. 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 this course?
- Do you have a disability that affects you academically? Contact the [Office of Special Needs Services](#).



I have a learning, physical, or psychological disability. Can I get help?

- A student may receive assistance by first contacting the staff in the [Office for Special Needs Services](#) in the **LRC Building Room 115** or call **(440) 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 a "reasonable accommodation" means what is possible, agreed upon and acceptable. It must be based on the students disability, the severity of the disability and the documentation. Written documentation of disability is required to receive appropriate accommodations.



Withdrawal Procedure

- Students are given until the Friday of the 12th week of the 16 week semester to officially withdraw for a course. Sub-terms (10 wk, 8 wk, 5 wk) have different withdrawal schedules.
- A withdrawal form must be completed, signed and submitted to the Connections Center.
- Withdrawing from a course may affect your Financial Aid. You should always check with Financial Services for possible implications.
- Complete withdrawal requires a signature from Financial Services.





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 are very close to completing the course an Incomplete grade may be an option as well.
- If you can't work it out you should follow the formal withdrawal procedure. If you were to just stop attending a course without formally withdrawing you would 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 the Connections Center and are generalists.
- Advisors see new and returning students.
- Advisors evaluate scores from the Compass/Asset placement program and determine a student's starting point with courses.
- Advisors help ensure proper course selection.
- Advisors can assist students in navigating the policies and procedures at the college.



How Counselors can help you

- Counselors see students on an appointment basis and are specialists. For example, we have Education and Allied Health and Nursing Counselors.
- Counselors provide personal, social and career counseling. If you are undecided about what you want to study you should see a Counselor.
- Counselors provide counseling for students who were dismissed and are seeking re-entry.
- Counselors give detailed transfer information and also do graduation request audits.





How do I register for classes?

- Online

www.lorainccc.edu/register

- You are encouraged to register with LCCC's on-line registration system 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.

Registration Methods

- Whenever you have difficulty with on-line registration you may register in person in the Connections Center or by contacting the Records Office at 440-366-4067. If you need assistance in selecting courses you may meet with an Academic Advisor on a walk-in basis.
- Mail-in and fax registration are also available.



What are section numbers?

- Section numbers tell you more about the course for which you are registering. Immediately following the course number, a capital **E** (lecture), **L** (lab) or **C** (clinical) appears to let you know which type of course you are signing up for. The next letter tells you whether you are signing up for a day (**D**), evening (**E**), weekend (**W**) or special course such as cable (**CB**), television (**TV**) or internet (**Z**).



Reading section numbers (continued)

- The first two digits tell you the length of the course. Full semester (16), 10 week (1A), first 8 weeks (8A) or second 8 weeks (8B), first 5 weeks (5A), second 5 weeks (5B) or third 5 weeks (5C).
- Examples: ENGL 161 ED1601 is a lecture course offered in the day for 16 weeks long. PSYH 151 EE8B01 is a second 8 weeks long evening lecture course.



Special Section Numbers

- www–internet course.
- CB–Telecourse offered on the LCCC Cable Channel.
- BL–Blended Course–Part of course on internet, but some on-campus attendance required.
- HM–Home section for interactive course.
- VC–Video Conference Course at off-campus site.
- G–added on the course number means the course has a global focus.
- J–Course offering at St. Joe’s Learning Center.





Special Section Numbers

- HNR–Honors courses.
- MCM–Course offering at Medina Career Ctr.
- OFF–Off–Campus course, often closed enrollment.
- EMH–Elyria Memorial Hospital

Example: PHLX 151G EDHNR1

indicates that this is an honors philosophy course with a global focus offered as a lecture section in the daytime.

After Registration

- Get College ID card at the Library or if currently enrolled get ID card updated for current semester.
- Pay tuition using either Financial Aid or other payment alternatives.
- Get books and supplies at bookstore.
- No parking stickers needed. Just park in appropriate areas for students which are striped in white.





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 periodically to assess how you are doing in your class.