



Services available 8 a.m.-6 p.m., Monday-Thursday; 8 a.m.-5 p.m., 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 abide by mask requirements.

Academic Services

- **Email: lverta@lccc.edu | Phone 610-799-1877**

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

Admissions

- **Email: admissions@lccc.edu | Phone: 610-799-1575**

Call or email to discuss LCCC application and enrollment steps. In-person and virtual appointments are available.

Advising

- **Email: advise@lccc.edu | Phone: 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

- **Email lccc@bkstr.com | Phone: 610-799-1126** for additional information.

Online purchases at <https://www.bkstr.com/lehighcarbonccstore/home>.

Business Office

- **Email bursar1@mymail.lccc.edu | Phone: 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

- **Email: Careerservices@lccc.edu | Phone: 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>

Community Resources/Basic Needs

- **Email:** erivera1@lccc.edu | **Phone 610-799-1087**

The Community Resources and Basic Needs specialist will meet with you to discuss the kind of help you are seeking and identify available resources relevant to your need. The Specialist will actively assist you in connecting and navigating college resources and community agencies to secure assistance for Food, Housing, Homelessness, Transportation, Substance Use Disorder, Health Care, Legal Aid, and More.

Computer Labs

- LCCC Tamaqua at the Morgan Center: second floor computer room
- LCCC Allentown at the Donley Center: room 203
- Schnecksville: Library open lab area

Counseling Center and Services

- **Email:** counselingcenter@lccc.edu |
- **Phone: 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. Services are free of charge and confidential.

Disability Support Services

- **Email:** dss@lccc.edu to make an appointment | **Phone: 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.

Educational Support Services

- **Email:** educationalsupportservices@lccc.edu | **Phone: 610-799-1156**

Tutoring available face-to-face, remote and online. Remote tutoring available by appointment through LCCC portal. Face-to-face tutoring available in all labs without appointments (see schedule on portal). Online tutoring 24 hours a day at Smarthinking. Links on the portal and Mylabs "help" tab.

Learning specialists for instructional support assist with study skills, time management and other college success strategies. Email or call for appointment. Face-to-face or remote sessions offered with flexible scheduling.

Financial Aid

- **Email:** finaid@mymail.lccc.edu | **Phone: 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

- **Email:** cclayton@lccc.edu | **Phone: 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

- Email: rivera1@lccc.edu | Phone 610-799-1087

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

- Email: dualenrollment@lccc.edu for Dual Enrollment or Early College questions.

Information Technology Help Desk

- Email: askforhelp@lccc.edu | Phone: 610-799-1861

KEYS Program

- Email: tredfern@lccc.edu | Phone: 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

- Email: donley@lccc.edu | Phone: 610-799-1940

LCCC Tamaqua

- Email: morgan@lccc.edu | Phone: 570-668-6880

Library

- Email: rothrock@lccc.edu | Phone: 610-799-1150 | www.lccc.edu/library

The upper level of the Rothrock Library is open to current LCCC students, faculty and staff. Students must check in at the front desk when they enter. The Library is not open to the community at this time.

New Student Orientation, Advising and Registration (NSOAR)

- Email: orientation@lccc.edu

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

Online Learning

- Email: onlinelearning@lccc.edu

Find out about more resources for online learning.

Email Brian Reimers at OnlineLearning@lccc.edu or BReimers@lccc.edu. See the Canvas Student Orientation [Course](#) for more tips.

Records and Registration

- Email: registrar@mymail.lccc.edu | Phone: 610-799-1171

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

Student Life

- Email: Geden@lccc.edu and studentlife@lccc.edu | Phone: 610-799-1146

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

Testing Center

- Email: testingcenter@lccc.edu

Testing appointments can be made at <https://www.lccc.edu/academics/academic-advising/placementtesting-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://shfbv.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 on- going 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.

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