

# New-Student Advising Workbook



College of Lake County  
Academic Advising Office

# Let's Get Started!

## EDUCATIONAL OBJECTIVE

- Transfer** to a four-year college to pursue a bachelor's degree  
Transfer college: \_\_\_\_\_  
Major: \_\_\_\_\_  
*\*Print copy of transfer guide for above circled schools/majors*
- Complete a CLC **Career program** in order to prepare for a job  
CLC career program(s): \_\_\_\_\_  
*\*Page number of program in the CLC catalog: \_\_\_\_\_*
- Undecided**  
*\*First semester activity: PDS 122 Career Exploration course and/or  
Career counseling with a CLC counselor*

## ADVISOR NOTES

## TEST SCORES:

### ACT Test Scores:

- We have received your ACT scores**  
Math score: \_\_\_\_\_ Basic Algebra Readiness: Yes / No  
English score: \_\_\_\_\_ Reading score: \_\_\_\_\_  
Language Proficiency: Yes / No
- We have not received your ACT scores**

### CLC Placement Test Scores:

- You have taken the CLC Placement tests and your scores were:**  
Math: \_\_\_\_\_ Basic Algebra Readiness: Yes / No  
English Language: \_\_\_\_\_ Language Proficiency: Yes / No

## ADVISOR NOTES

## HIGH SCHOOL TRANSCRIPT

- We have received your official final high school transcript**  
*\*Proof of two semesters of geometry w/C or better (if applicable): Yes/No*  
*\*Proof of four semesters of algebra w/C or better (if applicable): Yes/No*
- We have not received your official final high school transcript**

## ADVISOR NOTES

## COURSE LOAD

- Full-time**  
*12 or more credit hours (generally four or five classes)*
- Part-time**  
*Less than 12 credit hours*

## ADVISOR NOTES

## FIRST SEMESTER CLASSES

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- Alternates \_\_\_\_\_

## ADVISOR NOTES

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# The Counseling, Advising and Transfer Center

The **Counseling, Advising and Transfer Center** encompasses the Academic Advising Office, the Counseling Office and Transfer resources available through the Counseling Office. Advising and counseling services are available through the center via one-on-one meetings, workshops and classes.

## Counseling Office

### Contact Information:

Grayslake campus: C110, (847) 543-2060 Option 4

Lakeshore: N211, (847) 543-2186

Southlake: V130, (847) 543-6501

## Advising Office

### Contact Information:

Grayslake campus: B113, (847) 543-2067

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*To see an Academic Advisor or Counselor, come in to wait for the next available advisor or make an appointment by calling one of the offices above! Plan to come in mid-semester for the shortest wait and the most options!*

### Grayslake campus hours:

Monday-Thursday, 8 a.m. to 8 p.m.; Friday, 8 a.m. to 4 p.m.  
(Hours vary at the Lakeshore and Southlake campuses)

### Counseling Office website:

<http://www.clcillinois.edu/counseling>

### Transfer Information website:

<http://www.clcillinois.edu/info/transfer/>

### Counselors can assist students with *more than 20 credit hours* in the following ways:

- Choosing a degree or certificate program
- Understanding degree requirements
- Picking appropriate courses
- Planning for transfer to a four-year college or university
- Learning about resources to help you be successful
- Providing personal and career counseling services

### Grayslake campus hours:

Monday-Thursday, 8 a.m. to 8 p.m.  
Friday, 8 a.m. to 4 p.m.

### Advising Office website:

<http://www.clcillinois.edu/advising>

### Advisors can assist students with *less than 20 credit hours* in the following ways:

- Interpreting your placement test scores
- Providing information on New Student Orientation
- Choosing a degree or certificate program
- Understanding degree/certificate requirements
- Making sense of college policies and procedures
- Learning about resources to help you be successful

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## Academic Advising

**Academic Advising** is a systematic and multidimensional process designed to help students reach their academic and career goals.

**Mandatory Advising** — The following students must meet with an appropriate advising professional (academic advisor, counselor, or faculty advisor) before registering for classes:

- **New Student Hold:** Recent high school graduates entering CLC for the first time meet with an academic advisor during the New Student Orientation Advisement Session. After advising, the academic advisors will remove the advising hold to allow registration. Receiving academic advising upon entering college helps students get started on the right path.
- **19th Credit Hour Hold:** Degree- or certificate-seeking students must meet with an academic advisor prior to registering for their 19th credit hour. Academic advising is designed to insure that students start and stay on the right path to reach their goals. Advising professionals will explain degree requirements, make recommendations and remove the advising hold to allow registration for classes.
- **41st Credit Hour Hold:** Degree- or certificate-seeking students must meet with a counselor or faculty advisor prior to registering for their 41st credit hour. Advising professionals will explain degree requirements and/or complete a graduation or degree progress checklist with the student, make recommendations and remove the advising hold to allow registration for classes.
- Other students may also benefit from talking with an academic advisor, counselor or faculty member prior to registering for classes. Students will be referred to the appropriate office based on number of credits earned/enrolled and students' needs.

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# Academic Advising Syllabus

## College of Lake County Academic Advising Office

### Mission Statement:

*The Academic Advising Office exists to facilitate the successful transition of new students into the College of Lake County. Advising is an intentional partnership between the student and the advisor, focused on the development and achievement of academic and career goals.*

### Values:

- **Professionalism**  
We will consistently provide student-centered advising and good customer service.
- **Respect**  
We will value the diversity of our students and treat each student as an individual.
- **Learning**  
We will move students toward autonomy by teaching them how to achieve their goals.

Advisor \_\_\_\_\_ Office Hours \_\_\_\_\_

Office \_\_\_\_\_ Phone/Email \_\_\_\_\_

### Required materials:

**CLC Catalog** [www.clcillinois.edu/catalog](http://www.clcillinois.edu/catalog)

**Class Schedule** [www.clcillinois.edu/pdfschedule](http://www.clcillinois.edu/pdfschedule)

**Advising Office Website** [www.clcillinois.edu/advising](http://www.clcillinois.edu/advising)

**New Student Workbook**

**Advising Sheets and/or Transfer Guide**

### Advisor Responsibilities

- Academic advisors, faculty and counselors all provide academic advising to students according to students' needs, students' credit hours and the advising professionals' expertise.
- All advising professionals are responsible for giving students accurate information, treating them with respect, educating them about the advising process and encouraging them to be active participants in advising.
- Advisors also help students reach their goals and make appropriate referrals when necessary.

### Advisee Responsibilities

- As a student, you are responsible for contacting an academic advisor when you need help with academic planning. It is best to do this as early as possible before registration.
- You are responsible for being an active participant in the advising process by asking questions, taking notes, reading information in the college catalog and class schedule, considering or following through on advisors' recommendations, learning the graduation and other requirements for your programs of study and learning how to schedule and register for classes, among other things.
- If you are unclear about your educational or career goals, you should seek assistance from a CLC counselor to develop those goals.

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# Basic CLC Terminology

*The more you know about the language and tools listed below, the better you'll learn to navigate the path to your educational goals.*

**Associate Degree:** This is a degree of 60 credits, mostly consisting of liberal arts and science courses. This degree is designed to satisfy the first two years of a four-year, baccalaureate degree and is most commonly taken by students who plan to transfer from a two-year college to a four-year university.

**Bachelor's degree/Baccalaureate degree:** This is an academic program offered by a four-year college or university lasting four to five years, or approximately 120 credits, including general education, a major and electives leading to degrees like a Bachelor of Arts (B.A.) or a Bachelor of Science (B.S.).

**Basic Algebra Readiness:** To demonstrate Basic Algebra Readiness, you will need a high school transcript showing top 1/3 rank or a score of 17 or higher in the Math portion of the ACT, or an appropriate score on CLC's Math Placement test. If you demonstrate Basic Algebra Readiness, you are eligible for Math 102 (a developmental course). If you do not demonstrate Basic Algebra Readiness, you may be eligible for Math 101 or 114 (for specific career programs). Certain scores on the ACT/SAT or CLC's Math Placement Test can place students directly into a college-level math course.

**Credit hour:** One credit represents one hour spent in the classroom per week. So a 3 credit hour class equals 3 hours spent in class per week, usually for 16 weeks. Courses generally range from 1 to 5 credits, with a full-time load of courses being anywhere from 12-18 credits per semester. Successful completion of each course will earn a student the designated number of credits. The term credit hour is interchangeable with hours, semester hours and credits.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Educational institutions must provide students with access to their education records, an opportunity to seek to have the records amended and some control over the disclosure of information from the records.

**Language Proficiency:** This means you are prepared at the level of college English. To demonstrate Language Proficiency you will need a high school transcript showing top 1/3 rank or a score of 17 or higher in the reading and english portions of the ACT, or an appropriate score on CLC's Academic Proficiency test. If you demonstrate proficiency, you are eligible for English 121 and most college-level courses. Depending on your level of preparation, you may need developmental courses in Language (English 108 or 109), and if so, you should take these courses early.

**Prerequisite:** A specific requirement or course that must be successfully completed before enrolling in another class. English 121 is a prerequisite for English 122, for example. Prerequisites will be listed as part of the course description.

**Syllabus:** The course work outline given to students by the instructor that lists the content of the course based on assignments, homework, quizzes, mid-terms, term projects, class participation and the final examination. You will receive a syllabus for each credit course by the end of the first week of classes in which you are enrolled each term.

Visit the back of this workbook to view the complete College Glossary, which contains more terms that you should familiarize yourself with in order to be a successful college student.

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# The Goals Worksheet

*This worksheet is designed to help you set goals – “an ideal future” – and plan activities and strategies for meeting these goals. As you do this exercise, you should realize that your goals are not “set in stone”; they may change and that’s OK! The important thing is that you begin the planning process and dream a bit.*

Studies have shown that people who set goals for themselves will experience less stress and anxiety and are more likely to be able to concentrate and remember more effectively, demonstrate greater self-confidence, perform better, achieve more and be happier and more satisfied!

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## CAREER GOALS

**Where do you hope to be in your career development in the next two to four years?**

Example:

*I will be working as a pediatric nurse in a city hospital.*

**My career goal:**

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## EDUCATIONAL GOALS

**What educational goals do you hope to accomplish over the next two to four years?**

Example:

*I plan to transfer from CLC and graduate from a four-year university with a Bachelor of Science degree in Nursing.*

**My educational goal:**

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## PERSONAL GOALS

**What experience outside of the classroom would you like to undertake to enhance your learning and make you a better-rounded, more marketable person?**

Example:

*I would like to learn another language and study abroad.  
I would like to volunteer at a children’s hospital.*

**My personal goal:**

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# Goals for Your First Semester

Make sure the goals you set are SMART goals!

**SMART** stands for the five components of a goal: **S**pecific, **M**easurable, **A**ction-Oriented, **R**ealistic and **T**ime-Bound.

*Let's work through an example together:*

Goal \_\_\_\_\_

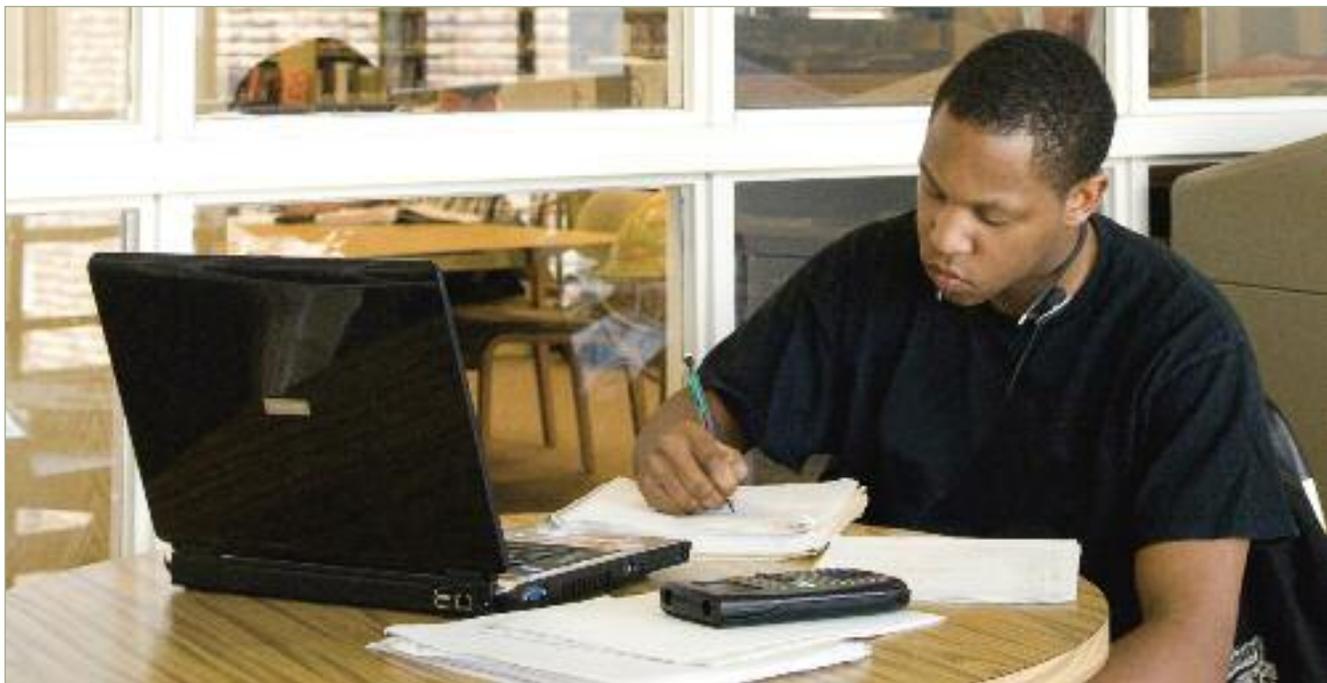
**SPECIFIC.** Do you need to finish a particular assignment? Can you break a larger task down into smaller items? Specific goals are goals that state exactly **what** you want to achieve.

**MEASURABLE.** How many pages? Questions? Laps? Establish clear definitions to help you know if you're reaching (or have reached) your goal.

**ACTION-ORIENTED.** How many verbs are associated: reading, typing, writing, making? This is the how part of goal setting. Describe your goals using action verbs and outline the exact steps you will take to accomplish your goal.

**REALISTIC.** Can you do this in the time given? Give yourself the opportunity to succeed by setting goals you'll be able to accomplish. Strive to reach a good middle ground. Goals set too high could discourage you, but goals set too low will fail to challenge and motivate you.

**TIME-BOUND.** When will you know that you're finished? Decide exactly **when** you'll start and finish your goal. Knowing exactly how long you have to reach your goal is an excellent way to stay motivated and focused.



# Understanding College Curriculum

## Foundational Work

**Foundational work** will help you strengthen your academic skills and set you on the right path toward achieving your educational, career and personal goals.

**Foundational work includes:**

1. Developmental Courses
2. Personal Development Seminar (PDS) courses

## Developmental Courses

*What courses are available if you do not demonstrate Language Proficiency and Basic Algebra Readiness?*

**Depending on test scores, you may be eligible for developmental courses:**

- Developmental courses prepare students for college-level courses in the transfer and career categories.
- Developmental courses have a zero in the center; example: ENG 108
- Developmental courses do not count toward your CLC grade point average (GPA).
- Developmental courses do not transfer to other colleges.
- A grade of “C” or higher must be earned in any developmental course in order to move ahead to the next level.

*Work with an advisor or counselor to determine which course placement is right for you.*

**Developmental English Sequence:**

- ENG 108 Strategic Reading and Writing I
- ENG 109 Strategic Reading and Writing II

**Developmental Transfer Math Sequence:**

- MTH 101 Elementary Concepts of Mathematics
- MTH 102 Basic Algebra (Basic Algebra Readiness)
- MTH 104 Geometry  
(if not demonstrated with high school transcript)
- MTH 108 Intermediate Algebra

*Work with an advisor or counselor to select the correct math course for your intended major and transfer school.*

**Career Program Students:** Consult the CLC catalog and work with your advisor or counselor to determine the appropriate math courses for your intended program.



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## Personal Development Seminar (PDS) Courses

### **PDS 120 – Becoming a Successful College Student** *1-2 credits*

This course is designed to teach students attitudes and skills valuable for school success. Topics may include: goal setting, time management, memory development, note taking, textbook reading strategies, test taking, library use, school resources, motivation and stress management.

### **PDS 121 – Self-Empowerment** *1 credit*

This course empowers students to become more aware of self by identifying personal strengths and values in order to resolve conflicts and set goals. Students will work in a structured setting to reinforce one another's positive attributes. This seminar is especially valuable for students who seek more self-confidence and motivation to live a more fulfilled life at home, at work, in college — but most of all, within themselves.

### **PDS 122 – Career Exploration** *1 credit*

This course teaches students how to engage in a comprehensive career planning process. Students will examine their interests, values, personality traits, skills and experiences. Students will examine information about the world of work, including researching occupations, identifying and examining career clusters or job families, occupational trends, education and training requirements and job search strategies.

### **PDS 123 – Exploring Diversity and Human Relations** *3 credits*

The course focuses on how culture and other diversity topics affect interactions with others. Through an interactive format, the course helps students gain an increased awareness of and an appreciation for the dimensions related to their own culture and to the cultures of others.

## General Education Requirements

The goal of **general education** is to prepare students to live responsible, productive and creative lives. The general education curriculum provides students with specific knowledge and skills and helps them develop commitments to:

- lifelong learning
- a clear understanding of their relationships with nature and the larger social world
- growth of personal qualities such as fairness, civility, cooperation, curiosity and open-mindedness.

These broad, general habits of mind and proficiencies are developed by completing course work across the curriculum: communication arts, mathematics, humanities and fine arts, physical and life sciences and social and behavioral sciences.

## The College of Lake County's General Education Core

### **Transfer programs:**

CLC participates in the **Illinois Articulation Initiative (IAI)**, which is a statewide agreement between many Illinois colleges and universities designed to help Illinois college students transfer credit as easily as possible. The IAI establishes a "package" of lower-division general education coursework accepted at all participating schools. The **IAI General Education Core Curriculum** consists of 12 – 13 courses (37-41 semester credits) chosen from the five different categories mentioned above. The CLC general education core required for the Associate in Arts and the Associate in Science transfer degrees include the required core for the IAI.

### **Career programs:**

The CLC career programs generally require a minimum of 15 semester hours of these general education courses. See the CLC catalog for more details.

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# The Five Categories of General Education

## 1. Communication Arts

### What are Communication Arts general education courses?

The communications category includes **writing** courses and **oral communication** courses. **Writing** and **communication** are important skills you will use in all your classes and in the workforce!

### Tips for selecting Communication Arts courses:

- Talk with your advisor about course placement and the appropriate Communication Arts courses for your intended program of study.
- If English is not your first language, discuss ELI/ESL course options with your advisor or counselor.

## 2. Mathematics

### What are Mathematics general education courses?

The mathematics component of general education focuses on quantitative reasoning to provide a base for developing a quantitatively literate college graduate. Every college graduate should be able to apply simple mathematical methods to the solution of real-world problems.

### Tips for selecting math courses:

- Before you can register for a college level math course, you must show proof of geometry (two semesters in high school with a grade of C or better). If you did not successfully complete geometry in high school, you will have to complete MTH 104 at CLC or receive the appropriate score on the CLC Math Placement Test.
- Be aware that the most appropriate general education math course is often dependent upon your intended major and/or transfer institution!
- Do not delay in getting started with math courses! If you place into a developmental math course such as MTH 101, 102, 104 or 108, you will need to successfully complete these courses before you can take the college level math course(s) required by your intended major or program! Delaying math courses may delay your graduation, program completion or transfer goal!
- See the math flow chart in the CLC catalog for more information on appropriate math course sequences. Work with an advisor to be sure you are registering for the appropriate math course!

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### 3. Social and Behavioral Sciences

#### What are social and behavioral sciences general education courses?

Through study in the social and behavioral sciences, students gain an appreciation of human continuity and change. Students learn to analyze the past, develop insight into contemporary social life and understand the impact of individual and social actions on the future. Students are encouraged to develop a sense of global responsibility toward humanity and the environment. The social and behavioral sciences category includes the subjects of anthropology, economics, geography, history, political science, psychology and sociology.

#### Tips for selecting social behavioral science courses:

- Consider taking a class that will help you build knowledge and skills in areas that may be useful for your major or career.
- Consider using this area to explore a subject area with which you are not familiar.

### 4. Physical and Life Sciences

#### What are physical and life science general education courses?

The purpose for the study of science is to develop students' understanding of the methods of scientific inquiry, including the formulation and testing of hypotheses, familiarize students with selected scientific principles in the physical and life sciences and enable students to make informed decisions about personal and societal issues.

#### Tips for selecting physical and life science courses:

- Be aware that the most appropriate general education physical/life science course is often dependent upon your intended major and/or transfer institution!
- Some science courses require a particular level of math proficiency. So again, do not delay in getting started with math courses!





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## 5. Humanities and Fine Arts

### What are humanities and fine arts general education courses?

Study in the humanities and fine arts develops an understanding of what it means to be human—the struggles and aspirations, comedies and tragedies and achievements and failures of human beings. It wrestles with the basic questions that confront all human beings in the course of their lives—identity, beauty, courage, love, truth, justice and morality; and examines the dreams, traditions and cultural expressions of peoples throughout time who have wrestled with these same questions. The humanities category includes courses in language, literature, philosophy and humanities. The fine arts category includes courses in art, music, theatre and humanities.

### Tips for selecting humanities and fine arts courses:

- Consider taking a class that will help you build knowledge and skills in areas that may be useful for your major or career.
- Consider using this area to explore a subject area with which you are not familiar.

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## Electives

The general elective category is used to fulfill the remaining 17-23 credit hour requirement for a transfer associate degree. Career program degrees and certificates vary in the number and type of elective courses required. Be sure to refer to the catalog and work with and advisor or counselor to ensure you are picking appropriate courses.

### Tips for selecting elective courses

#### When selecting classes for this category:

- Take classes you're interested in
- Explore a new subject area you might be interested in
- Take classes that are required for your major

#### Some good options for the elective credit category include:

1. Courses required and/or recommended for your major and/or minor
  - Some four-year colleges and universities require you to complete certain courses before you could be admitted to a specific major at the university.
  - Transfer guides available on the CLC website are helpful tools that can help you choose the most appropriate elective courses for your transfer institution and/or major.
2. Personal Development Seminar (PDS) courses
3. Foreign Language courses
  - Some four-year colleges and universities and some specific majors at four-year colleges and universities may have foreign language requirements either for admission to or graduation from their college/university. Check with your intended transfer institution.

# Time Management: Scheduling Your Time

One of the best metaphors for a student's life is that of a circus performer who balances many plates in the air at once. The plates twirl unsteadily atop poles as the anxious performer works frantically to keep them in motion and aloft. Patience, perseverance, practice and *planning* are all necessary for performing the trick successfully.

Some people believe carefully *planned schedules* will turn them into robots. But the opposite is actually true! Schedules can help you clearly visualize and better understand what you need to accomplish each day, and so they allow you to make the best use of your time.

## Estimate Your Weekly Time Commitments

*\*Keep in mind there are 168 hours in a week*

Activity	Rank activities in order of priority	Number of hours per day	Total hours per week
Class + Study time*			
Work			
Family			
Sleep			
Travel (to work, school, etc.)			
Meals			
Club meetings/extracurriculars			
Leisure time			

*\*General guideline: For each credit hour, plan for at least two hours of studying and doing homework per week.*

Credit Hours	Study Time	Total (Class + Study) Time
3	6	9-10 hours
6	12	18-20 hours
9	18	27-30 hours
12	24	36-40 hours
15	30	45-50 hours

*Note: Classes with labs include additional time commitments in and out of class.*

## Keep these suggestions in mind

- Reserve large blocks of time — an hour or more — for working with new material or learning complex concepts. Then figure out how long you're able to concentrate and divide the large blocks into smaller blocks of that length.
- As you begin work on each block of time, jot down the time you plan to finish. When you reach your goal, reward yourself with a brief break: move around, talk to a friend, check your email, etc.
- Use short periods of time — 15 – 30 minutes — for review. It's especially wise to spend a few minutes reviewing immediately before a class involving discussion. Immediately after a lecture class, spend a few minutes reviewing your notes.
- Do class work daily. It's hard to catch up once you fall behind.
- Don't overdo it; leave some blank space on your schedule for spontaneity.

## Remember: It's how you use your time that counts!

*Now use your new knowledge and skills to fill out the schedule worksheet ----▶*

# Schedule Worksheet

Planned course work: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_

*Priorities: Make sure you account for your priorities first — school, work, family, etc.*

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6-7 a.m.							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1 p.m.							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							

*\*An Advisor or Counselor can help you develop your time management skills and create an effective schedule every semester!*

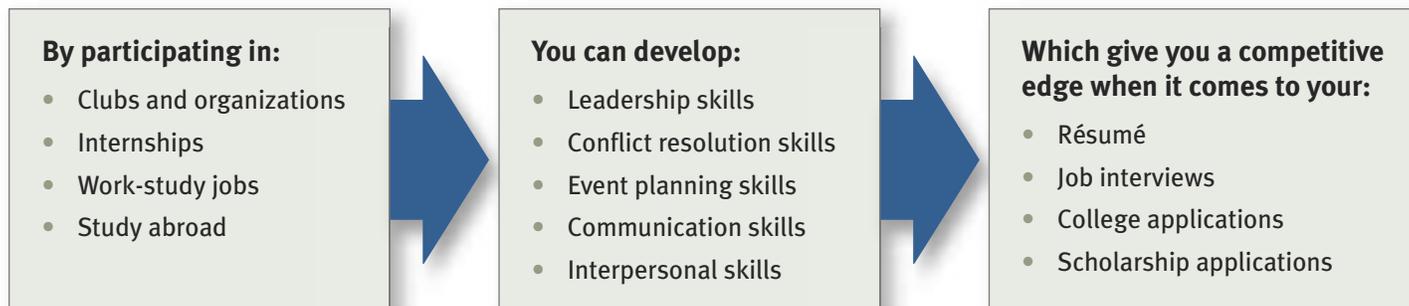
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# Tips For College Success

- 1. Attend all class sessions.** If you have to miss a class, make arrangements to obtain assignments and copies of class notes. Contact your instructor if you have any attendance problems.
- 2. Spend adequate time studying.** Two hours of study time should be spent for every one class hour each week. Use a calendar to plan and organize your study time. Need help with study skills and other college success strategies? Enroll in *PDS 120 — Becoming a Successful Student*.
- 3. Get to know your teachers and the professional staff.** All full time faculty have weekly office hours during which they are available to students.
- 4. Get involved on campus.** Participating in activities (clubs, mentoring programs, study groups, etc.) and learning opportunities will help you feel part of the community and attain success in the classroom.
- 5. Participate actively in class.** Ask questions, participate in discussions, volunteer and sit toward the front of the class. Instructors welcome this type of participation and it helps you better understand the material being studied.
- 6. Reduce your course load or workload if necessary.** If you don't allow enough time for studying and self-care (sleeping, eating, exercising, etc.) you will find yourself tired on the job and doing poor work in school.
- 7. Consider earning an associate degree.** Students who transfer to four-year colleges with 60 or more semester hours and/or an associate degree have greater academic success. Students who pursue a career program and earn an Associate in Applied Science degree often gain a competitive edge in the job market.
- 8. Familiarize yourself with college policies and procedures.** Refer to the current college catalog, which is like your contract with the school. Review the academic standards policy and the student's rights and responsibilities policy.
- 9. Be assertive and take control of your own education.** Create your own support systems and seek help when you may need it.
- 10. Think beyond the moment.**  
*Set goals for the semester, the year and your college career!*

# Get Involved!

*Students who get involved in college outside of the classroom are more successful, earn higher grades, are more likely to graduate and are more satisfied with their college experience.*



## How to get involved:

- ▶ Attend the activities fair, which occurs during the first week of classes each semester
- ▶ Talk with your academic advisor to discuss which clubs and organizations would be best for you
- ▶ Visit the Career and Placement Services Center to learn more about working on campus, internships and volunteerism opportunities.
- ▶ Stop by the Student Activities office (Room C101) to get a calendar of activities and a list of active clubs and organizations. While you're there, fill out an interest form!

*There are many CLC clubs and organizations on campus! Find out which one is right for you!*

## There are clubs based on your program of study (major) and future career:

- Associate Degree Student Nurses Club (ADSN)
- Medical Imaging Club
- Pre-Health Professional Club
- P.O.P.S. (Pupils of Paralegal Studies)
- Student American Dental Hygienists Association (SADHA)

## There are clubs based on your background and beliefs:

- Asian Student Alliance (ASA)
- Black Student Union (BSU)
- Campus Crusade for Christ
- Hillel (Jewish Community Club)
- International Club
- Latino Alliance
- Muslim Student Association
- Newman Catholic Club
- Pride Alliance
- South Asian Student Association (SASA)
- Student Veterans of CLC

## There are clubs based on your personal interests:

- Aikido Club
- Animal Rights Club
- The Chronicle newspaper
- CLC Radio
- Environmental Club
- Literary Arts Society
- Photography Club
- Forensics and Debate

## And there are clubs based on leadership development:

- Emerging Leaders Program
- Men of Vision
- Phi Theta Kappa (PTK)
- Student Government Association (SGA)
- Thrive

## – Action Item!

**Write down at least one club you want to check out:**

**Go on the CLC website to find out when this club meets and attend the next meeting!**

*Meeting time/location:*

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# Academic Support Services for CLC Students

## The Learning Assistance Center

### The Office for Students with Disabilities (OSD)

The goal of the Office for Students with Disabilities is to provide an educationally accessible college environment that insures an individual receives an equal opportunity to obtain college services, programs and courses regardless of their disability. It is your decision as an independent student to use these services. Your needs may vary with each semester, depending upon the classes you take. Be sure to make an appointment to arrange accommodations before every semester.

#### Room L112 on the Grayslake campus

Phone (847) 543-2055

#### Fall/Spring Hours:

Monday to Friday      8 a.m. to 4:30 p.m.

### The Writing Center

The Writing Center is a student resource for writing and speech. CLC students can receive free feedback on any CLC paper or speech. The center also provides online resources.

#### Room L119 on the Grayslake campus

Phone: (847) 543-2452

#### Fall/Spring Hours:

Monday to Thursday    8 a.m. to 8 p.m.  
Friday                    8 a.m. to 4:30 p.m.  
Saturday                 9 a.m. to 1 p.m.

### The Math Center

Tutoring in the Math Center offers assistance in mathematics, chemistry, physics, biology, accounting, data processing and computer courses. One-on-one tutoring is free to CLC students for courses in which they are enrolled.

#### Room L119 on the Grayslake campus

Call (847) 543-2449 for general information or to make a tutoring appointment.

#### Fall/Spring Hours:

Monday to Thursday    8 a.m. to 8:30 p.m.  
Friday                    8 a.m. to 4:30 p.m.  
Saturday                 10 a.m. to 3 p.m.

### Career and Placement Services

The Career and Placement Services Center offers job search and career assistance to students, alumni and Lake County job seekers. Among the services offered by the office are Internet jobs database, job fairs, cooperative education, career counseling and job search assistance, student employment/work-study, workshops and seminars and volunteer fairs and classes.

#### Location: Grayslake campus, Room E101

(Job Center Building)

Phone (847) 543-2059

#### Hours:

Monday to Thursday    8 a.m. to 6:30 p.m.  
Friday                    8 a.m. to 4:30 p.m.

## The Student Empowerment Center

*Grayslake campus, room B120*

*(847) 543-2045*

- **LGBT Center**
- **Men's Center**
- **Multicultural Center**
- **Student Retention**
- **Student Support Services**
- **Title V**
- **Veterans Center**
- **Women's Center**

### Visit the Student Empowerment Center for:

- Academic coaching
- Peer mentoring
- Study area/computers
- Consultation/referral to counseling
- Support/discussion groups
- Educational workshops and conferences
- Gender-specific resources
  - Feminist discussion groups
  - Men's discussion groups
- Networking opportunities and county referral
- Outreach programming
- Celebrations
- Emergency financial services



# CLC Glossary

## A



**A.A./Associate in Arts degree:** This is an academic program of 60 credits, mostly consisting of liberal arts and science courses. This program is designed to satisfy the first two years of a four-year, baccalaureate degree and is most commonly taken by students who plan to transfer from a two-year college to a four-year university.

**A.A.S./Associate in Applied Science degree:** This is an academic program of 60 or more credits in a career field meant to lead directly to a career. Typically, courses do not transfer to a four-year degree.

**A.S./Associate in Science degree:** This is an academic program of 60 credits consisting mostly of liberal arts and science courses. This program is designed to satisfy the first two years of a four-year, baccalaureate degree and is most commonly taken by students who plan to transfer from a two-year college to a four-year university.

**Academic Advisor:** At CLC, academic advisors help students with less than 20 credits attempted/earned. The Academic Advising Office is the point of entry at CLC. Therefore, academic advisors frame a student's educational career at CLC regarding their academic aspirations, their goals and their abilities.

**Academic Year:** CLC's academic year consists of a 16-week fall semester, 16-week spring semester, three-week intersession and an eight-week summer session.

## B



**Bachelor's degree/Baccalaureate degree:** This is an academic program offered by a four-year college or university lasting four to five years, or approximately 120 credits, including general education, a major and electives leading to degrees like a Bachelor of Arts (B.A.) or a Bachelor of Science (B.S.).



**Basic Algebra Readiness:** This means you are prepared at the level of basic algebra. To demonstrate basic algebra readiness, you will need a high school transcript showing top 1/3 rank or a score of 17 or higher in the Math portion of the ACT, or an appropriate score on CLC's Math Placement test. If you demonstrate basic algebra readiness, you are eligible for Math 102 (a developmental course). If you do not demonstrate basic algebra readiness, you may be eligible for Math 101 or 114 (for specific career programs).

Certain scores on the ACT/SAT or CLC's Math Placement Test can place students directly into a college-level math course. See the CLC catalog for more information.

## C

**Certificate:** A specific number of classes in a vocational or technical area to prepare for a job in a specific career.

**Class schedule:** Lists class meeting times, locations and prerequisites; accurate for the semester indicated. The schedule is available in paper copy or online, with the online version being the most accurate and up-to-date.

**CLEP:** The national College-Level Examination Program (CLEP) offers credit by exam for subjects often taken during the first two college years. Many colleges accept CLEP credits.

**College Catalog:** Identifies the academic policies, student services information, programs of study (transfer and career) and course descriptions in effect for the year indicated. It is available as a paper copy or online. When you become a College of Lake County student, the catalog you are given represents your contract with the school.

**Counseling, Advising and Transfer Center:** The Counseling, Advising and Transfer Center encompasses the Academic Advising Office and the Counseling Office. Advising and counseling services are available through the center via one-on-one meetings, groups, workshops and classes. The center houses college and career directories, college transfer guides, printed and online career information, scholarship directories, admission applications and more.

**Visit the respective websites:**

**Academic Advising –**

<http://www.clcillinois.edu/depts/cou/index.asp?advising>

**Counseling Services –**

<http://www.clcillinois.edu/depts/cou/index.asp?counseling>

**Transfer Information –**

<http://www.clcillinois.edu/depts/cou/transfer/>

**Counselor:** College of Lake County counselors provide career and personal counseling services for all students and academic advising for designated student populations. They also teach Personal Development Seminar courses.

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**Course load:**

**Full time:** 12 or more credit hours during the fall/spring semesters; 6 or more credit hours in summer

**Part time:** 11 credit hours or less during the fall/spring semesters; 5 credit hours or less in summer



**Credit hour:** One credit represents one hour spent in the classroom per week. So a 3 credit hour class equals 3 hours spent in class per week, usually for 16 weeks. Courses generally range from 1 – 5 credits, with a full-time load of courses being anywhere from 12-18 credits per semester. Successful completion of each course will earn a student the designated number of credits. The term credit hour is interchangeable with hours, semester hours and credits.

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**D**

**Developmental Courses:** Courses that prepare students for college-level courses in the transfer and career categories. They have a zero in the center (ex: ENG 108), they do not count towards your CLC GPA and they do not transfer to another college.

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**E**

**Electives:** Courses that are not required in the basic core of your major, but are taken as additional credits that apply to your overall total of courses/credits necessary for graduation. See your advisor/counselor for assistance in selecting courses applicable to your degree.

**Expected Family Contribution (EFC):** Financial aid applications may ask questions about a student's family's earnings, savings and assets. These numbers help calculate the Expected Family Contribution, which is the amount the student's family is expected to pay.

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**F**

**FACTS:** College of Lake County offers FACTS as a convenient budget plan to pay your tuition and fees. This is not a loan program. There are no interest or finance charges assessed and there is no credit check. The cost to budget your interest-free monthly payment plan is a \$25 per semester nonrefundable FACTS enrollment fee.

**Faculty Advisor:** A faculty member who assists the student with academic and strategic planning for certificate and degree completion as it pertains to a specific career program.



**FERPA:** The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Educational institutions must provide students with access to their education records, an opportunity to seek to have the records amended and some control over the disclosure of information from the records.

**Free Application for Federal Student Aid (FAFSA):** The need analysis form that must be completed by all students applying for federal and state student aid.

**Financial aid:** Money that can come from state and federal governments, schools, private organizations, foundations, associations and companies to help pay the costs of a college education or technical training. A financial aid package may consist of several types of aid, including grants, scholarships, loans, work-study and other aid. The student's financial need, availability of funds, school aid policies and the number of students who need financial assistance all influence the financial aid package.

**Full time:** To be officially registered in 12 or more credit/semester hours per term.

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**G**

**General Education courses:** A program of courses in the arts and sciences that provides students with a broad educational experience. Courses typically are introductory in nature and provide students with fundamental skills and knowledge in mathematics, English/communication, fine arts, humanities and physical, life and social sciences. Transfer students often take these classes while attending a community college. Completion of a general education program is required for a baccalaureate degree.

**GPA (grade point average):** The average of all grades received per term. GPA is figured out by calculating an average of grades, using 4 for an A, 3 for B, 2 for a C, 1 for a D and 0 for an F. A minimum GPA of a 2.0 is required to be awarded a degree or certificate.

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**I**

**Illinois Articulation Initiative (IAI):** The College of Lake County requires students who are pursuing an associate degree to complete an I/M requirement. One course used to fulfill a social science, humanities, fine arts or elective must be selected from the approved list in the catalog.

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**International/Multicultural (I/M) Education Requirement:**

The College of Lake County requires students who are pursuing an associate degree to complete an I/M requirement. One course used to fulfill a social science, humanities, fine arts or elective must be selected from the approved list in the catalog.

**Intersession:** The term designation for classes offered during the three weeks between the spring semester and summer session.

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**L**

**Language Proficiency:** This means you are prepared at the level of college English. To demonstrate language proficiency you will need a high school transcript showing top 1/3 rank or a score of 17 or higher in the reading and English portions of the ACT, or an appropriate score on CLC's Academic Proficiency test. If you demonstrate proficiency you are eligible for English 121 and most college level courses. Depending on your level of preparation, you may need developmental courses in Language (English 108 or 109), and if so, you should take these courses early. See the CLC catalog for more information on language proficiency.

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**M**

**Major:** A specialized field of study that you choose to pursue in seeking a degree. (Majors can be changed throughout your educational career, though doing so may require additional course work. See your advisor for more information.)

**Minor:** The secondary field of study chosen by a college student.

**myCLC:** myCLC is the main web page containing links where you can search for classes, enroll (add or drop classes), pay your bill, view your schedule or transcript, view your grades, plan which course to take in future terms and many other activities. It displays your schedule for the current term, your account summary and contact information we have on file for you.

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**P**

**Part time:** To be registered in 11 credit hours or less during the fall/spring semesters; 5 credit hours or less during summer session.



**Prerequisite:** A specific requirement or course that must be successfully completed before enrolling in another class. English 121 is a prerequisite for English 122, for example. Prerequisites will be listed as part of the course description.

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**R**

**Registration:** The official procedure in which you sign up for classes and pay tuition and fees.

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**S**

**Scholarship:** A financial aid award to help pay for college. It does not have to be repaid and is generally based on skill, ability, talent and/or achievement.

**Semester:** The term designation for a class. The fall and spring semesters at CLC last 16 weeks and the summer session lasts eight weeks.

**Student ID Card:** Picture identification card for CLC students, which they can use at the library, bookstore, Box Office and at various CLC events.



**Syllabus:** The course work outline given to students by the instructor that lists the content of the course based on assignments, homework, quizzes, mid-terms, term projects, class participation and the final examination. You will receive a syllabus for each credit course by the end of the first week of classes in which you are enrolled each term.

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**T**

**Transcript:** An academic record that lists the courses taken, grades received and credits or credit hours received.

**Transfer:** Refers to the process of continuing your education at another institution. A transfer requires following all admission's procedures mandated by the institution you intend to attend after CLC. (See your academic advisor for details on transferring.)

**Tuition:** The amount that schools charge for instruction and for the use of certain school facilities such as libraries.

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## Notes:



## College of Lake County

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[www.clcillinois.edu](http://www.clcillinois.edu)