

Lakeland Community College

PROCEDURE TITLE:	ADMISSIONS PROCEDURES
PROCEDURE NO:	SS62-01A
ORIGINALLY APPROVED DATE:	02/12/09
REVISED DATE:	07/28/26, 01/20/15, 09/11/14, 05/13/14, 01/12/10
EFFECTIVE DATE:	07/28/26
NEXT REVIEW DATE:	07/2031
RELATED POLICY:	3354:2-62-01
RESPONSIBLE OFFICE(S):	ENROLLMENT MANAGEMENT
APPROVED BY:	PRESIDENT

A. New First Time in College Students

1. Submit an application for admission.
2. Submit an official final high school transcript from a regionally accredited high school, or GED transcript, or pass the Ability to Benefit Test.
3. Take Lakeland's placement test, if necessary. Students may be exempt from placement testing if they meet one of the following:
 - a. 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.
 - b. Enroll in a certificate program.

B. Dual Enrolled Students

1. Submit an application for admission.
2. Submit an official high school transcript from a regionally accredited high school.
3. Meet the program eligibility requirements (see specific dual enrollment program for details).

C. Transfer Students

1. Submit an application for admission.
2. Submit an official final high school transcript from a regionally accredited high school, or GED transcript, or pass the Ability to Benefit Test. This requirement may be waived for students who have completed 15 or more credit hours at an accredited post-secondary institution.
3. Submit an official college transcript(s) from all post-secondary institutions previously attended, regardless of whether credit was earned.
4. Take Lakeland's placement test, if necessary. Students may be exempt from placement testing if they meet one of the following:
 - a. 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.

- b. Enroll in a certificate program.
- c. Completed college-level English/Math from a regionally accredited college or university. Eligible English and Math courses can be used to meet placement requirements.

D. Visiting (Transient) Students

- 1. Submit an application for admission.
- 2. Submit a Visiting (Transient) Student Registration Form (Lakeland or home institution). Visiting (transient) students may be required to submit an official college transcript or a statement of course approval from their home institution to meet course prerequisites.

E. Non-Degree/Non-Certificate Students

- 1. Submit an application for admission.