

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
Advising/Complaints - Class/Academic 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	EAP Affairs	Main Building 3F	eapaffairs@japan.lakeland.edu	0426
Transfer Credit Evaluation Information	EAP Affairs	Main Building 3F	eapaffairs@japan.lakeland.edu	0426
EAP Handbook	EAP Coordinator	NV 4F	Ms. Sergio (sergio@japan.lakeland.edu)	
Reservation for Professional Counseling/Advising	Student Affairs	Main Building 3F	studentaffairs@japan.lakeland.edu	0427
Accommodation Application / Inquiry	Accommodation Committee		disabilityaccommodation@japan.lakeland.edu	
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 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	EAP Affairs	Main Building 3F	eapaffairs@japan.lakeland.edu	0426
Bulletin Boards (Approval Stamp)	Student Affairs	Main Building 3F	studentaffairs@japan.lakeland.edu	0427

Program & Course	Last Update on 01/31/2020
Student Life	Last Update on 06/24/2020
Campus and Facility	