

## School Directory - EAP Students

Topic	Department	Location	Contacts	Phone 03-3225-
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	EAP Coordinator	NV 4F	Ms. Sergio (sergio@japan.lakeland.edu)	
Blackboard Issues -Login	Instrutor or Mr. Luis Poza		poza@japan.lakeland.edu	
Admissions	Admissions Office	Main Building 7F	admissions@japan.lakeland.edu	0425
Textbooks	Yuko Takamatsu	Main Buidling 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
EAP Handbook	EAP Coordinator	NV 4F	Ms. Sergio (sergio@japan.lakeland.edu)	
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 appliication form)	
Student Visa Renewal	Student Affairs (Jarvis Carreker)	Main Building 3F	studentaffairs@japan.lakeland.edu	0427
Title IX Report (Mondatory Reporters)	Any school officials (Instructors and Staff)			
Title IX Report (Confidencial 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 Buidling 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 Scholoarship (SAS)	SAS Committee	ONLINE	http://luj.lakeland.edu/Financial-Aid/student-ambassador-scholarship	
SGA	Student Government Association	ONLINE	SGA@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

Program & Course

Student Life

Campus and Facility

Last Update on 10/30/2019