



OFFICIAL SPRING 2022 STUDENT GUIDE

Navigating Student Life, Safety
and Success at CLC

Please refer to the [COVID-19 webpage](#) for the latest information.

Welcome to Spring 2022 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. If you have any questions about CLC or need more help with getting started on your journey, ask us on [Lancer Chat](#)!



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

The Welcome and One Stop Center is also available to answer any of your questions Mon.-Thurs. 7:30 a.m.-7:30 p.m. and Fridays 7:30 a.m.-4:30 p.m. Live phone service, Zoom or online support is available at (847) 543-2085, #2 or info@clcollinois.edu

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Welcome Lancers!

The CLC community is here for you, providing a range of on-campus, online, and hybrid student services and learning experiences. We are prepared to help you navigate your spring 2022 semester experience successfully. Our commitment to supporting every student to achieve their educational goals remains our greatest priority.

Student Guide: There are many great resources available to you at CLC. Please read this guide carefully so you know how to access the great support and resources you need to be successful in and out of the classroom. For example, you can learn where to go for tutoring help, as well as how to access emergency relief funds to help you financially if you need assistance.

Updates: Please check and read your student email every day so you are informed of any changes on campus or in remote learning and student services. In addition, be sure to routinely check the COVID-19 updates page on the website.

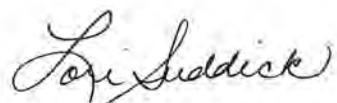
Vax to School: CLC is joining colleges and universities across the country to keep campuses safe this fall by encouraging students, faculty, and staff to be vaccinated. CLC students who provide proof of vaccination or who become vaccinated before are eligible to receive \$100 through our vaccine incentive program. CLC is partnering with the Lake County Health Department to offer on-site vaccination clinics — watch your student email for dates and details.

Health and Safety First: CLC protocols are monitored weekly and updated as needed to align with state and county healthcare guidelines. We ask that you do your part to help keep our community safe: wear a mask, physically distance, wash your hands frequently, and stay home if you are feeling sick.

Together, as a CLC community, we are living our values of compassion and unity to get through this challenging time. We remain committed to making your experience positive and to offering all the resources you need. I encourage you to engage in your classes, reach out to classmates, and participate in campus activities to achieve a great student experience.

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

Go, Lancers- let's get learning! (And please remember to check and read your email!!)



Dr. Lori Suddick, President, College of Lake County

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@clcollinois.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.

- The 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.
- You are required to notify your instructor of your absence.
- **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.”

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

Illinois COVID-19 Mandate: Required Face Masks + Vaccinations or Weekly Testing to be on campus

All students on campus are required to wear a face mask and receive the COVID-19 vaccine or get tested for COVID-19 at least once per week. Those who comply are permitted on campus. For those not in compliance, virtual learning and support options are available. [Read more about what this mandate means at CLC.](#)

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.
- 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.
- Wearing a mask 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 learning environment. When on campus, students can pick up a free N95 mask while supplies last. Surgical masks are also available.
- Bandannas and gaiters are not considered appropriate masks per CLC guidelines as they are not endorsed by the CDC.

Get the jab

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 or on campus on selected dates. Many local pharmacies 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. CLC students can receive \$100 checks if they share proof of their COVID-19 vaccination status. [Find a vaccine.](#)

Don't sweat this (COVID-19) test

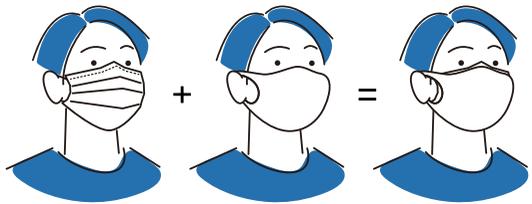
Free COVID-19 saliva tests are available for students and the community at the Grayslake Campus on Mondays and Thursdays from 8:30 a.m. to 3 p.m. Testing is conducted in Room C106. This walk-in testing is free and open to the public, regardless of symptoms. Before you arrive, you must register for an account. To register, use the following agency code for CLC students: s0fkdepl-stu. [Get tested.](#)

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](#).
- 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.
- Air purifiers have been strategically placed in student learning spaces.

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 snugly against the sides of your face
- Make sure you can breathe easily



Top 5 ways to stay connected

1. Check your student email at least once a day for important updates! It's also easy to forward your CLC email to your personal email. You can set up forwarding from your CLC [Gmail account](#) or from [Microsoft Office 365](#).
2. Check [Canvas](#), [Navigate](#) and the [college's website](#) every day.
3. Follow us on social media for community, connecting with classmates and important information.



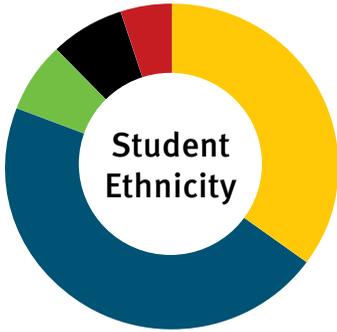
4. Log in to MyCLC to find important announcements.
5. Explore all the [student resources](#) available to help you, including free tutoring, technology loans, advising and financial assistance.



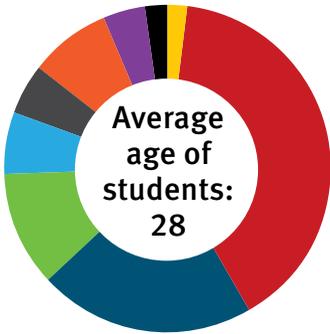
Your CLC Community

Student Body

Yeah, we're talking about you! You and your 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%
- 18-20 years: 43%
- 21-24 years: 20%
- 25-29 years: 11%
- 30-34 years: 6%
- 35-39 years: 5%
- 40-49 years: 7%
- 50-59 years: 4%
- 60-99 years: 2%



Welcome to Campus!

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

**GRAYSLAKE CAMPUS ENTRANCES: MONDAY - FRIDAY: 6:30 A.M. - 10 P.M.
SATURDAY/SUNDAY: 6:30 A.M. - 8 P.M.**



**LAKESHORE CAMPUS ENTRANCES: MONDAY - THURSDAY: 7:30 A.M. - 10 P.M.
FRIDAY: 7:30 A.M. TO 4:30 P.M. SATURDAY: 8 A.M. - 1:30**



**SOUTHLAKE CAMPUS ENTRANCES: MONDAY - THURSDAY: 7:30 A.M. - 10 P.M.
FRIDAY: 7:30 A.M. - 4:30 P.M. SATURDAY: 8 A.M. - 2 P.M.**



Academic Calendars

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

View the [academic calendar](#).

JANUARY

- ✓ [Classes](#) begin January 18 and 24 (classes start throughout the spring semester)
- ✓ Login to Canvas, Navigate and CLC student email daily

FEBRUARY

- ✓ Meet with faculty during office hours
- ✓ Begin seeking tutoring and librarian research assistance

MARCH

- ✓ Meet with your Academic Success Advisor
- ✓ Spring Break - March 21-27 No Classes
- ✓ Continue seeking tutoring and librarian research assistance
- ✓ Meet with faculty during office hours

APRIL

- ✓ Continue seeking tutoring and librarian research assistance
- ✓ Meet with faculty during office hours
- ✓ Begin preparing for final exams

MAY

- ✓ Instruction and final exams from May 7-13
- ✓ Semester ends May 13
- ✓ Return rented textbooks and library materials, sell back textbooks

ANY TIME

- ✓ Join a club and attend [campus events](#)
- ✓ Check out [technology](#) (laptop with camera, calculator, internet hotspot) from library
- ✓ Seek support from CAPS, SHARE Market, and other [CLC student resources](#)
- ✓ Talk with your Academic Success Advisor whenever you need help

Online Learning Tools

Borrow a Laptop, Hotspot, and Calculator

Check out a laptop (with a camera and mic), internet hotspot (T-Mobile-enabled hotspot with unlimited data), or TI 84 calculator from the CLC Library to use all semester, 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 and C212, 2nd 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

Print from a personal laptop, tablet or smartphone on campus or remotely

- Go to clcpprint.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 changed 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 changed for black and white printing.



Student Resources

There's a big support system set up at the college. We're all here to set you up for success. This quick guide to student resources is a handy way to navigate your time at the college. [Download this quick guide to student resources.](#)

Access and Disability Resource Center (ADRC) **- formerly the 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: Grayslake (B171)

Monday-Friday: 7:30 a.m.-4:30 p.m.

To schedule an appointment in person or by Zoom call, (847) 543-2474 or email: ADRC@clcillinois.edu

Academic Advising

Grayslake Campus (B118)

847-543-2060

Monday-Thursday: 7:30 a.m. to 7:30 p.m.; Friday: 7:30 a.m. to 4:30 p.m.

Lakeshore Campus (N211)

847-543-2186

Monday-Thursday: 10 a.m. to 6:30 p.m.

Southlake Campus (V130)

847-543-6502

Monday-Thursday: 10 a.m. to 6:30 p.m.

Zoom/Online Virtual Appointments

Monday-Thursday: 7:30 a.m. to 7:30 p.m. Friday: 7:30 a.m. to 4:30 p.m.

To schedule an appointment:

Students should utilize [Navigate](#)'s online appointment scheduler or call (847) 543-2060

For general questions, please email: advising@clcillinois.edu

Academic Success Office

Convocation, Orientation, Success Programming and Navigate

Grayslake Campus L121

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

Appointments in person, by phone or Zoom.

Phone: 847-543-2348

Email: academicsuccess@clcillinois.edu

Athletics

Monday-Friday 7:30 a.m.-4:30 p.m. for Administrative offices, Grayslake Campus, Building F
Fitness Center hours will be Monday-Friday 7 a.m.-7 p.m.; Closed Saturday and Sunday

To schedule an appointment to tour the PE Center, email: bunger@clcillinois.edu

or call (847) 543-2046

Bookstore & LancerZone Campus Store

Get your CLC swag, school supplies, snacks, and other specialty items at any of the 3 LancerZone campus stores. The [online Bookstore](#) is loaded with affordable books to buy or rent including over 300 digital options and all the supplies you need for class.

Online Ordering: Click <http://www.clcbkst.com> to order your books.

Choose to pick up at the campus most convenient for you OR have your order shipped for an additional fee.

Pick up Service: Choose to pick up at the campus most convenient for you OR have your order shipped for an additional fee.

Financial Aid and Third-party orders require a signature and **must be picked up.**

Buy your Books and Course Materials with a Payment Plan:

[How to Use your Payment Plan to Pay for Textbooks and related school needs \(PDF\)](#)

[How to Use more than One Payment Method on an Online Order \(PDF\)](#)

Need help and prefer to talk to a real live person? Our staff at all three locations are ready to answer your questions! Call or stop by any LancerZone campus store for assistance with online ordering, returns/exchanges, buyback information, and more.

Cost Saving Services:

Digital Course Materials :The College of Lake County online Bookstore carries hundreds of Digital Content (DC) titles. Check the [bookstore website](#) to see if your class has a digital option for 20-30% less than traditional new textbook prices. Digital access information is sent to your email address so there is nothing to pick up – saving you even more time and money!

Inclusive Access: The newest way to save money on course materials. Students are charged a digital course materials fee at time of enrollment in an Inclusive Access course. Digital materials are accessed via Canvas on or before the first day of class. [Click to learn more about Inclusive Access.](#)

Textbook Rentals Many textbooks are available to rent to save you money!

Buy Used Books: We pride ourselves on offering a wide selection of used books at competitive prices. Shop early to take advantage of these low prices. Prices are subject to change.

Sell Your Textbooks Back to Us: All three campuses offer daily textbook buybacks. Visit the [online Bookstore](#) – Click Textbooks and then Sell Textbooks for eligibility and pricing.

Career and Job Placement Center

Looking for a student job? If you are a current student enrolled in at least 6 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 Campus, D121: Mon.-Fri. 7 a.m.-5 p.m.

Lakeshore Campus, S109: Mon.-Fri. 7:30 a.m.-5:30 p.m.

To schedule an appointment for enrollment,

Grayslake campus: (847) 543-2053 or email chd340@clcillinois.edu.

Lakeshore campus: (847) 543-2190 or email mschrieber1@clcillinois.edu.

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

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. There are 20 webcams available in the Library for student use, stop by the Library student worker desk to check out.

Grayslake (L Wing, 1st floor and C212, 2nd floor (has webcams): Monday-Thursday, 7:30 a.m.-9 p.m., Friday, 7:30 a.m.-4:30 p.m., Saturday, 9 a.m -3 p.m.

Lakeshore (N205): Monday-Thursday, 8:30 a.m. to 5 p.m., Friday, 8:30 a.m. - 4:30 p.m.

Southlake (V220): : Monday-Thursday, 8:30 a.m. to 5 p.m, Friday, 8:30 a.m.-4:30 p.m.

For all CLC 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.

Monday and Wednesday: 8:30 a.m.-7 p.m (5 p.m.-7 p.m. by appt only).

Tuesday, Thursday and Friday: 8:30 a.m.-5 p.m.

In-person or Zoom therapy appointments are available. **Grayslake Campus, (A151)**

Call (847) 543-2032 or email CAPS.Info@clcillinois

Dean of Student Life Office

Gabe Lara, Dean of Student Life

Grayslake Campus, B132a

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

Appointments can be conducted in person, by phone or Zoom.

Call (847) 543-2287 or email: pjackson@clcillinois.edu

Financial Aid

Grayslake Campus (B114, Welcome and One Stop Center)

Monday Thursday: 8 a.m.-7:30 p.m.; Friday: 8 a.m.-4:30 p.m.

Southlake Campus (V130)

Thursday: 10 a.m. to 6:30 p.m.

Lakeshore Campus (N209)

Monday Tuesday 11 a.m.-7:30 p.m. Wednesday-Friday 8 a.m.- 4:30 p.m.

To schedule an appointment: (847) 543-2062 or email: finaid@clcillinois.edu

Escalated calls, voicemail and email inquiries will receive a response within 1 business day.

Zoom/Online Virtual Appointments

Monday-Thursday: 8 a.m.-7:30 p.m.; Friday: 8 a.m.-4:30 p.m.

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. The coffee shop remains open until 8:30 p.m. for Grab n Go items, a grill menu, coffee and smoothies. 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

Due to supply chain issues, some machines may not look full, but have been stocked with available product.

LancerZone Bookstores: Snacks and beverages also available for purchase.

SHARE Market: B013, Monday - Friday: 10 a.m.-3 p.m.

Global Engagement

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

Grayslake Campus (B172)

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

Available by appointment or by walk-ins based on availability.

To schedule an appointment in person or Zoom:

Call (847) 543-2471 or email: yramirez7@clcillinois.edu

Health Center

Not feeling well? Concerned about your health?

(847) 543-2064, or email healthcenter@clcillinois.edu

In-Person services (Room C176):

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

Available Tuesday and Wednesday evenings by appointment: 4:30-7 p.m.

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 (L203)

(847) 543-2619

Monday-Thursday: 7:30 a.m. - 9 p.m.; Friday: 7:30 a.m.- 6 p.m.; Saturday: 9 a.m. - 3 p.m.

Lakeshore Campus (N214)

(847) 543-2139

Monday-Thursday: 8:30 a.m.-7:30 p.m.; Friday: 8:30 a.m. - 4:30 p.m.; Saturday: 9 a.m.-1 p.m.

Southlake Campus (V106)

(847) 543-6534

Monday-Thursday: 8:30 a.m.-7:30 p.m.; Friday: 8:30 a.m.-4:30 p.m.; Saturday: 9 a.m.-1 p.m.

Virtual Services: Reference assistance with librarians through online chat and appointments, either in person or virtually

Monday-Thursday: 8 a.m.-8 p.m.; Friday: 8 a.m.-4:30 p.m.

Weekend hours (virtual only):

Saturday: 9 a.m.-3 p.m.; Sunday: 1 p.m.-7 p.m.

Website: <http://www.clcillinois.edu/library>

Navigate

[Navigate](#) is a free app that helps you focus on what matters as a CLC student. Navigate is designed to keep you on track and achieve your goals, from the first day of class to graduation. You can make appointments with your Academic Success Advisor, keep track of important dates, find CLC resources and services, and connect with classmates to form study groups. Look for Navigate in Student Center or download the Navigate app (login with your CLC student email and password).

Printing

Go to clcpriint.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 changed 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 changed for black and white printing.

Registration Services

Grayslake Campus, B114, Welcome and One Stop Center

Monday-Thursday: 7:30 a.m.-7:30 p.m.; Friday: 7:30 a.m.-4:30 p.m.

Providing in person or Zoom appointments: To schedule an appointment, call (847) 543-2061 or

Email: admissions@clcillinois.edu

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

SHARE Market

Providing food and other resources. Monday-Friday: 10 a.m.-3 p.m.

B013, email: ShareMarket@clcillinois.edu

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.

Student Activities & Inclusion

Grayslake B106

Clubs and Organizations

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

Call: (847) 543-2280 or (847) 543-2045

Grayslake B113

LGBTQ+, Multicultural, Veterans and Womens Programming

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

Call: (847) 543-2280 or (847) 543-2045

Virtual opportunities are available for students through clubs and organizations.

Student Recruitment and Onboarding

Grayslake Campus, B242

Monday-Thursday: 8 a.m.-7 p.m.; Friday: 8 a.m.-4:30 p.m.

Appointments can be conducted in person, by phone or Zoom.

To schedule an appointment, call 847-543-2090 or email: CCN.Onboarding@clcollinois.edu

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

Student Records

Grayslake Campus, B114, Welcome and One Stop Center

Monday-Thursday: 8 a.m.-7:30 p.m.; Friday: 8 a.m.-4:30 p.m.

To schedule an in person or Zoom appointment:

Email: records@clcollinois.edu or call (847) 543-2015

Voicemail and email inquiries will receive a response within 1-3 business days.

Testing Center

Grayslake (B150)

Monday-Thursday: 8 a.m.-9 p.m. ; Friday: 8 a.m.-4:30 p.m.; Saturday 9 a.m.-3 p.m.

Phone: (847) 543-2076

Email: jjacobs@clcollinois.edu

Lakeshore (N203)

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

Phone: (847) 543-2120

Email: aprice3@clcollinois.edu

Southlake (V212)

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

Phone: (847) 543-6544

Email: abershadskaya@clcollinois.edu

Appointments are required for virtual testing

Monday-Thursday: 8 a.m.-9 p.m.; Friday: 8 a.m.-4:30 p.m.; Saturday 9 a.m.-3 p.m.

To schedule an appointment: Call (847) 543-2076 or email: GLCTesting@clcollinois.edu

Title IX Coordinator

File a sex discrimination or harassment report.

Grayslake (B105)

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

Appointments can be conducted in-person, by phone or Zoom.

Phone: (847) 543-2464

Email: abarbato@clcollinois.edu

TRIO Student Support Services

Access first-generation student programs.

Grayslake (L125)

Monday-Thursday: 8 a.m.-5 p.m.; Friday: 8 a.m.-4:30 p.m.

To schedule an in person or Zoom meeting:

Phone: (847) 543-2755

Financial Aid Updates

Higher Education Emergency Relief Fund (HEERF)

To receive funds, College of Lake County (CLC) students complete an [online application](#) describing the expenses incurred as a result of the disruption of campus operations during the COVID-19 crisis. CLC 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.

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

Out-of-district-\$322 per credit hour

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

Comprehensive Fee-\$22 per credit hour for

Online Course Fee-\$8 per credit hour

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@clcollinois.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](#).

Financial Aid–Eligible 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.

Withdrawals and Refunds

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

Financial Aid Deadlines: Visit us online at <https://www.clcillinois.edu/paying-for-college/financial-aid/financial-aid-deadlines> to view important deadlines.

Student Employment, Internships and Apprenticeships

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



All faculty and staff at CLC are required to wear a mask while on campus.

We're Glad You're Here!

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 Academic Success Advisor.

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.

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.

	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
	FW	Withdrawn by Institution, Failing 0 Grade Points
	<i>Not Calculated in Grade Point Average:</i>	I
N		Requirements Not Fulfilled
O		No Grade Received
P		Satisfactory
R		Repeated
W		Withdrew
WN		Withdrawn by Institution, Never Attended
WS		Withdrawn by Institution, Stopped Attending
X		Audit

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](#)

Choices of Successful Students

by Skip Downing, *On Course*

SUCCESSFUL STUDENTS...	STRUGGLING STUDENTS...
1. ACCEPT SELF-RESPONSIBILITY , seeing themselves as the primary cause of their outcomes and experiences.	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. DISCOVER SELF-MOTIVATION , finding purpose in their lives by discovering personally meaningful goals and dreams.	2. have difficulty sustaining motivation, often feeling depressed, frustrated, and/or resentful about a lack of direction in their lives.
3. MASTER SELF-MANAGEMENT , consistently planning and taking purposeful actions in pursuit of their goals and dreams.	3. seldom identify specific actions needed to accomplish a desired outcome. And when they do, they tend to procrastinate.
4. EMPLOY INTERDEPENDENCE , building mutually supportive relationships that help them achieve their goals and dreams (while helping others to do the same).	4. are solitary, seldom requesting, even rejecting offers of assistance from those who could help.
5. GAIN SELF-AWARENESS , consciously employing behaviors, beliefs, and attitudes that keep them on course.	5. make important choices unconsciously, being directed by self-sabotaging habits and outdated life scripts.
6. ADOPT LIFE-LONG LEARNING , finding valuable lessons and wisdom in nearly every experience they have.	6. resist learning new ideas and skills, viewing learning as fearful or boring rather than as mental play.
7. DEVELOP EMOTIONAL INTELLIGENCE , effectively managing their emotions in support of their goals and dreams.	7. live at the mercy of strong emotions such as anger, depression, anxiety, or a need for instant gratification.
8. BELIEVE IN THEMSELVES , seeing themselves capable, lovable and unconditionally worthy as human beings.	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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