

Admission Requirements

Enrollment Process Overview

Lakewood University's admissions policy is oriented to adult learners, including military members, who typically have previously completed high school, undergraduate level courses, military training, or earned credit by examination. Lakewood University is open to all applicants without discrimination on the basis of race, religion, national origin, or sex. All applicants desiring to pursue formal programs of study culminating in the award of an academic credential are admitted to the school as regular students provided the following conditions have been met: To be admitted, the student must be a high school graduate or at least 18 years of age with a high school diploma or its equivalent, as well as, receive and review certain disclosures, and sign an enrollment agreement.

Vocational and Associate Degree Entrance Requirements

In order to be considered for admission candidates must meet the following requirements:

- Candidates must be at least 18 years old
- Ability to read and write English fluently
- A high school diploma or GED, or the foreign equivalent
- Can provide a valid government-issued photo ID to allow the university to verify the student's identity
- The ability to receive and send email
- Access to the internet/basic computer skills
- The ability to be self-motivated and work independently

Pharmacy Technician Certificate Program Entrance Requirements

In order to be considered for admission candidates require the following:

- Candidates must be at least 18 years old
- Ability to read and write English fluently
- Ability to engage with basic mathematics
- Can provide a valid government-issued photo ID to allow the university to verify the student's identity
- A high school diploma or GED, or the foreign equivalent
- The ability to receive and send email
- Access to the internet/basic computer skills
- The ability to be self-motivated and work independently

Applicants will also be required to sign off on a checklist with the following items:

I am aware that illicit drug use, criminal background checks, and immunization status may prevent future employment as a pharmacy technician, and that externship sites, employers, and State Boards of Pharmacy have regulations about drug use, criminal backgrounds, and immunization status

*I was provided complete and accurate information on the total student financial obligation I will incur by participating in the program:
www.lakewood.edu/pharmacy-technician-certificate/*

I was provided complete and accurate information about financing options:

www.lakewood.edu/tuition-financial-aid

I meet the University's obligations that ensures I can achieve the educational goals and objectives of the program: www.lakewood.edu/undergraduate-admission/

I have obtained a high school or high school equivalency certificate (transcript or diploma/certificate)

I have demonstrated my English language proficiency (transcript, TOEFL, or in-house English placement test)

I have demonstrated my Math language proficiency (transcript or in-house Math placement test):

<http://bit.ly/3aqAXBj>

I meet the minimum age requirements that are based on states requirements for employment of pharmacy technicians (upload driver's license or government issued ID)

I have reviewed Lakewood University's Disability policy: www.lakewood.edu/disability-policy/

I certify that I have reviewed this document and provided Lakewood University with the necessary documentation. By signing below, I attest that I have completed this document to the best of my ability.

I have reviewed my state's Pharmacy requirements: www.lakewood.edu/pharmacy-technician-state-requirements/ I have reviewed the requirements for obtaining and maintaining national pharmacy technician certification:

www.ptcb.org/i-want-to-be-a-cpht

I am aware that Lakewood University has institutional accreditation from the DEAC <https://www.deac.org/> and

programmatic accreditation from the American Society of Health-System Pharmacists: www.ashp.org/

I am aware of Lakewood University's partnerships with various pharmacies within the retail, community, and hospital settings that continues to expand such as CVS Health, Walgreens, and University Hospitals of Cleveland

I have reviewed the salary expectations provided by Bureau of Labor Statistics: www.bls.gov/ooh/healthcare/pharmacy-technicians.htm

I have reviewed the University's academic policies, including academic status, academic dismissal, and academic timeline: www.lakewood.edu/academic-status/

I reviewed the University's graduate performance on national exams: www.lakewood.edu/pharmacy-technician-national-exam-results/

I have reviewed the University's technology requirements for the program: www.lakewood.edu/technology-requirements/

All my questions and concerns were addressed and answered by my admission representative

Applicants to the Pharmacy Technician Certificate Program are required to meet these requirements. In addition to these requirements, applicants to the Pharmacy Technician Certificate Program must attend a 30-minute interview with an admissions representative. The student's application and interview results will then be reviewed by the Pharmacy Technician Program Admissions Committee. This committee will make a final decision on the student's application.

Bachelor's Degree Entrance Requirements

In order to be considered for admission candidates must meet the following requirements:

- Candidates must be at least 18 years old
- Ability to read and write English fluently
- A high school diploma or GED, or the foreign equivalent
- Can provide a valid government-issued photo ID to allow the university to verify the student's identity
- The ability to receive and send email
- Access to the internet/basic computer skills
- The ability to be self-motivated and work independently

To enroll as a Bachelor's degree candidate, a student must have earned their GED or high school diploma. Official transcripts must be submitted no later than 16 weeks after the start of the program. If official transcripts are not

submitted on or before the 16th week into the program, the student will be dismissed. Bachelor's degree candidates will enroll in and pay for one semester at a time with a separate enrollment agreement. Students may access their first course, a noncredit Orientation, shortly after the initial enrollment is processed. Students must receive a passing grade in this course, and their official transcripts must be approved, in order to maintain their student status.

All degree program and undergraduate/graduate certificate students are required to have access to a computer with MSWord®, PowerPoint®, and Excel®, and video recording software. Students must also have Internet access and an active e-mail address.

Applicants must also provide a valid government-issued photo ID to allow the university to verify the student's identity

Master's Degree Entrance Requirements

In order to be considered for admission candidates must meet the following requirements:

- Candidates must be at least 18 years old
- Ability to read and write English fluently
- A high school diploma or GED, or the foreign equivalent
- Can provide a valid government-issued photo ID to allow the university to verify the student's identity
- The ability to receive and send email
- Access to the internet/basic computer skills
- The ability to be self-motivated and work independently

To enroll as a Master's degree candidate, a student must have earned a bachelor's degree in any field from an accredited University or university, with a minimum GPA of 2.50* supported by official transcripts. Students who apply and do not have a Bachelor's degree in business or a related field will need to take an entrance exam. The entrance exam is administered by Lakewood University and was created by the Lakewood University Business Committee. The student must score an 80% or higher in order to be admitted to the Master's program. Official transcripts must be submitted no later than 16 weeks after the start of the program. If official transcripts are not submitted on or before the 16th week into the program, the student will be dismissed. No GMAT or GRE exam score is required. Master's degree candidates will enroll in and pay for one semester at a time with a separate enrollment agreement. Students may access their first course, a noncredit Orientation, shortly after the initial enrollment is processed. Students must receive a passing grade in this course, and their official transcripts must be approved, in order to maintain their student status.

All degree program and undergraduate/graduate certificate students are required to have access to a computer with MSWord®, PowerPoint®, and Excel®, and video recording software. Students must also have Internet access and an active e-mail address.

Applicants must also provide a valid government-issued photo ID to allow the university to verify the student's identity

Academic Advising

During registration, applicants must meet with an Admissions Representative. The Admissions Representative will guide the student through the entire enrollment process, answer any questions a student may have, as well as provide students with program-specific information. The Admission Representative will guide students toward the most applicable academic program to match their academic goals. Every student is also assigned a Success Coach to provide them with academic support throughout their program.

Admission Process

Step 1: Application

To begin the enrollment process, prospective Lakewood University students must complete an online application that can be accessed from the website, www.lakewood.edu. While completing the application, prospective students must indicate their academic program of interest for enrollment. Also, prospective students may print the online application, and mail the completed enrollment application with the appropriate down payment administration fee to:

Admissions Department

Lakewood University

2231 North Taylor Rd.

Cleveland Heights, OH 44112

-OR-

Enroll by phone: (800) 517-0857

Step 2: Enrollment Process

Once the admission department processes the application, the prospective student is contacted by an Admissions Representative. The Admissions Representative will assist the prospective student with compiling and completing the necessary documents—i.e. driver's license, government or state ID, and enrollment agreement—required to complete the enrollment process. All students are required to self-certify completion of high school or GED and sign an enrollment agreement with Lakewood University. The enrollment agreement outlines the terms of enrollment by program as well as the financial obligations for the program. Students are free to request an unofficial enrollment agreement for review prior to signing.

****Note about Self Certification Policy:** All prospective students must self-certify that they possess at least a high school diploma, GED certificate or equivalent from an appropriately accredited school prior to being admitted to Lakewood University. A validating process will take place in circumstances in which the institution has reason to believe that the self-certification is invalid or the issuing entity is not an appropriate secondary school. Validating documents includes an official high school transcript indicating the date of high school graduation, a GED certificate indicating state required passing scores or score sheet indicating state required passing scores, or a post-secondary transcript indicating the date of graduation from an appropriately accredited and approved school. Students who wish to transfer University credits must submit official transcripts to the University prior to enrollment.

****Note about Enrollment Agreement for Degree Students:** Student enrollment with Lakewood University is for one (1) academic term at a time. The amount of tuition stated on a student's enrollment agreement is for their first term. For a student to continue at Lakewood University after their first term, they must complete an enrollment agreement which covers the tuition for each subsequent term by visiting www.lakewood.edu or by calling the Admissions Department at 800-517-0857, Option 1.

Step 3: Transfer Credit Evaluation

Lakewood University is dedicated to empowering students to be lifelong learners. In accordance with this, Lakewood encourages students who have earned college credits in the past to speak with an admissions representative about transferring those credits toward their Lakewood University degree program.

1. Discussion about the transferability of credits earned in the past begins during the admissions process. If a student wishes to have earned credits evaluated for transferability, the admissions representative will send the student's unofficial transcripts* to the Vice President of Instruction & Compliance.

2. Transcript evaluations follow best practices set by the American Association of Collegiate Registrars (AACRAO) on the following:
 - Course equivalencies
 - Minimum grades accepted
 - Credit limits
 - Accreditation parameters and requirements
3. Typically, students will receive an email from the VP of Instruction & Compliance within 72 hours. This email includes:
 - The course credits accepted for transfer
 - The courses the student will take in the first semester of the degree program
 - A breakdown of the course equivalencies used to justify decision on credit transfer

The student's admissions representative will be copied on the email so they can ensure the student is enrolled in the proper courses as they begin the degree program.

4. Upon receiving the student's official transcripts, the Vice President of Instruction & Compliance will enter the transfer credits into the student record.

*The student must provide the official transcripts within their first semester or first sixteen weeks of their enrollment

All transfer credits must come from an accredited University or university.

Lakewood University accepts transfer credit toward completion of its degree programs. Students may receive credit for up to 75% of their degree program as a combination of transfer credits from other institutions. Students may receive credit for 15 courses out of 20 (45 credit hours out of 60/63) as transfer credits.

Transfer credits must not be more than 10 years old.

Student must have received a grade of "C" or better in the equivalent course.

No credits will be awarded for on-the-job training, including specialized training, certificates received, etc., unless evaluated by the American Council for Education (ACE).

Credits transferred from another school are NOT factored into a student's G.P.A. at Lakewood University.

****Note for International Prospective Students:** Foreign transcripts for comparable University-level courses completed in a country other than the United States must be evaluated by an outside credential evaluation company to determine U.S. equivalency before they are submitted to Lakewood University. The National Association of Credential Evaluation Services (www.naces.org) members are acceptable sources for foreign credential evaluation and translation services. Transcripts in languages other than English must be accompanied by a certified translation.

****Note about transferring Lakewood University credit:** Acceptance of Lakewood University credits/clock hours for transfer to another institution is determined solely by the receiving institution.

Step 4: Creation of the Degree Plan/ Program Plan

Once Lakewood University determines whether or not any transfer credit applies to the student's academic program of choice, a personalized degree plan is created for the student. The degree plan will outline the necessary coursework required to complete the student's chosen academic program. The degree plan will also display any course credit that was transferred from another institution. Upon receiving their degree plan, students will be contacted by an Admissions Representative, who will review the degree plan with the student, as well as answer any questions the student may have.

Step 5: Getting Started

Once the degree plan is accepted and the enrollment agreement is signed, the applicant officially becomes a student of Lakewood University. Lakewood University supplies all textbooks, study guides, supplemental materials, achievement exams and instructional support to the student.

Prior Learning Assessment

The Prior Learning Assessment (PLA) course is a writing-based course that teaches students how to create a portfolio identifying college-level learning that the student may have gained on the job, in the community and in life since finishing high school. The PLA course is offered on a P/F basis. The PLA course is modeled after the best practices of The Council for Adult & Experiential Learning (CAEL). Students who complete the PLA course will earn 3 credit hours towards their degree requirement.

The course will guide the student in the development of a written ePortfolio of life experiences, proof of such experiences and the rationale for how these experiences are in alignment with the program outcomes of the respective program and specific course learning objectives. The student can use one portfolio to request credits for multiple courses. The instructor will determine (with input from other faculty members and school leaders when necessary) if granting credits is appropriate.

In accordance with DEAC standards, the amount of credit earned from prior learning cannot exceed more than 25% of the required credits of an undergraduate degree.

If the student's request for credit is denied, the student has the right to appeal the decision. The student will initiate the appeal by completing a form (prior learning credit appeal form) that is sent to the instructor and the office of the Academic Dean. Documentation is maintained for the bases of these decisions are stored in the student record.

International Prospective Students

Undergraduate Students

Prospective undergraduate degree students who are not citizens or permanent residents of the United States are considered for admission on the basis of academic preparation and personal qualifications. International applicants whose native language is NOT English MUST submit evidence of University-level proficiency in English through one of the following for admission:

- Test of English as a Foreign Language (TOEFL) with a minimum score of 57 (paper based) or 61 (iBT - Internet based);
- 6.0 on the International English Language Test (IELTS) exam or 44 on the PTE Academic Score Report;
- A minimum of a 95 on the Duolingo English Test
- A minimum of 53 on the 4-Skill Michigan English Test (MET)
- A minimum of 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE)
- A minimum of 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE)

** International students who have completed at least 30 semester hours of credit with an average of "C" or higher at an appropriately accredited University or university where the language of instruction was English, OR having completed a high school diploma at an appropriately accredited/recognized high school where the medium of instruction is English, are exempt from this rule.

Prospective Graduate Students

Prospective graduate degree students who are not citizens or permanent residents of the United States are considered for admission on the basis of academic preparation and personal qualifications. International applicants whose native language is NOT English MUST submit evidence of University-level proficiency in English through one of the following for admission:

- Test of English as a Foreign Language (TOEFL) with a minimum score of 60 (paper based) or 71 (iBT - Internet based);
- 6.5 on the International English Language Test (IELTS) exam or 44 on the PTE Academic Score Report;
- A minimum score of 100 on the Duolingo English Test
- A minimum of 55 on the 4-Skill Michigan English Test (MET)
- A minimum of 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE)
- A minimum of 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE)

** International students who have completed at least 30 semester hours of credit with an average of "C" or higher at an appropriately accredited University or university where the language of instruction was English, OR having completed a high school diploma at an appropriately accredited/recognized high school where the medium of instruction is English, are exempt from this rule.

High School Validity Policy

Lakewood University recognizes valid high schools registered with their state department of education. Certifications, diplomas, degrees, or other forms of education completion documents shall not be accepted from learning centers, schools, academies, or other entities deemed fraudulent or categorized as a diploma mill.

To ensure that all applicants possess a valid high school diploma or GED the following procedures will be adhered to:

- The original diploma, GED, or official or unofficial high school transcripts must be provided to the Admissions Office

Diploma mill definition - An entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

To ensure that all applicants possess a valid high school diploma or GED the following procedures will be adhered to:

- The original diploma or transcript must be provided to the Admissions Office
- The Admissions Representative confirms the validity of the high school information by reviewing the high school's website. If the school is approved by the respective State Education Department, then it will be deemed valid.
- If the high school's website does not contain the necessary information to determine if the HS diploma is valid, then the admission representative will contact the school/entity directly to determine if the diploma is a valid document per the school's policy.
- If there is a question about the authenticity of the document, the admissions representative will ask the student for more information about the document; How much coursework was involved to obtain the diploma? How much did they pay for the education?

- Questionable documents will require the Director of Admissions to sign off on whether the diploma/transcript is acceptable.

If Lakewood University has determined that a high school graduation document is not from a valid diploma-granting institution, students will be ineligible for Federal Financial Aid.

The applicant is informed of such and advised of the possibility of obtaining a GED.

Title IX Notice

In accordance with Title IX, Lakewood University does not deny or limit any student or employee the ability to participate in or benefit from any program offered by the institution on the basis of sex or gender. Please see the Student Handbook for policy, reporting, and procedural information.

For additional information on your rights under Title IX, visit www.titleix.info

How to File a Title IX Complaint:

- File *via email* through the Title IX Coordinator
- Contact any Lakewood University faculty or staff member for assistance

Title IX Coordinator Contact:

The Title IX Coordinator at Lakewood University is Nicolle Estevez. Her contact information is as follows:

Nicolle Estevez
VP of Administrations

Email: nestevez@lakewood.edu
Phone: [800-517-0857](tel:800-517-0857) X741

On-and Off-Campus Contacts:

If you experience sexual harassment, gender discrimination, or sexual violence, we encourage you to reach out right away – we are here to help!

Should you be unable to reach the Title IX Coordinator or Liaison, please contact one of the following individuals *during normal business hours* (Monday-Friday from 9:00 am-5:00 pm)

Jack Solomon, VP of Instruction & Compliance- [1-800-517-0857](tel:1-800-517-0857) X 706

James Gepperth, Senior Vice President of Academic Affairs – [800-517-0857](tel:800-517-0857) x745

Tommy Sutton-Lovett, VP of Operations- [800-517-0857](tel:800-517-0857) x724