OFFICIAL SPRING 2023 STUDENT GUIDE

Navigating Student Life, Safety and Success at CLC

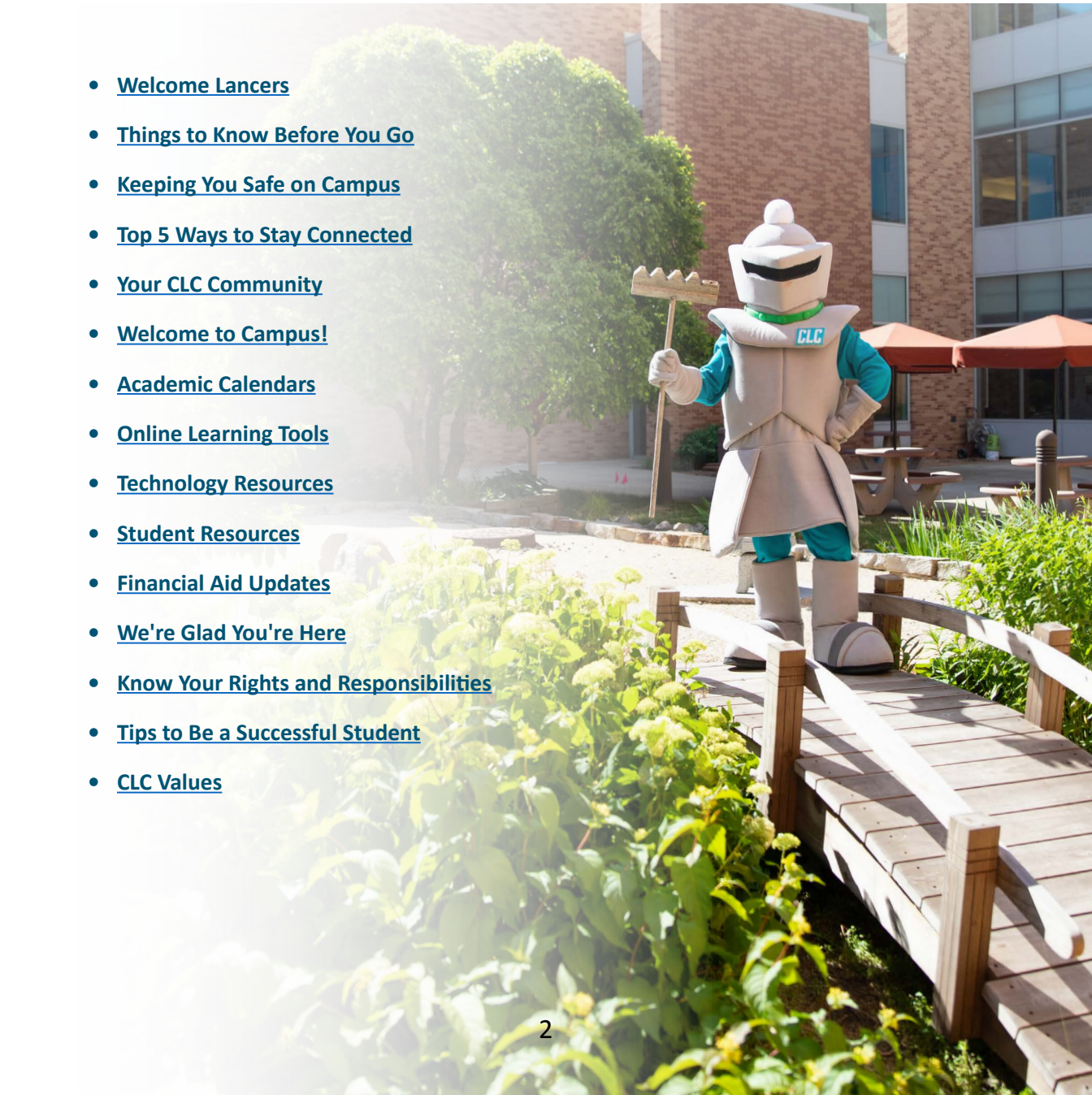
College of Lake County™
Connect to Your Future

Welcome to Spring 2023 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 on Monday - Thursday, 7:30 a.m. - 7:30 p.m. Friday, 7:30 a.m. - 4:30 p.m. Chat with us on Lancer Live Chat or call us at (847) 543-2085, #2 to speak to a representative.



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Welcome Lancers!

At CLC, supporting every student to achieve their educational goals is our highest priority. We are excited to help you navigate your CLC experience with on-campus, online and hybrid student services and learning opportunities.

Student Guide: CLC offers many resources to support you in and out of the classroom, and this guide tells you how to access all of them. For example, you'll learn where to go for tutoring help, how to access emergency relief funds to help you financially if you need assistance, and when the library is open. Please take time to review this guide so you'll be set up for a smooth, productive semester.

Updates: Please check and read your student email every day to stay informed about important news. As we continue efforts to maintain a healthy on-campus environment, members of the CLC community are reminded to please stay home if you are feeling sick and contact covid19concerns@clcillinois.edu to report a Covid19 exposure and seek guidance. In addition, masks continue to be recommended but not required in all campus spaces.

We commit to providing a positive student experience by providing the resources and information you need to be successful. We encourage you to enjoy your time at CLC by engaging in your classroom learning, building relationships with peers, participating in campus activities, or enjoying student spaces on every campus to study, hang out, or relax.

Go, Lancers! Let's get learning! (And please remember to 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@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.

- 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)

Keeping you safe on campus

- Physical distancing is recommended, especially in places where food is being served or available. 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.
- Masks are recommended but optional in all spaces across campuses. Free disposable masks are available at entry points and other locations throughout campus.

Testing and Vaccination Site Options

Testing: CLC offers free nasal swab COVID tests at no cost to CLC students and employees, by appointment only. Tests are administered by a nurse in Room C181, across from the Student Health & Wellness Center (C176) on the Grayslake Campus. Hours are Monday - Friday, 8:00 a.m. - 4:30 p.m. To make an appointment, call 847-543-2064 or email healthcenter@clcillinois.edu

Find alternative testing locations by checking the
Lake County Health Department's online COVID19 Testing Site Locator.

Vaccination: 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 find vaccination options by using these links: Lake County or Vaccines.gov.

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.

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.

   Facebook

   YouTube

   Instagram

   LinkedIn

   Twitter

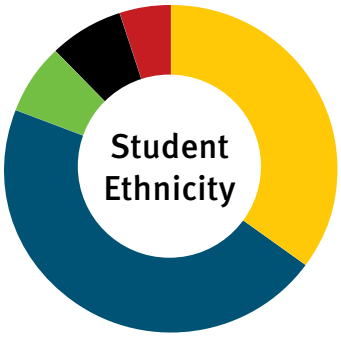
4. Log in to MyCLC to find important announcements.

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.



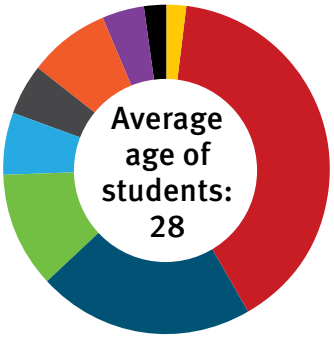
White 42%

LatinX 36%

Black 8%

Asian 7%

Not Specified 8%



1-17 years: 2%

18-20 years: 45%

21-24 years: 23%

25-29 years: 11%

30-34 years: 6%

35-39 years: 4%

40-49 years: 5%

50-59 years: 3%

60-99 years: 1%

Welcome to Campus!

Grayslake Southlake Lakeshore

GRAYSLAKE CAMPUS ENTRANCES:

Mon. - Fri.: 6:30 a.m. - 10 p.m.

Sat./Sun.: 6:30 a.m. - 8 p.m.

LAKESHORE CAMPUS ENTRANCES:

Mon. - Thu: 7:30 a.m. - 10 p.m.

Fri.: 7:30 a.m. to 4:30 p.m.

Sat.: 8 a.m. - 2 p.m.

SOUTHLAKE CAMPUS ENTRANCES:

Mon. - Thu.: 7:30 a.m. - 10 p.m.

Fri.: 7:30 a.m. - 4:30 p.m.

Sat.: 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

- ✔ Complete spring payment arrangements by Jan. 10
- ✔ Buy or rent textbooks (CLC Bookstore)
- ✔ Classes begin Jan. 17 (classes start throughout the spring semester)
- ✔ Login to Canvas, CLC student email and Navigate daily

FEBRUARY

- ✔ Meet with faculty during office hours
- ✔ Begin seeking tutoring and librarian research assistance
- ✔ Make sure you've completed 2023-24 FAFSA or Alternative Application

MARCH

- ✔ Meet with your Academic Success Advisor
- ✔ Continue seeking tutoring and librarian research assistance
- ✔ Meet with faculty during office hours
- ✔ Register for summer and fall classes during Priority Registration
- ✔ No classes March 20-26: Spring break

APRIL

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

MAY

- ✔ Final exams May 6-12
- ✔ Semester ends May 12
- ✔ Commencement May 13
- ✔ Return rented textbooks and library materials, sell back textbooks
- ✔ Complete summer payment arrangements
- ✔ Congratulations spring graduates!

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 (34 N Sheridan Road, 34-207)
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)

Monday - Thursday, 7:30 a.m. – 9:00 p.m., Friday 7:30 a.m. - 6:00 p.m., Saturday, 9:00 a.m. – 3:00 p.m.

Lakeshore (33 N Genesee, 2nd Floor)

Monday – Thursday, 8:00 a.m. – 9:00 p.m., Friday, 8:00 a.m. – 4:00 p.m., Saturday, 8:00 a.m. – 1:00 p.m.

Lakeshore only has an open lab on the 2nd floor due to room 016 being overtaken by the HVAC/ Welding program in the basement building. Students will still be able to get laptops for use in the library.

Southlake (V220)

Monday – Thursday, 8:00 a.m. – 8:00 p.m., Friday, 8:00 a.m. – 4:00 p.m., Saturday, 8:00 a.m. – 2:00 p.m.

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

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 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 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

Download this quick guide to student resources.

Access and Disability Resource Center (ADRC)

CLC provides an educationally accessible environment that ensures all students receive an equal opportunity to services, programs, and courses, regardless of disability. For questions about our services or for assistance in setting up academic accommodations based on a documented disability, please contact us:

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)
Monday – Thursday, 7:30 a.m. - 7:30 p.m., Friday, 7:30 a.m. - 4:30 p.m.

Lakeshore Campus Welcome and One Stop Center (34 N Sheridan Road, 34-118)
Monday – Thursday, 10:00 a.m. - 6:30 p.m.

Southlake Campus (V130)
847-543-6502
Monday – Thursday, 10:00 a.m. to 6:30 p.m.

Zoom/Online Virtual Appointments
Monday – Thursday, 7:30 a.m. - 7:30 p.m., Friday, 7:30 a.m. - 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

Athletics

Grayslake Campus, Administrative offices (Building F)
Administrative Offices are open Monday - Friday, 7:30a.m. - 4:30p.m.

Fitness Center (Building F)
Monday - Friday 7:30 a.m. - 7:30 p.m.

To schedule an appointment to tour the Athletics and Fitness Center, email mgalazkiewicz@clcillinois.edu or call 847-543-2727

Bookstore & LancerZone Campus Store

Grayslake Campus (B131):
Monday – Thursday, 7:45 a.m. – 7:30 p.m., Friday, 7:45 a.m. – 4:30 p.m.

Lakeshore and Southlake Campuses: please call those locations for current hours. 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.

Set up an account using your student email @stu.clcillinois.edu. 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 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.

Children's Learning Centers

On-campus services:
Grayslake Campus (D121): Monday - Friday, 7:00 a.m. - 5:00 p.m.
Lakeshore Campus (S109): Monday - Friday, 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 (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 and bring a photo ID to check out.

Grayslake (L Wing, 1st floor) and **(C212, 2nd floor - has webcams):**
Monday - Thursday, 7:30 a.m. – 9:00 p.m., Friday, 7:30 a.m. - 6:00 p.m. Saturday, 9:00 a.m. – 3:00 p.m.

Lakeshore (33 N. Genesee, 2nd Floor): Monday – Thursday, 8:00 a.m. – 9:00 p.m.,
Friday, 8:00 a.m. – 4:00 p.m., Saturday, 8:00 a.m. – 1:00 p.m.

Southlake (V220): Monday – Thursday, 8:00 a.m. – 8:00 p.m., Friday, 8:00 a.m. – 4:00 p.m., Saturday, 8:00 a.m. – 2:00 p.m.

Counseling and Psychological Services

Commonly called CAPS, Counseling and Psychological Services (CAPS) at the College of Lake County provides culturally responsive and confidential clinical services to CLC students, contributing to their academic, personal, and professional success. Clinical services are available in English and Spanish, and can be accessed via Zoom or in-person. All clinical services are provided by licensed mental health professionals and are available to currently enrolled students for no charge. Clinical services include short-term individual therapy, short-term couples' therapy, group therapy, crisis intervention, and psychoeducational workshops. CAPS also provides consultation to CLC staff and faculty regarding student mental health concerns.
CAPS is proud to introduce students this semester to TAO, a new online self-help tool. Use your CLC email address to register at taoconnect.org and access an extensive library of psychoeducational content at no cost. Please note that TAO is not a substitute for any type of clinical service. No enrollment key needed. taoconnect.org

Grayslake Campus (A151):
Monday & Wednesday, 8:30 a.m. - 7:00 p.m. Tuesday, Thursday, & Friday, 8:30 a.m. - 5:00 p.m.

Call (847) 543-2032 or email CAPS.Info@clcillinois.edu to set up an appointment with a therapist

Division of Student Affairs Office

Dr. Gabe Lara, Division of Student Affairs
Grayslake Campus (B242)
Monday – Friday, 8:00 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, 8:00 a.m. - 7:30 p.m., Friday, 8:00 a.m. – 4:30 p.m.

Southlake Campus (V130)
Thursday, 10:00 a.m. - 6:30 p.m.

Lakeshore Campus Welcome and One Stop Center (34 N Sheridan Road, 34-118)
Monday – Friday 8:00 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, 8:00 a.m. - 7:30 p.m., Friday, 8:00 a.m. – 4:30 p.m.

Food Service

Bottled-water filling stations are available.

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 Monday - Friday, 7:00 a.m. - 2:30 p.m. The coffee shop remains open until 8:00 p.m. for Grab n Go items, a grill menu, coffee and smoothies. Masks are recommended but optional. 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: Vending is available in all buildings on campus and most floors in common areas

Lakeshore Campus: Vending is available in all three buildings

Southlake Campus: R-Building 1st Floor
Vending refunds for Pepsi are now available online. Phone number and QR code can be found on the machine.

LancerZone Bookstores: Snacks and beverages also available for purchase.
Grayslake Campus (B131): Monday – Thursday, 7:45 a.m. – 7:30 p.m, Friday, 7:45 a.m. – 4:30 p.m.
Lakeshore and Southlake Campuses: please call those locations for current hours.

SHARE Market (A012) Monday - Friday, 10:00 a.m. – 3:00 p.m.

Global Engagement

Learn how to study abroad in the future, explore the global citizenship milestone, and services for international students.
Grayslake Campus (B172)
Monday - Friday, 8:00 a.m. - 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: 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 are waiting to help you online, in-person, via text message, and by appointment.

In-Person services:

Grayslake (L203)
(847) 543-2619
Monday – Thursday, 7:30 a.m. - 9:00 p.m., Friday, 7:30 a.m. – 6:00 p.m., Saturday, 9:00 a.m. – 3:00 p.m.

Lakeshore Campus (34 N Sheridan Road, 34-207)
(847) 543-2139
Monday – Thursday, 8:30 a.m. - 7:30 p.m., Friday, 8:30 a.m. – 4:30 p.m., Saturday, 9:00 a.m. – 1:00 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, 9:00 a.m. – 1:00 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 and the Tutoring Center, 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 from the App Store or Google Play (login with your CLC student email and password).

Printing

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).

Registration Services

Welcome and One Stop Center
Grayslake Campus (B114), Lakeshore Campus, (34-118)
Monday - Thursday, 7:30 a.m. - 7:30 p.m., Friday, 7:30 a.m. - 4:30 p.m.
Providing assistance via phone: call (847) 543-2061 or email: admissions@clcillinois.edu
Voicemail and email inquiries will receive a response within 24 business hours.

SHARE Market

The SHARE Market is committed to providing food, resources related to food security and some basic needs items to CLC students as a way to aid in student success.

Grayslake Campus (A012)
Monday - Friday, 10:00 a.m. – 3:00 p.m.

Lakeshore Campus, 33 N Genesee, South Bldg, S126A
Monday - Thursday, 7:30 a.m. to 10:00 p.m., Friday, 7:30 a.m. to 4:30 p.m.
Saturday, 8:00 a.m. to 2:00 p.m.

Hours may vary each semester. You are encouraged to reach out to CLC SHARE Market to verify operational hours. You can also email the SHARE Market email ShareMarket@clcillinois.edu to verify if the SHARE Market is accepting donations, and if so, what kind of donations are in need. The SHARE Market also fills pick-up orders, open to all students across CLC's campuses, request to make pick-up orders is on the SHARE Market website. The SHARE Market's website includes a PDF list of other food pantries within Lake County that is available for you to view at their leisure.

If a student has other needs besides what the SHARE Market can provide, they are encouraged to 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.
List of Food Pantries in Lake County, IL
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 Academic Success Office

Convocation, Orientation, Student Resource and Success Programming and Navigate

Grayslake Campus (L121)
Monday – Friday, 8:00 a.m. - 4:30 p.m.
Appointments in person, by phone or Zoom.
Phone: 847-543-2348
Email: academicsuccess@clcillinois.edu

Student Activities & Inclusion

SAI educates, empowers, engages, and entertains students, campus, and the greater community by fostering high-quality, student-centered programming, as well as opportunities for leadership and pre-professional development, involvement in student clubs and organizations, student advocacy and government, peer mentorship, service learning, and social justice and multicultural programs, support, and outreach, committing to an inclusive, equitable, and just campus community.

Department Administration, Event Planning & Promotions, Student Clubs & Organizations, Leadership Development, & Student Leader Lounge (B106)

Lancer Lounge, Multicultural Education & Resource Library, & African American, LGBTQ+, Military-Affiliated, & Women's Student Outreach & Programs (B105)

Latinx Success Center & Latinx Student Outreach & Programs (B132)

Undocumented & Mixed Status Student Outreach & Programs (B168)

Veterans Lounge (C145)

Student Government Association & Student Trustee Office (B114A)

Lancer Radio Admin, The Chronicle, & E-Sports Gaming Center (B211)

Fall & Spring Semesters: Monday - Thursday, 8 a.m. - 7 p.m., Friday, 8 a.m. - 4:30 p.m., Saturday - Sunday, Closed

Call (847) 543-2280 or email: sai.info@clcillinois.edu
Website: www.clcillinois.edu/sai
Instagram: @CLC_SAI

Student Conduct Coordinator

Grayslake Campus (B242)
Monday – Friday, 8:00 a.m. – 4:30 p.m.
Appointments can be conducted in-person, by phone or Zoom/
Call (847) 543-2034 or email: smcclure2@clcillinois.edu
Please contact Shane McClure (pronouns: they/them/theirs) at the email

Student Employment

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.

Student Health and Wellness Services

Not feeling well? Concerned about your health?
(847) 543-2064, or email healthcenter@clcillinois.edu
Grayslake (C176)
Monday - Friday, 8:00 a.m. - 4:30 p.m. Evening hours by appointment only.

Student Recruitment and Onboarding

Grayslake Campus (B113)
Lakeshore Campus, check in at the Welcome and One Stop Center, 34 N. Sheridan Rd building (34-118), Southlake Campus (V130)
Monday – Thursday, 7:30 a.m. - 7:30 p.m., Friday, 7:30 a.m. - 4:30 p.m.
To schedule an appointment, call 847-543-2090 or email: CCN.Onboarding@clcillinois.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, 7:30 a.m. - 7:30 p.m., Friday, 7:30 a.m. - 4:30 p.m.
To schedule an in person or Zoom appointment:
Email: records@clcillinois.edu or call (847) 543-2015
Voicemail and email inquiries will receive a response within 1-3 business days.

Testing Center

For All Campuses, Last exams must start 2 hours before Closing. Last exams begin at 6:00 pm (M-T) for all campuses, 2:30 pm (F) for all campuses, Saturday (11:00 am) for Lakeshore and Southlake, and 1:00 pm for Grayslake)

Appointments can be made at Registerblast at www2.registerblast.com/clcillinois/Exam/List or email GLCTesting@clcillinois.edu

Grayslake (B150)
Monday – Thursday, 8:00 a.m. - 9:00 p.m., Friday, 8:00 a.m. - 4:30 p.m.,
Saturday, 9:00 a.m. - 1:00 p.m..
Phone: (847) 543-2076
Email: aprice3@clcillinois.edu and Mshaikh1@clcillinois.edu

Lakeshore (Student Center, 34 N. Sheridan, Lower Level)
Monday – Thursday, 8:00 a.m. - 9:00 p.m., Friday, 9:00 a.m. - 1:00 p.m.
Phone: (847) 543-2120
Email: aprice3@clcillinois.edu

Southlake (V212)
Monday – Thursday, 8:00 a.m. - 8:00 p.m., Friday, 8:00 a.m. - 4:30 p.m.,
Saturday, 9:00 a.m. - 1:00 p.m. Phone: (847) 543-6544
Email: abershadskaya@clcillinois.edu

Appointments are required for virtual testing
Monday – Thursday, 9:00 a.m. - 6:30 p.m., Friday, 8:00 a.m. - 4:30 p.m.
To schedule an appointment: Call (847) 543-2076 or email: GLCTesting@clcillinois.edu

Title IX and Compliance Coordinator

File a sex discrimination or harassment report.

Grayslake (B242)
Monday - Friday, 8:00 a.m. - 4:30 p.m.
Appointments can be conducted in-person, by phone or Zoom.
*Other hours and other campuses available by appointment.
Phone: (847) 543-2464
Email: kjones24@clcillinois.edu

TRIO Student Support Services

Access first-generation student programs.
Grayslake (L125)
Monday - Thursday 8:30 a.m. - 5:00 p.m.
To schedule an in person or Zoom meeting:
Phone: (847) 543-2755
Email: triosss.programinfo@clcillinois.edu

Tutoring Center

The Tutoring Center offers free one-on-one and small group tutoring in a range of subjects, including math, writing, science, and business. Services are available at all three campuses and online. Schedule an appointment in Navigate, stop by on-campus, or visit the Tutoring Center card in Canvas for more details.

Grayslake (L135)
Monday – Thursday, 8:00 a.m. - 8:00 p.m., Friday, 8:00 a.m. - 4:30 p.m.

Lakeshore (Student Center, 34 N. Sheridan, 34-205)
Monday – Thursday, 1:00 p.m. - 7:00 p.m.

Southlake (V212)
Monday - Thursday, 10:00 a.m. - 4:00 p.m.

Schedule an appointment in Navigate or look for the Tutoring Center card in Canvas for details.
Email: tutoring@clcillinois.edu
Phone: 847-543-2036

Veteran Student Services

Grayslake Campus
(B105c) Military-Affiliated Student Outreach & Programs Coordinator:
Monday - Friday, 8:00 a.m. - 4:30 p.m.
Email: msawicki@clcillinois.edu
Phone: 847-543-2293

(C177) Financial Aid Coordinator/Veteran's Specialist:
Monday - Thursday, 10:00 a.m. - 6:30 p.m., Friday, 8:00 a.m. - 4:30 p.m.

To schedule an appointment, call (847) 543-2018 or email: veterans@clcillinois.edu
Appointments can be conducted in person, by phone, or ZOOM/Online Virtual

(C145) Veteran Student Lounge:
Visit our website to learn more about Military/Veteran benefits and resources at:
https://www.clcillinois.edu/student-resources/additional-services/military

Welcome and One Stop Center

Available to answer any of your questions.
Grayslake Campus (B114) and Lakeshore Campus (34-118)
Monday - Thursday, 7:30 a.m. - 7:30 p.m., Friday, 7:30 a.m. - 4:30 p.m.
Chat with us live through Lancer Live Chat.
Phone: (847) 543-2085, press #2 to speak to a representative.

Financial Aid Updates

Lancer Emergency Assistance Funds (LEAF)

To receive funds, CLC students complete an online application. Lancer Emergency Assistance Funds (LEAF) will aid students in the best way possible at their time of need. This emergency assistance is a program of care and compassion, free of judgment, for the community of Lancer students.

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 - $128.00 per credit hour

Out-of-district - $329.50 per credit hour

Out-of-State and International Resident - $446.50 per credit hour

Comprehensive Fee - $22 per credit hour

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 Specialists 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.

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.

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.

	Grade	Significance
Calculated in Grade Point Average:	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
Not Calculated in Grade Point Average:	I	Incomplete*
	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

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

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 are the cornerstone to fulfilling the college's mission:

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

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.

College of Lake County™

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