



OFFICIAL SUMMER 2021 STUDENT GUIDE

**Navigating Student Life, Safety
and Success at CLC**

College  **Lake County**TM
Connect to Your Future

Welcome to Summer 2021 at the College of Lake County

Some of you may be pros at being a student. Some may be new to this. No matter your journey, we're here to help you get to your destination with some helpful tips to be a successful student. If you have any questions about CLC, not sure about something or need more help with getting started on your journey, ask us on [Lancer Chat!](#)



You can click on any of the green bubbles you find throughout the website to ask a question and chat with a live staff member!

Our Welcome and One Stop Center is also available to answer any of your questions Mon.-Thurs. 7:30 a.m.-7:30 p.m. Live phone service, Zoom or online support is available at (847)543-2085, #2 or info@clcillinois.edu

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Welcome Lancers!

As we continue to navigate the pandemic this semester, CLC is providing a range of remote and on-campus services and learning experiences to maintain health and safety and be responsive to our students' preferences. Our commitment to supporting every student to achieve their educational goals remains our greatest priority.

Student Guide: This student guide shares what you need to know to navigate and use all the resources at CLC so you have a successful semester in and out of the classroom. Please read the guide carefully and reach out with questions or concerns.

Updates: Please check and read your student email every day, so you will always be informed of any changes to expect on campus or in remote learning and student services. You should also check the COVID-19 updates page on the website routinely.

Health and Safety First: CLC protocols have been developed to align with state and county healthcare guidelines to keep students, employees, and visitors as safe and healthy as possible. We expect everyone on campus to follow the three Ws: wear a mask if you're not vaccinated, wash your hands frequently, and watch your distancing to maintain 6 feet from others whenever possible.

Together, as a CLC community, we can use our values of compassion, purpose, and unity to get through this challenging time. We remain committed to making your experience—whether virtual, in-person, or hybrid—meaningful and positive and to offering all the resources you need. I encourage you to find every opportunity to engage in your classes, reach out to fellow students, and participate in virtual student activities to achieve a great student experience.

You are welcome here. And we are here for you.

Go, Lancers! (And please remember to check and read your email!)



Dr. Lori Suddick, President, College of Lake County

Things to know before you go

- ✓ Wash hands, wear a face mask if you haven't been vaccinated and practice physical distancing.

If you have a medical condition that impedes your ability to wear a face mask for an extended time and you haven't been vaccinated, please contact the Office for Students with Disabilities (OSD) at (847) 543-2474 or email OSD@clcillinois.edu to discuss possible accommodations and receive documentation.

Don't miss your shot

In partnership with the Lake County Health Department, College of Lake County encourages you and your family members to get vaccinated against COVID-19. You can get a free COVID-19 vaccine at a Lake County Health Department site. Many local pharmacies and mass vaccination sites now offer walk-in services with no appointments necessary. Pfizer, Moderna, and Johnson & Johnson vaccines are currently used by Lake County vaccine providers. They are all safe and effective at preventing serious illness from COVID-19. [Find a vaccine](#).

Don't sweat this (COVID-19) test

Free COVID-19 saliva tests are available for students at the Grayslake Campus on Mondays and Thursdays from 8:30 a.m. to 3 p.m. Testing is conducted at the University Center of Lake County, located at 1200 University Center Drive near the Washington Street entrance, in room 112.

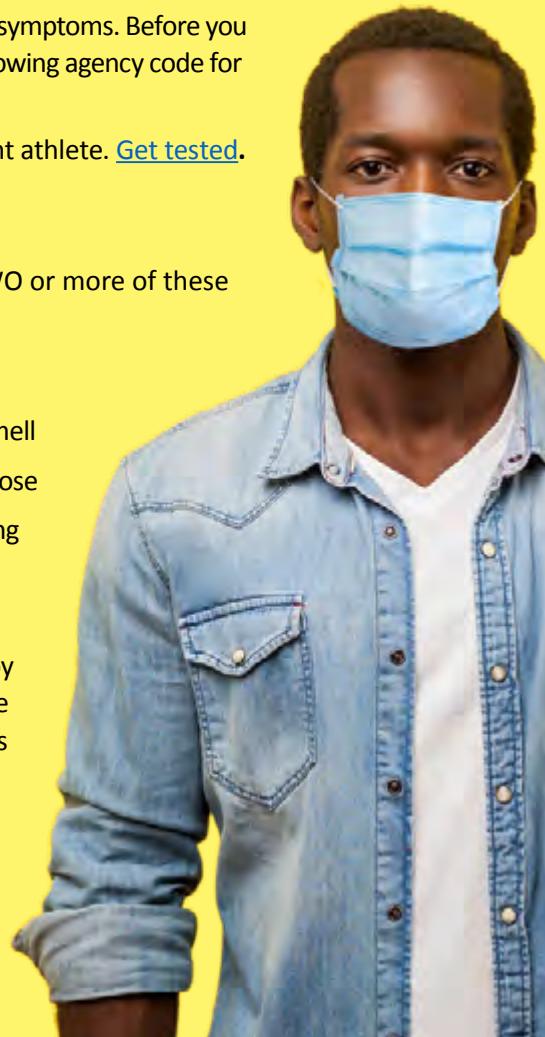
This walk-in testing is free and open to the public, regardless of symptoms. Before you arrive, you must register for an account. To register, use the following agency code for CLC students: s0fkdepl-stu

COVID testing is not required by CLC, unless you are a student athlete. [Get tested](#).

Check yourself

Complete a daily health and wellness check. If you have TWO or more of these symptoms, you should stay home:

1. Temperature of 100.4 (or greater) degrees Fahrenheit/38 degrees Celsius
2. Cough
3. Shortness of breath or difficulty breathing
4. Chills
5. Fatigue
6. Muscle and body aches
7. Headache
8. Sore throat
9. New loss of taste or smell
10. Congestion or runny nose
11. Nausea and/or vomiting
12. Diarrhea
13. Any other COVID-19 symptoms identified by the Centers for Disease Control (CDC) or Illinois Department of Public Health (IDPH)



Things to know before you go

Tell us if you're sick

For safety's sake: First, stay home; second, contact your primary care provider; then, let us know.

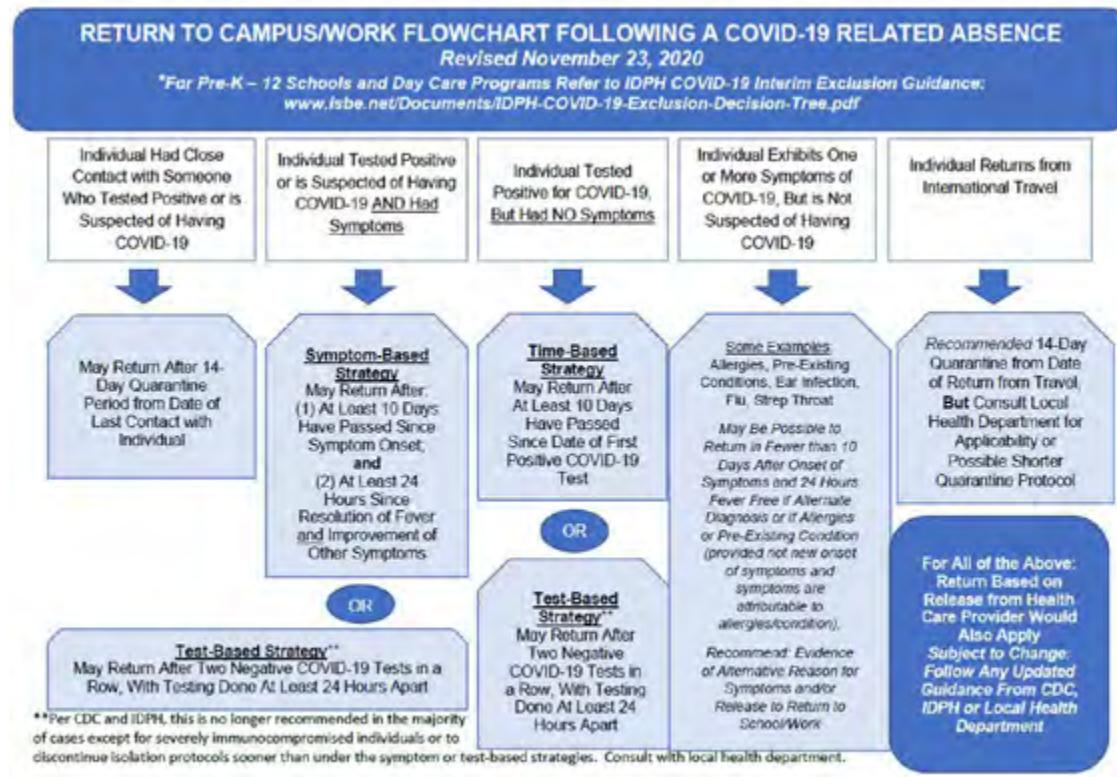
If you are:

- Experiencing COVID-19 symptoms, or
 - Have a positive COVID-19 test result, or
 - Have had close contact with a person known to have COVID-19 symptoms,

You must call (847) 543-2064 or email COVID19Concerns@clcillinois.edu within 24 hours.

We will normally contact you within 12 hours to obtain information and provide guidance for next steps. While waiting for a response, you should not come to campus.

- You are required to notify your instructor of your absence.
 - Refer to Flowchart below for guidelines about returning to school if you are experiencing COVID-19 symptoms, have tested positive for COVID-19, or had close contact with someone who tested positive or is suspected of having COVID-19. These guidelines are subject to change.
 - **Definition of “close contact”:** For COVID-19, Centers for Disease Control (CDC) define a “close contact” as “any individual who was within 6 feet of an infected person for at least 15 minutes (consecutive or non-consecutive within a 24-hour period) starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”



***Per CDC and IDPH, this is no longer recommended in the majority of cases except for severely immunocompromised individuals or to discontinue isolation protocols sooner than under the symptom- or test-based strategies. Consult with local health department.**

Although the information contained herein is considered accurate, it is not, nor should it be construed to be legal advice. If you have an individual problem or incident that involves a topic covered in this document, please seek a legal opinion that is based upon the facts of your particular case.
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Keeping you safe on campus

- Watch your physical distancing. Maintain six feet from others whenever possible.
- Campus spaces have been configured to help individuals maintain six feet physical distancing in classrooms and campus spaces. Class sizes will be limited, and class start and end times will be staggered to minimize hallway traffic. Separate entry and exit doors will be designated when possible.
- Wash your hands frequently using soap and hot water or use an alcohol-based hand sanitizer when soap and water are not available. Hand sanitizer stations are placed throughout campus.
- CLC has upgraded our HVAC filters to a higher efficiency, installed needlepoint bipolar ionization systems to purify the air, increased the exchange rate of air per hour, and frequently cleans air handler coils.
- Wearing a mask if you're not vaccinated is required while walking through any public or shared spaces, whether or not others are present, to contain the spread of airborne particles. Students can bring and use their own masks that fully cover their nose and mouth and meet appropriate professional standards for the work environment.
- Bandannas and gaiters are not considered appropriate masks per CLC guidelines as they are not endorsed by the CDC.



Wear your face mask correctly:

- Wash your hands before putting on your face mask
- Put medical mask over your nose and mouth. Secure it under your chin and press around bridge of your nose
- Put cloth mask over medical mask. Adjust to fit snuggly against the sides of your face
- Make sure you can breathe easily

Lead by example: If you encounter a student who should be wearing a face mask because they are not vaccinated, you may remind the student that the College requires all individuals to wear a face mask if they are not vaccinated while on campus. Students who are non-compliant with the request to wear a face mask and do not have a documented accommodation may be referred to the Student Conduct Officer at (847) 543-2048 or studentdevelopment@clcillinois.edu. CLC employees and students can report concerns regarding repeated non-compliance by completing a [Report an Incident form](#).

Keeping it clean

- CLC facilities staff frequently cleans and disinfects classrooms, restroom facilities and high-traffic touchpoints on campus.
- CLC follows CDC Guidance for Cleaning & Disinfecting: [Guidance for Cleaning & Disinfecting](#).

Once you receive your vaccine:

If you have been exposed to COVID-19 and you have been fully vaccinated, you may be excluded from quarantine or isolation. The ultimate decision on the need for quarantine/isolation lies with the health professionals on the COVID Concerns Team. Spending time in quarantine and isolation helps mitigate spread and helps keep everyone safe and healthy.

An individual who can prove they are fully vaccinated AND meet the criteria below may be excluded from quarantine at the discretion of the health professionals on the COVID Concerns Team:

- *Are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine)*
- *Are within 6 months following receipt of the last dose in the series*
- *Have remained asymptomatic since the current COVID-19 exposure*

If you do not meet all three of the above criteria, you should continue to follow current [quarantine guidance](#) after exposure to someone with suspected or confirmed COVID-19.

If needed, proof of vaccination may be sent by email (scanned copy or photo) via the COVID19Concerns@clcillinois.edu, by fax (847) 543-3064 or in-person.



Top 5 ways to stay connected:

1. Check your [student email](#) for important communication updates (or find out how to forward it to your personal email).
2. Login to [MyStudentCenter](#) to login to all of your college-provided tools and top announcements.
3. Follow us on social media for community, connecting with classmates and important information.



[Facebook](#)



[YouTube](#)



[Instagram](#)



[LinkedIn](#)



[Twitter](#)

4. Check Canvas and the [college's website](#) every day.
5. Visit the [Lancers Keep Learning page](#) for resources to help you succeed this semester in the alternative delivery model.



Campus entry points and hours for this semester

[Grayslake](#) [Southlake](#) [Lakeshore](#)

On-campus access is open to:

- students actively enrolled in summer semester classes
- students accessing academic support or services
- students who need quiet study spaces
- student workers assigned to on-campus activities
- community members

Student activities, clubs, and student government will meet virtually.

All entrances at every campus is open during summer hours.

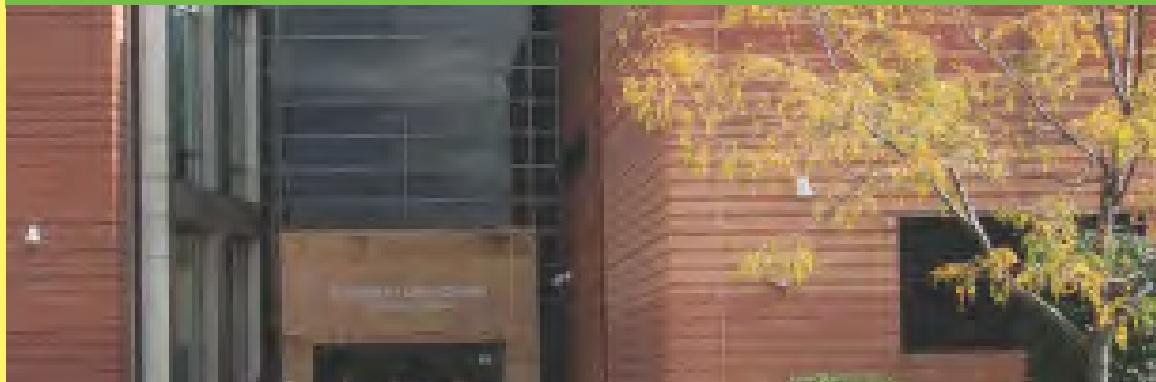
GRAYSLAKE CAMPUS ENTRANCES: 6:30 A.M. - 10 P.M. MONDAY - THURSDAY



LAKESHORE CAMPUS ENTRY: 6:30 A.M. - 10 P.M. MONDAY - THURSDAY



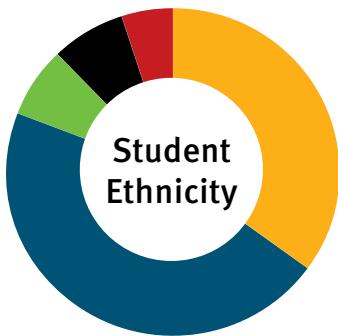
SOUTHLAKE CAMPUS ENTRY: 7 A.M. - 10 P.M. MONDAY-THURSDAY



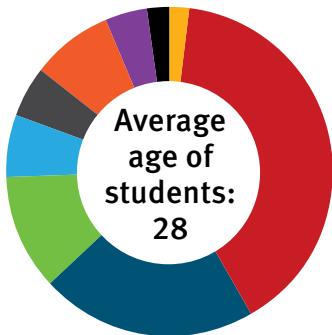
You're a student now

Student Body

Yeah, we're talking about you! You and your fellow classmates make up a diverse student body, bringing different backgrounds into the classrooms so everyone can learn from one another. We invite you to become a global citizen in your own backyard of Lake County.



White 46%
Hispanic 37%
Black 7%
Asian 7%
Not Specified 5%



1-17 years: 3% **35-39 years: 5%**
18-20 years: 43% **40-49 years: 7%**
21-24 years: 20% **50-59 years: 4%**
25-29 years: 11% **60-99 years: 2%**
30-34 years: 6%



Academic Calendars

Complete these tasks to help set yourself up for academic success all semester long.

View the [academic calendar](#).

JUNE

- ✓ Regular session classes begin June 7
- ✓ Login to Canvas daily
- ✓ Meet with faculty during office hours
- ✓ Begin seeking tutoring and librarian research assistance
- ✓ Meet with your advisor and register for fall classes

JULY

- ✓ No classes on July 5: Independence Day holiday observed
- ✓ Meet with faculty during office hours
- ✓ Continue seeking tutoring and librarian research assistance
- ✓ Prepare for final exams
- ✓ Regular session classes end July 30

AUGUST

- ✓ Complete fall payment arrangements by August 10
- ✓ Fall classes begin August 23

ANY TIME!

- ✓ Join a club
- ✓ Attend virtual activities and events
- ✓ [Check out technology \(laptop, hotspot, calculator, books\) whenever you need support for classes](#)
- ✓ [Seek support from CAPS](#)

Online Learning Tools

Check out a laptop (HP Stream), internet hotspot (T-Mobile-enabled hotspot with unlimited data), or TI 84 calculator from the CLC Library to use all summer, free of charge. Please bring a photo ID.

Grayslake (L Wing, 2nd floor)

Lakeshore (N214)

Southlake (V106)

Canvas

Canvas is CLC's online classroom. Faculty upload course materials in Canvas, and you will retrieve and submit assignments, participate in discussion groups, take tests and check grades.

You can access Canvas several ways:

- Using the Canvas link in the [myCLC Student Portal](#)
- Going directly to <https://clcillinois.instructure.com>
- Download the Canvas app.

Note: you may need to login with your myCLC credentials.

Visit www.clcillinois.edu/canvas for instruction videos and more information.

Zoom

CLC faculty and staff use Zoom, a video conference tool, for classes, meetings, and office hours.

To get started with Zoom, you'll need:

- An internet connected computer, laptop, tablet or phone (ideally with a microphone)
- A meeting link or meeting ID number
- You might also want to use ear buds with a mic if you have them. This can help reduce background noise.

Next, you will need to:

- Click the Zoom link or visit <https://clcillinois.zoom.us> to use a meeting ID number
- Follow prompt to download the Zoom application if this is the first time you use Zoom. Download the Zoom application.
- Click the URL of the Zoom room again and launch the Zoom application from your browser.
- Learning with Zoom: [A Student Guide](#)

Office 365

You have free access to Microsoft Word, Excel, PowerPoint, Outlook, Access and OneNote.

Go to <http://portal.office.com> and sign in with your CLC student email address and password.

Technology Resources

Open Computer Labs & Printing

Computers available for use are marked with signs.

Grayslake (L Wing, 1st floor)

Lakeshore (1 N Genesee, Room 016)

Southlake (V220)

For hours, visit www.clcillinois.edu/hours

Technology Help Desk

Students have 24 hour support with any CLC student technology issue such as Canvas, Zoom or Student Center.

Grayslake (C Wing by Student Street)

Call (847) 543-4357: select option #2 and be prepared to answer identity verification questions

Live chat at www.clcillinois.edu/helpdesk and click “chat with us” link



Student Resources

There's a big support system set up at the college. We're all here to set you up for success.

While a student at CLC, you can take advantage of all the college community has to offer! This quick guide to student resources is a handy way to navigate your time at the college.

[Download this quick guide to student resources for summer.](#)

We are closed on Fridays: June 11-July 30 and closed on Monday, July 4

Advising & Counseling

In-Person Services: Grayslake: Mon.-Thurs. 7:30 a.m. - 7:30 p.m.

Virtual Services: Mon.-Thurs. 7:30 a.m.-7:30 p.m.

For remote services, phone: (847) 543-2060 or

Email: advice@clcillinois.edu

(For mental health/psychological services, see Counseling and Psychological Services (CAPS).

Academic Advising

Picking your classes doesn't have to be hard. Whether you're looking for a career certificate or associate degree, a quick meeting with an academic advisor can save you time and money.

We can help ensure you are pursuing a program that matches your goals and check if you are enrolled in the right courses to meet your program's requirements. As you get further along in your academic career, you'll also meet with a faculty advisor about your specific program.

Inside tip: Meet with an advisor before registering for a new semester and they'll help you pick your classes. And don't forget to take advantage of priority registration for returning students. You get first dibs on classes before they open to the public.

Athletics

The Physical Education Center (PEC) is closed to the public and campus community. For questions about Athletics, please email bunger@clcillinois.edu.

Bookstore & LancerZone Campus Store

Get your CLC swag, school supplies, snacks and other specialty items. You'll find the college bookstore loaded with affordable books to buy or rent including over 300 digital options and all the supplies you'll need for class.

Ordering Textbooks: Textbooks must be ordered online through our website www.clcbkst.com. Access your course material list from [MyStudentCenter](#) and scroll down to the bookstore website to find your books. Enter each class, Add to course list and get your books. Financial aid is available.

Curbside Service (June 3 – June 8). Masks required if you're not vaccinated: Hours will be M, TU, TH 10 a.m. to 7 p.m. We will be offering curbside service for online orders, returns that meet policy, buyback and late rentals.

Ship to Home (Available now): Orders are being filled daily until 1 p.m. and shipped out via UPS.

How to Return Your Rental for Summer Semester: Rentals are due back to the bookstore Monday, August 2 by 4:30 p.m. Students not returning rental books to the bookstore will be assessed the rental not returned charge as outlined in the rental agreement. Please write your name, student ID# and contact information and place the paper inside the book.

Dropbox: Drop your book with completed information into the CLC Library drop box located on Sun Pivot Circle at the main entrance of the Grayslake Campus. Do not drop in Mailbox. ESC 121 kits can be placed in a bag and put in the drop box ESC120 kits must be returned in Lancerzone B131. Items will be retrieved daily.

US Mail: Package your book and information to avoid damage in transit. Send to College of Lake County ATTN: Bookstore Rental Return, 19351 W Washington Grayslake, IL 60030. Add postage and take to your post office.

Drop off at any campus in Lancerzone during business hours.

Books will be checked for water damage, stains, broken spine or missing pages (per your rental agreement) books meeting the criteria will be returned and a system generated email will be sent.

Unreturnable books will be placed to the side and student will be called for pickup.

Abandoned books will be donated after 30 days.

See [bookstore website](http://www.clcillinois.edu/bookstore) (www.clcillinois.edu/bookstore) for more information on hours and locations.

Grayslake (847) 543-2086: LancerZone (B131): Mon.-Thurs. 7:45 a.m. to 7 p.m.

Lakeshore (847) 543-2189: Mon.-Thurs. 9 a.m.-7 p.m.

Southlake (847) 543-6530 (online orders only with pick up at the Southlake bookstore Room V134) Mon.-Thurs. 8:30 a.m.-7 p.m.

Career and Job Placement Center

Looking for a student job? If you are a current student enrolled in at least 3 credit hours, you can work up to 20 hours a week at CLC. View [jobs](#) and fill out an application.

Children's Learning Centers

On-campus services:

Grayslake: Mon.-Thurs. 7 a.m.-5 p.m.

Lakeshore: Mon.-Thurs. 7:30 a.m.-5:30 p.m.

CLC Police Department

Ensuring campus safety and providing help with jumpstarts, lock outs and escorts.

Grayslake, Building E, (847) 543-2081

Lakeshore, 128 N. Madison Ave., (847) 543-2081

Southlake, Room V132, (847) 543-2081

Computer Lab

When you arrive on campus, notify the door monitor that you are going to the computer lab. Computers available for use are marked with signs. Note: most computers do not have web cameras or microphones. Please bring headsets or earbuds if possible.

Grayslake (L Wing, 1st floor)

Lakeshore (1 N Genesee, Room 016)

Southlake (V220)

For hours, visit: www.clcillinois.edu/Hours

Counseling and Psychological Services

Commonly called CAPS, Counseling and Psychological Services (CAPS) at the College of Lake County provides culturally responsive clinical services to CLC students, contributing to their academic, personal and professional success. CAPS also offers consultative and preventative services, thus empowering the CLC community to promote mental wellness. All clinical services are provided by licensed mental health professionals, and are available to actively enrolled CLC students for no charge. On-campus service available by appointment or by walk-ins based on availability. Call (847) 543-2032, Mon.-Thurs. 7:30 a.m.- 5 p.m., or email CAPS.Info@clcillinois.edu.

Financial Aid

In-Person and virtual services: Mon -Thurs. 7:30 a.m.-7:30 p.m. and Fri., June 4, 7:30 a.m. to 4:30 p.m. On-campus services available at the Welcome and One Stop Center in Grayslake. To schedule an appointment, call (847) 543-2062. Providing live call services and email support. (847) 543-2062, email: fnaid@clcillinois.edu Escalated calls, voicemail, and email inquiries will receive a response within 1 business day. Appointments can be conducted in-person, by phone or Zoom.

Food Service

Bottled-water filling stations are available; there is no access to water fountains.

Cafe Willow: This full-service cafe is located at Grayslake Campus on the first floor of the B Wing near the Student Commons. Cafe Willow is open Mon.-Thurs. 7 a.m.-2:30 p.m. You may remove your mask while eating your meal in Café Willow, but masks should be replaced when you are finished eating. Please remain physically distanced while eating in Café Willow. For menus and hours, visit www.clcillinois.edu/foodservices

Vending: CLC's on-campus vending program is designed to supplement on-campus food service and provide food options outside operating hours for food service. Vending machines are available at:

Grayslake Campus: A-Wing Lower Level, D-Wing 1st and 2nd Floors, T-Wing 1st and 2nd Floors, L-Wing Atrium, Building E, Building K Adult Education and Building 12 Athletics

Lakeshore Campus: South Building 2nd Floor, **Southlake Campus:** R-Building 1st Floor

LancerZone Bookstores: Snacks and beverages also available for purchase.

SHARE Market: Mon. & Thurs. from 9:30 a.m.-4 p.m. [BY APPOINTMENT ONLY](#).

Health Center

Not feeling well? Concerned about your health?

In-Person services: Mon.-Thurs. 7:30 a.m -5 p.m. (847) 543-2064

International Education

Learn how to study abroad in the future and find services for international students.

In-Person services: Mon.-Thurs. 7:30 a.m.-5 p.m. To schedule an appointment, in person or virtual, call, (847) 543-2474 or email vramirez7@clcillinois.edu

Library

The library is the ultimate resource for everything from research help to your student ID. Borrow calculators, laptops, textbooks and books. A team of librarians is waiting to help you and is just a TEXT away at (847) 908-5997.

In-Person services: Grayslake: Mon.-Thurs. 8 a.m.-9 p.m. (no study rooms will be open)
Lakeshore and Southlake: Mon -Thurs. 9 a.m-6:30 p.m.

Virtual Services: Virtual Reference (through chat service) and online appointments with librarians will be available Mon.-Thurs. 8 a.m.-9 p.m.

Office for Students with Disabilities

We're here for each and every student. The college serves many students and visitors with disabilities. CLC provides an educationally accessible environment that ensures all students receive an equal opportunity to services, programs and courses regardless of their disability. In-Person services: Mon.-Thurs. 7:30 am.-5 p.m. Providing live call services and email support (847) 543-2474 For equipment distribution and other on-site needs, contact osdmain@clcillinois.edu for an appointment.

Registration Services

In-Person services or virtual: Mon-Thurs. 7:30 a.m -7:30 p.m. and Fri., June 4: 7:30 a.m.-4:30 p.m.

Providing live phone services: (847) 543-2061 and email support: admissions@clcillinois.edu

Voicemail and email inquiries will receive a response within 2 hours during business hours.

Online Chat: [Chat with us on Lancer Live Chat](#)

SHARE Market

Providing food and other resources. Mon. & Thurs. from 9:30 a.m.-4 p.m. [BY APPOINTMENT ONLY](#).

Student Activities & Inclusion

In-Person services: Mon.-Thurs. 7:30 a.m -5 p.m. Virtual opportunities are available for students through clubs and organizations. Questions? Please email Jorge Tennin, Director of Student Activities & Inclusion, at jtennin@clcillinois.edu

Student Recruitment and Onboarding

In-Person services by appointment or virtual: Mon -Thurs. 7:30 a.m.-7:30 p.m. and Fri., June 4: 7:30 a.m.-4:30 p.m. Providing live phone services: (847) 543-2090 and email support: admissions@clcillinois.edu Voicemail and email inquiries will receive a response within 24 hours during business hours. Appointments can be conducted in person, by phone or Zoom.

Student Records

In-Person services by appointment or virtual: Mon -Thurs. 7:30 a.m.-7:30 p.m. and Fri., June 4: 7:30 a.m.-4:30 p.m. Providing live phone services: (847) 543-2015 and email support: records@clcillinois.edu Voicemail and email inquiries will receive a response within 1-3 business days.

Testing Center

In-Person Services: All testing by appointment at Grayslake, Lakeshore and Southlake: Mon.-Thurs. 8 a.m.-9 p.m. **Virtual Services:** visit www.clcillinois.edu/testing for information on available tests and scheduling.

Title IX Coordinator

File a sex discrimination or harassment report. Appointments can be conducted in-person, by phone or Zoom. email: abrabato@clcillinois.edu. In-Person services: Mon.-Thurs. 8 a.m.-5:30 p.m.

TRIO Support Student Services

Access first-generation student programs. On-campus by appointment: Mon.-Tue.: 8 a.m.-2 p.m.; Wed.-Thur.: 7 a.m.-4:30 p.m. Virtual services: Mon.-Thurs.: 7 a.m.-4:30 p.m. or by appointment (847) 543-2755

Tutoring Center

Need help with a paper? Want help understanding your math and science assignments? Tutors are ready to help! Access tutoring through Canvas.

On-campus by appointment:

Grayslake: Mon -Thurs. 11 a.m.- 6 p.m.

Lakeshore & Southlake: Mon.-Thurs. 11 a.m. - 3 p.m.

Virtual services: Mon.-Thurs. 8 a.m.-8 p.m.; Fri. 10 a.m -2 p.m.; Sat. 10 a.m -2 p.m.; Sun. 5-9 p.m.

Welcome and One Stop Center

Available to answer any of your questions. Mon.-Thurs. 7:30 a.m.-7:30 p.m.

Live phone service, Zoom or online support is available (847) 543-2085, #2 or info@clcillinois.edu

Financial Aid Updates

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Higher Education Emergency Relief Fund (HEERF)

To receive funds, College of Lake County students complete an [online application](#) describing the expenses incurred as a result of the disruption of campus operations during the COVID-19 crisis. College of Lake County will evaluate each student's eligibility and review their need outlined in the application. Applications are accepted on a rolling basis until funds are exhausted. Each student might be eligible for up to \$2,500 in emergency financial aid grants.

Tuition and Fees

We know college is expensive. CLC's tuition and fees are significantly lower than a traditional four-year college or university and we offer more than \$1.5 million in scholarships every year. A significant portion of the college budget is supported by funds from local taxpayers and the State of Illinois.

In-district- \$125 per credit hour for Summer 2021

Out-of-district-\$322 per credit hour for Summer 2021

Out-of-State and International Resident- \$436 per credit hour for Summer 2021

Comprehensive Fee-\$22 per credit hour for Summer 2021

Online Course Fee-\$8 per credit hour for Summer 2021

For more information visit the [tuition and fees webpage](#).

Financial Aid Information

Fill out the Free Application for Federal Student Aid (FAFSA) or the Alternate Application for Illinois Financial Aid!

- FAFSA-complete the [application online](#).
- Alternative Application for Illinois Financial Aid-complete the [alternative application online](#).

It's a great way to get grants and scholarships to offset the cost of college. Don't be afraid of the form! Financial Aid counselors are available to help you prepare the documents needed to complete your FAFSA so it's quick and painless. Need help with your application? Email: fa.facoach@clcillinois.edu for assistance.

For news, updates and additional information about applying, receiving and maintaining your financial aid awards, please visit the [Financial Aid Office website](#).

Students can access financial aid status information via myStudentCenter. Log in to myStudentCenter and click "View Financial Aid" in the Finances section on the main page. Next, select the aid year from the list of available years. If there are no awards pending, the application may still be under review.

Scholarships

To apply for scholarships, visit us [online](#).

Ineligible Programs and Courses

In order to be eligible to receive financial aid, a student must be enrolled in and actively pursuing a degree or certificate in an eligible program of study. Visit us [online](#) for a list of eligible programs.

Payment Plans

If you can't pay your tuition and fees up front, there are payment plan options so you can pay smaller amounts throughout the semester. Visit us [online](#) for payment options.

Drop for Non-Payment and Payment Deadlines

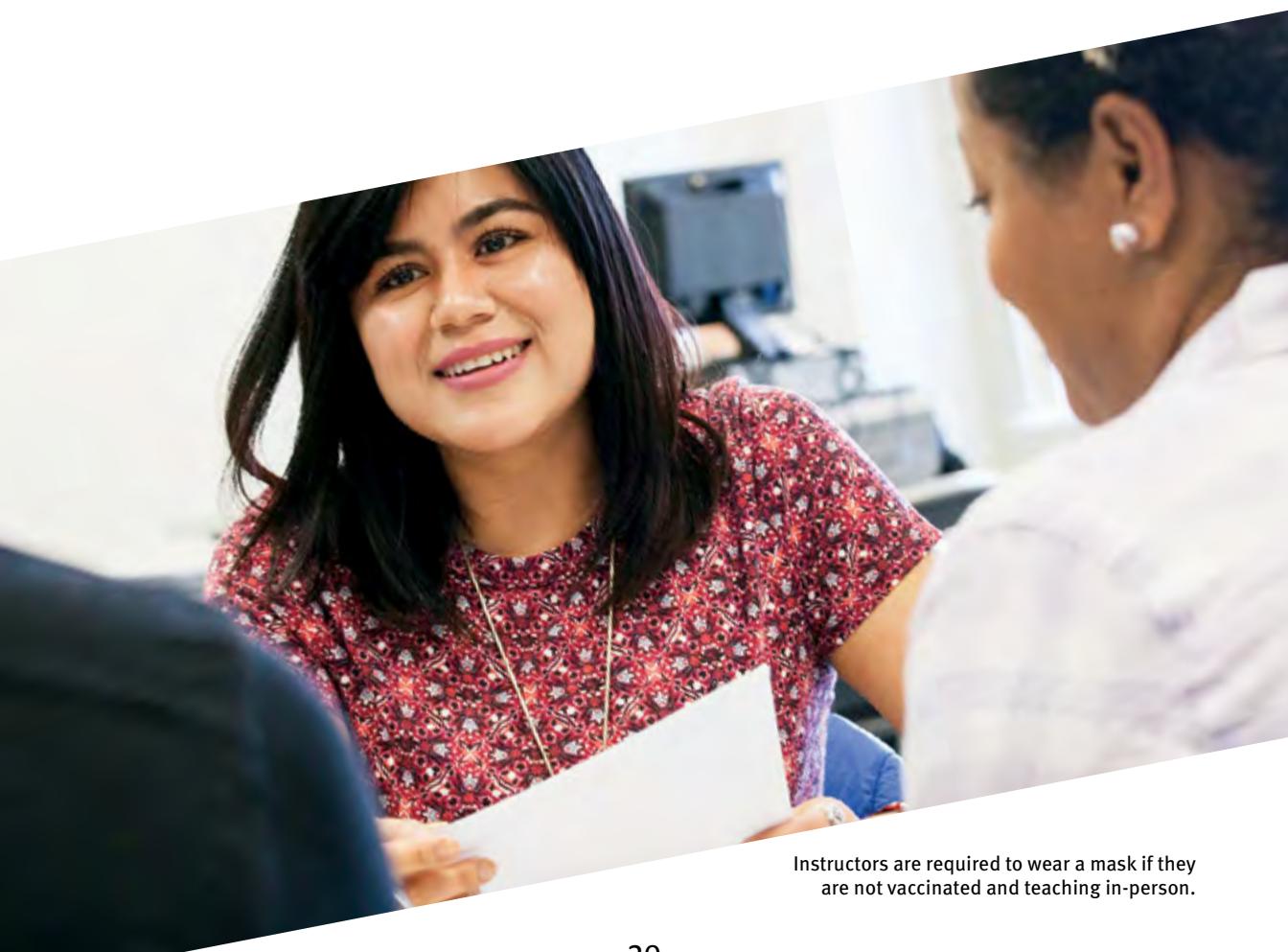
Students who do not make payment arrangements by their due date are subject to being dropped from all classes. Students who set up an installment payment plan, pay 40 percent or more of their balance due, or have a balance due of \$500.00 or less will not be dropped for nonpayment. The dates for the "drop for nonpayment" is [online](#).

Withdrawals and Refunds

Students are responsible for officially dropping classes they do not intend to complete. For additional information visit us [online](#).

Student Employment, Internships and Apprenticeships

The Career and Job Placement Center manages multiple student employment, internships and apprenticeship programs that's available to all students. Information is available [online](#).



Instructors are required to wear a mask if they are not vaccinated and teaching in-person.

Academic Policies and Procedures

We're glad you're here. Here are some policies and procedures you should know.

Admission Policy

An individual will be admitted to the college by completing the Student Admission Form found at www.clcillinois.edu/apply.

Registration Policy

CLC seriously requires that students may not register for a class after it has begun. The policy states the final day to enroll is midnight of the first day of the specific class. After that first day, late enrollment will be allowed only under extraordinary circumstances approved by the dean of the division for the class.

Withdrawal Policy

Withdrawal deadlines are provided to you on your class schedule and many faculty list these dates on the course syllabus. Please consult your class schedule for specific dates for your class. It is your responsibility to withdraw from a class that you no longer wish to attend.

Your transcript and the grade for the course may vary depending on the time at which you withdraw or request to withdraw from a course. If you are unsure of what to do, please speak with your instructor or contact an advisor or Student Development Counselor.

Grades and Grade Points

Final letter grades are earned for each class, issued at the end of each semester and recorded on the student's permanent academic record according to the schedule on the right:

For more information about incompletes, academic restrictions, academic appeals, or reinstatement, see College Policies in the catalog.

	Grade	Significance
<i>Calculated in Grade Point Average:</i>	A	Excellent: 4 Grade Points
	B	Good: 3 Grade Points
	C	Average: 2 Grade Points
	D	Below Average: 1 Grade Point
	F	Failure: 0 Grade Points
	IW	Withdrawn by Institution, Failing: 0 Grade Points
<i>Not Calculated in Grade Point Average:</i>	I	Incomplete*: Requirements
	N	Not Fulfilled
	O	No Grade
	P	Received
	R	Satisfactory
	W	Repeated
	WN	Withdrew
		Withdrawn by Institution, Never Attended
	WS	Withdrawn by Institution, Stopped Attending
	X	Audit

Academic Honors

Students who have earned a grade point average of 3.0 (B) or higher while enrolled in at least 6 semester hours of transfer or career courses during a semester are recognized by placement on the College Honor List for that semester.

Finish strong

If you need help with your graduation planning, contact (847) 543-2060.

Transcripts

You may request an official transcript of your CLC academic record online through myStudentCenter or by going to www.clcillinois.edu/transcripts. There is a \$10 fee per CLC Official transcript request.

Keep it going!

Transfer to earn your bachelor's degree

After earning your associate degree at CLC, you can transfer to any four-year college or university to complete your bachelor's degree. The college engages in many transfer partnerships with four-year institutions that offer additional benefits when transferring, such as dual admission and scholarships. Don't worry if your school of interest is not a formal transfer partner. While we do have a growing list of universities with guaranteed transfer admission agreements, you can apply your CLC credits anywhere.

Start here. Finish here.



Earn your bachelor's degree across the street at [University Center of Lake County](#). Transfer to one of our partner universities to complete your bachelor's degree in several fields with in-person classes at the Grayslake campus.

Know your rights and responsibilities

Student Rights and Responsibilities Procedures

Any questions?

Refer to these [FAQs](#) and get the most up-to-date information.

Q: I'm a student taking classes online. Can I still come to campus to print materials if needed?

A: Yes, here's the process to print from a personal laptop, tablet or smartphone on campus or remotely:

- Go to clcprint.clcillinois.edu or use the Pharos Print mobile app.
- Enter the username and password (same as My CLC login).
- Upload the document for print.
- Select to print the document in **CLC Print Color** for color prints or **CLC Print BW** for black and white prints (no finishing options will be available).
- Release the print job at any college copier by authenticating with your username and password. Please note, only copiers/printers with color capabilities will print in color. If the copier/printer does not have the ability to print in color, users will only be charged for black and white printing.
- Release the print job at any computer lab printer by authenticating username and password into the release station. Please note, only copiers/printers with color capabilities will print in color. If the copier/printer does not have the ability to print in color, users will only be charged for black and white printing.

Q: Can I eat food or drink in the classroom?

A: Eating or drinking in designated spaces is recommended. Eating or drinking in classrooms should be kept to a minimum. Please replace your mask after sips and bites to keep others safe. Use of a straw that can be inserted under a face mask is preferred.

Q: Where can I get tested for COVID-19?

A: Free COVID-19 saliva tests are available for students at the Grayslake Campus on Mondays and Thursdays from 8:30 a.m. to 3 p.m. Testing is conducted at the University Center of Lake County, located at 1200 University Center Drive near the Washington Street entrance, in room 112.

This walk-in testing is free and open to the public, regardless of symptoms. Before you arrive, you must register for an account. To register, use the following agency code for CLC students: s0fkdepl-stu

COVID testing is not required by CLC, unless you are a student athlete.

[Get tested](#)

Q: If a classmate is positive for COVID, what happens to class?

A: The college will be notified and designated college officials will take actions to ensure student and employee safety, with as little disruption to instructional delivery as possible. Should any CLC community member be diagnosed with COVID-19, the relevant local health department and the college would initiate appropriate protocols to protect the health of anyone deemed to be at risk. Read our [protocol for CLC community reports of potential COVID-19 exposure](#).

Q: I'm concerned about getting enough nutritious food right now. where can I turn for help?

A: SHARE Market's summer hours are Mon. & Thurs. from 9:30 a.m. 4 p.m. [BY APPOINTMENT ONLY](#).

There are many other [food pantries around Lake County](#) that may be able to assist you.

If you have other needs, we recommend you contact the United Way of Lake County:

- Call 211. Speak with a live, highly trained expert navigator who will lead you to the help you need. All calls are confidential. Accessible 24/7.
150+ languages.
- Text your zip code to 898211. An expert navigator will lead you the help you need. All texts are confidential. Accessible 24/7. English and Spanish.
- Visit [211lakecounty.org](#).

Q: What will the grading system be for Summer 2021?

A: See more information on [grading](#).

Q: How do I return a textbook that I rented from the CLC Bookstore?

A: [Check the bookstore website for current details.](#)

Choices of Successful Students

by Skip Downing, *On Course*

SUCCESSFUL STUDENTS...

1. **ACCEPT SELF-RESPONSIBILITY**, seeing themselves as the primary cause of their outcomes and experiences.

2. **DISCOVER SELF-MOTIVATION**, finding purpose in their lives by discovering personally meaningful goals and dreams.

3. **MASTER SELF-MANAGEMENT**, consistently planning and taking purposeful actions in pursuit of their goals and dreams.

4. **EMPLOY INTERDEPENDENCE**, building mutually supportive relationships that help them achieve their goals and dreams (while helping others to do the same).

5. **GAIN SELF-AWARENESS**, consciously employing behaviors, beliefs, and attitudes that keep them on course.

6. **ADOPT LIFE-LONG LEARNING**, finding valuable lessons and wisdom in nearly every experience they have.

7. **DEVELOP EMOTIONAL INTELLIGENCE**, effectively managing their emotions in support of their goals and dreams.

8. **BELIEVE IN THEMSELVES**, seeing themselves capable, lovable and unconditionally worthy as human beings.

STRUGGLING STUDENTS...

1. see themselves as victims, believing that what happens to them is determined primarily by external forces such as fate, luck, and powerful others.

2. have difficulty sustaining motivation, often feeling depressed, frustrated, and/or resentful about a lack of direction in their lives.

3. seldom identify specific actions needed to accomplish a desired outcome. And when they do, they tend to procrastinate.

4. are solitary, seldom requesting, even rejecting offers of assistance from those who could help.

5. make important choices unconsciously, being directed by self-sabotaging habits and outdated life scripts.

6. resist learning new ideas and skills, viewing learning as fearful or boring rather than as mental play.

7. live at the mercy of strong emotions such as anger, depression, anxiety, or a need for instant gratification.

8. doubt their competence and personal value, feeling inadequate to create their desired outcomes and experiences.



Mission: College of Lake County is a comprehensive community college committed to equitable high-quality education, cultural enrichment and partnerships to advance the diverse communities it serves

Vision: College of Lake County is a leader in providing innovative education and workforce solutions.

Values: These values to be the cornerstone to fulfilling the college's mission:

- Purpose • Integrity • Excellence • Inclusion • Unity • Compassion

Diversity: The College of Lake County (CLC) is committed to strengthening the diverse communities we serve. We stand to create an environment that names, embraces, and learns from differences through all policies, practices, and values. We encourage expression of one's own identity and foster an atmosphere where we learn from others. CLC is dedicated to meeting the needs of everyone in our community, especially those who have been historically underserved. We are committed to being intentional about having crucial conversations to continually develop cultural competence and humility. At CLC, we celebrate and promote diversity because we believe that everyone benefits from being a part of a global society.

Equity: The College of Lake County (CLC) is committed to being equity-minded in how it supports its students and employees. Also, CLC is dedicated to instill the value of equity in each member of our community. At CLC, equity means providing a high-quality education and employment in a safe, welcoming, and inclusive environment while meeting the particular needs of each community and individual. This value is imparted by providing professional and educational opportunities to instill the value of equity within each CLC community member. To achieve this goal, CLC is committed to ensure that all policies, procedures, and processes are free of barriers and provide a seamless experience to all who come to CLC. This includes ensuring each student is provided the tools and support to empower them to achieve their academic, career, and personal goals, and that each employee has the tools and opportunities to provide excellent service, excel in their job, contribute to the CLC community, and progress in their professional development. CLC recognizes that equity is not resolved by using a one-size-fits-all approach. CLC is devoted to intentionally designing opportunities for students, faculty, staff and community members to succeed while supporting each person's unique needs.

Inclusion: The College of Lake County (CLC) is inclusive of all members of our diverse college community. We are committed to providing an inclusive environment where students, faculty, and staff can do their best in all of their endeavors. This is reflected through our policies, practices, beliefs, and actions. Inclusiveness at CLC means that each person's input is heard and valued. The College is intentional when creating its entire organizational structure to ensure that there is representation of the diverse community it serves. By seeking input from the community as a whole, especially from people who have been traditionally silenced or ignored, CLC creates meaningful inclusion, leading to college-wide decisions, outcomes, and actions.



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