If you have a question not covered in this packet, please contact your site coordinator or their representative on duty. If further assistance is required, please contact the Adult Education Department at (847)543-2021.

OFFICIAL CLC CLOSING DATES

March 24 – 30 2014, Spring Vacation no CLC Classes

Site Closure Dates
Monday February 17, 2014 No CLC classes

For new course development or additional information to be added to site packet contact Michael Ruark CLC Extension Site Coordinator at (847)543-2564, mruark@clcillinois.edu or cell phone (847)420-3503.
CLC EXTENSION SITE INFORMATION

EXTENSION SITE
Waukegan High School
2325 Brookside Ave.
Waukegan, IL 60085

CLC COORDINATOR
Leslie Garcia Mike Ruark
847 360 9915
5:30 - 10:00pm

PARKING / BUILDING ACCESS
• Entrance into the East Parking lot is not 2 way. Entrance is now off of Berwick Avenue.
• To access the parking lot from the west: Take Brookside to Berwick. Make a right. Make another immediate right into the lot. Park in the front (first) lot. To access from the east: Brookside to Berwick. Take a left. Make an immediate right into the lot. Park in the front lot. Overflow parking will park in the back lot.
• DO NOT PARK ALONG THE CURB OFF THE ISLAND.

INSTRUCTORS INFORMATION
• Students' publications and general CLC information is available in the CLC office.

CLASSROOM INSTRUCTIONS
• Instructors may rearrange the classroom in any fashion, but please return classroom to original setting
• Please erase whiteboard at the end of class
• FOOD AND DRINKS ARE NOT PERMITTED INSIDE CLASSROOM

AUDIOVISUAL EQUIPMENT
• Fill out and submit A/V request with evening coordinator at least 1 week in advance.
• A/V request forms available in CLC office, see CLC Coordinator

COPY SERVICES
• Copier available to instructors in room E121
• For large volume of copies see evening coordinator to submit job to CLC printing services

BREAK PERIODS / PUBLIC TELEPHONES
• Faculty and students' break area is located in the cafeteria

EMERGENCY PROCEDURES
• Refer to classroom instructions for evacuation routes and procedures based on the nature of the emergency
• See CLC Coordinator for first aid kit

NO SMOKING ALLOWED ON SCHOOL GROUNDS