

School Directory - Academic Students

| Topic | Department | Location | Contacts | Phone 03-3225- |
|--|--|-----------------------------------|--|-------------------|
| Course Withdrawal Request | Academic Affairs | Main Building 3F | academicaffairs@japan.lakeland.edu | 0426 |
| Leave of Absence Request | Student Affairs | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |
| Withdrawal from School Request | Student Affairs | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |
| Student Complaints - Course Matters | Dean | Main Building 6F Dean's Office | Dr. Brender (brender@japan.lakeland.edu) | |
| Blackboard Issues -Login | Instrutor or Mr. Luis Poza | | poza@japan.lakeland.edu | |
| My.Lakeland Issues -Login | Student Affairs | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |
| Admissions | Admissions Office | Main Building 7F | admissions@japan.lakeland.edu | 0425 |
| Textbooks | Yuko Takamatsu | Main Building 7F | Yuko Takamatsu (takamatsu@japan.lakeland.edu) Please contact via email | |
| Expected Graduation Term | Respective Affairs: EAP or Academic Affairs | Main Building 3F | eapaffairs@japan.lakeland.edu or academicaffairs@japan.lakeland.edu | 0426 |
| Transfer Credit Evaluation Information | Respective Affairs: EAP or Academic Affairs | Main Building 3F | eapaffairs@japan.lakeland.edu or academicaffairs@japan.lakeland.edu | 0426 |
| Academic Handbook | Academic Affairs | Main Building 3F | academicaffairs@japan.lakeland.edu | 0426 |
| Counseling Reservation | Student Affairs | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |
| Accommodation Application | Maya Hirabara (Dr. Brender's Assistant) | Main Building 6F | (Students must visit the location to receive the application form) | |
| College Transfer Support | Student Affairs | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |
| Career Support | Student Affairs | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |
| Student Visa Renewal | Student Affairs (Jarvis Carreker) | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |
| Title IX Report (Mandatory Reporters) | Any school officials (Instructors and Staff) | | | |
| Title IX Report (Confidential Employee) | Dr. Kawanishi | Main Building 3F (Wednesday only) | kawanishi@japan.lakeland.edu | |
| Google Account Password Recovery | Student Affairs | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |
| Open College | Open College (Yuko Takamatsu) | Main Building 7F | opencollege@japan.lakeland.edu | 0425 |
| Tuition Payments | Financial Affairs (Chiori Suzuki) | Main Building 7F | financialaffairs@japan.lakeland.edu | 0425 |
| Student ID, Certificates and Transcript | Student Affairs | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |
| Student Handbook | Student Affairs | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |
| Student Life Support (Housing and healthcare info) | Student Affairs | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |
| Student Ambassador Scholarship (SAS) | SAS Committee | ONLINE | http://luj.lakeland.edu/Financial-Aid/student-ambassador-scholarship | |
| SGA | Student Government Association | ONLINE | SGA@japan.lakeland.edu | |
| Emergency Updates | Emergency Committee | | emergency@japan.lakeland.edu | |
| Facility & Maintenance | Facility Management | ONLINE | Work Order Online (http://luj.lakeland.edu/Inside-Lakeland/facility-maintenance-work-orders) | |
| Student Suggestion & Complaints - General Matters | | ONLINE | http://luj.lakeland.edu/Inside-Lakeland/student-complaint-form | |
| Classroom Reservation | Respective Affairs: EAP or Academic Affairs | Main Building 3F | eapaffairs@japan.lakeland.edu or academicaffairs@japan.lakeland.edu | 0426 |
| Bulletin Boards (Approval Stamp) | Student Affairs | Main Building 3F | studentaffairs@japan.lakeland.edu | 0427 |

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| Program & Course | Last Update on 10/30/2019 |
| Student Life | Last Update on 02/25/2020 |
| Campus and Facility | |