

Student Support Services

Services available 8 a.m. – 5 p.m., Monday – Friday, unless otherwise noted. All services available by phone, email and Zoom. In-person assistance available by appointment. If planning to come to campus, please review mask and social distancing requirements: **Information for Students on Campus.**

Academic Services

- lverta@lccc.edu | 610-799-1877

Dean Support, Recitation and Success Coaches, Accreditation, Articulation Agreements, Prior Learning Assessment, Semester Schedule, Course Formats

Admissions

- admissions@lccc.edu | 610-799-1575

Call or email to discuss LCCC application and enrollment steps. Video or phone conferencing strongly encouraged, face-to-face appointments available if necessary. All campus tours, events and functions have been postponed until further notice.

Advising

- adviseme@lccc.edu | 610-799-1137

The Academic Advising Services staff strives to provide and connect students with the resources needed to be successful in their education. Assistance provided with career/academic planning, course selection, and four-year university/college transfer planning. Students experiencing academic difficulty are always encouraged to speak with an advisor.

Bookstore

- lccc@bkstr.com | 610-799-1126
- Online purchases at <https://www.bkstr.com/lehighcarbonccstore/home>.

The Bookstore is open from 10 a.m. – 4 p.m., Monday – Friday. Curbside pickup is available 4 – 6 p.m., Jan. 13 – 27.

Business Office

- bursar1@mymail.lccc.edu | call 610-799-1592

Students can make a payment in their LCCC Portal. Once they log into their portal, connect to Bannerweb, Student, ACH/Credit Card/Payment Plan then enter the Touchnet Suite to make a payment.

Career Development

- careerservices@lccc.edu | 610 799-1090

Students and Alumni - Job search assistance, resume and cover letter reviews, interview preparation and practice including mock interviews, internship assistance and support, ePortfolio assistance, career exploration assistance. Students and alumni can upload their documents to the Cougar CLAW at <https://lccc-csm.symplicity.com/students>.

Employers – Free job posting: <https://lccc-csm.symplicity.com/employers>.

Computer Labs

- Morgan: second floor computer room
- Donley: room 203
- Schnecksville: Library open lab area

Counseling Center and Services

- counselingcenter@lccc.edu | 610-799-1895

Please include your L number with your message.

LCCC Counselors work with students to navigate the mental health and emotional challenges of being a busy student in an even busier world. Counselors are trained and licensed professionals. Appointments are available by phone, Zoom conferencing, and in person if needed. Services are free of charge and confidential.

Disability Support Services

- dss@lccc.edu to make an appointment. | 610-799-1156.

Students with a documented disability or temporary medical condition may qualify for academic accommodations. For assistance, contact Disability Support Services, located at SH 150, in the Educational Support Services Suite. If you previously received accommodations at LCCC, contact your assigned learning specialist.

Early Learning Center

The Early Learning Center will be closed through spring 2021.

- If you need assistance, contact Ceil Connelly-Weida at cconnellyweida@lccc.edu.

Educational Support Services

- educationalsupportservices@lccc.edu | 610-799-1156

Tutoring available 24 hours/day at Smarthinking Links: the Portal and Mylabs 'help' tab.

LCCC remote tutors available by appointment through LCCC Portal. Just click **Student Services > Tutoring > LCCC Tutors** or look for links on the Canvas home page. Learning specialists also available for instructional support at the above email address. Zoom or Google hangout sessions offered with flexible scheduling.

Financial Aid

- fnaid@mymail.lccc.edu | 610-799-1133

9 a.m. – 6 p.m., Monday through Thursday;
12-5 p.m., Friday

Staff can assist students by phone, email, and can schedule phone appointments. Those who signed up for FAFSA Completion Workshops can schedule a phone appointment for assistance. Zoom will be used for screen sharing, if needed. Schedule a telephone appointment online.

First Year Experience

- jortiz48@lccc.edu | 610-799-1074

LCCC's First Year Experience (FYE) program is here to help first-time students make a smooth transition to college. We will help you connect with your instructors, LCCC resources, your advisor and your fellow students.

Food Pantries

- geden@lccc.edu

LCCC offers food distributions at the Allentown and Schnecksville locations for students. The food distributions consist of pre-packed bags of groceries and personal care items. Reservations required. This enables us to prepare adequate numbers of pre-packed bags for all seeking food assistance.

High School Connections

- jaquila@lccc.edu, smorrison4@lccc.edu or rlutte@lccc.edu for Dual Enrollment or Early College questions.

Information Technology Help Desk

- askforhelp@lccc.edu | 610-799-1861

KEYS Program

- tredfern@lccc.edu | 610-799-1744

KEYS is a PA Department of Human Services program designed to assist all TANF and some SNAP recipients residing in Pa. who plan to or are already enrolled in a Pa. community college.

LCCC Allentown at the Donley Center

- donley@lccc.edu | 610-799-1940

LCCC Tamaqua

- Tamaqua: 570-668-6880; morgan@lccc.edu

Library

- rothrock@lccc.edu | 610-799-1150

The LCCC Rothrock Library is open to students. It is not open to the community at this time. Curbside service is available daily.

New Student Orientation, Advising and Registration (NSOAR)

- orientation@lccc.edu

Sessions are open for registration. Please email us if you must change to a later date.

Ombudsman Service – MyLink Hotline

- LCCC portal homepage, *MyLink* at hirevision.issuetrak.com | 610-292-5168
Difficulty with an instructor? Have you spoken with the instructor and the matter remains unresolved? Contact MyLink for confidential assistance. See [FAQs for MyLink](#).

Online Learning

- onlinelearning@lccc.edu

Find out about more resources for online learning.

Live Canvas training using Zoom every weekday at 12 p.m. Join <https://lccc.zoom.us/j/3605543270>.

See the Canvas Student Orientation Course at <https://lccc.instructure.com/courses/17>.

Public Safety and Security

- golewine@lccc.edu | 610-799-1169

The Department of Public Safety and Security welcomes you to LCCC. We sincerely hope your experience will be both safe and rewarding. Our primary concern is to maintain a safe environment for students, employees and visitors while on campus.

Records and Registration

- registrar@mymail.lccc.edu | 610-799-1171

Students can register or withdraw from classes; apply for graduation or update their student records and contact information.

Student Life

- geden@lccc.edu and studentlife@lccc.edu | 610-799-1146

Contact for the Student Government Association, Clubs and Honor Societies, Phi Theta Kappa Membership, Leadership Development and student activities, food pantries.

Testing Center

- testingcenter@lccc.edu

Testing appointments can be made at <https://www.lccc.edu/academics/academic-advising/placement-testing-faqs>.

Additional Resources for Students:

Second Harvest Food Bank Resources

Locate community pantries close to home by visiting the Second Harvest Food Bank website. Click on the link below and enter your zip code to see a listing of pantries in your area, including location and hours of operation. Please visit <http://shfbvlv.org/find-a-food-pantry> for service to residents of Carbon, Lehigh, Monroe, Northampton, Pike and Wayne counties.

LCCC Presidential Emergency Grant

This program, funded by the LCCC Foundation, assists students with emergency financial aid when unforeseen events occur that disrupt a student's education, such as a death in the family, loss of income or other life-altering events.

Grants are awarded up to \$500. Students must submit the application (see link below) to the President's Office.

Applications are considered on an ongoing basis until funds are exhausted, with decisions rendered within 7-10 days of receipt.

[https://www.lccc.edu/tuition-financial-aid/scholarships/presidential-emergency-grant-\(1\)](https://www.lccc.edu/tuition-financial-aid/scholarships/presidential-emergency-grant-(1))

COVID-19 Emergency Funds

Students who have been impacted by COVID-19 have access to grants that cover a variety of needs: computer and software purchases, internet access fees, books and supplies, food, housing and utility costs, transportation costs, childcare and healthcare.

Complete the online application found at www.lccc.edu/scholarships.