



2017-18 CLC Guide to Academic Planning and Success



Advice for a successful first semester

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Part One: Academic Planning



- Learn College Terminology
- Define Your Career and Educational Goals
- CLC Programs by Holland Code
- Familiarize Yourself with Academic Planning Tools
- Learn About Guaranteed Transfer Admission
- Meet with an Academic Advisor or Counselor Every Semester

Learn College Terminology

The more you know about the language listed below, the better you'll learn to navigate the path to your educational goals. **Review and learn the terminology listed below and then answer all of the questions on the next page.**

Learn the Terms

Prerequisite: A specific requirement that must be successfully completed before enrolling in a course. This could be a course needed to prepare for the next course, a specific test score, a completed form with signature, official documents turned into the college, etc. The registration system will not allow a student to enroll in a course until all prerequisites have been met. Note that an advisor or a counselor **cannot** override prerequisites for any student.

College Reading and Writing Readiness (CRWR): This prerequisite means that a student is prepared at the level of college English. Almost all of the college level courses at CLC require CRWR prior to enrollment. CLC requires a student to earn CRWR prior to completing any degree program. CRWR can be demonstrated with a score of 17 or higher on the ENG and RDG sections of the ACT, the appropriate score on the CLC Placement Test or by ranking in the top third of your high school class.

Basic Algebra Readiness (BAR): This prerequisite means that a student is prepared at the level of Basic Algebra, CLC's MTH 102, which is a pre-college math course. Basic Algebra Readiness is not only a prerequisite for math courses, but also for science and technology-based courses. CLC requires a student to earn BAR prior to completing any degree program. BAR can be demonstrated by a score of 17 or higher on the MTH section of the ACT, the appropriate score on the CLC Placement Test or by ranking in the top third of your high school class.

Pre-College/Developmental Courses: Foundation courses that prepare a student for college-level courses. These courses are not calculated into a student's GPA, they do not count for credit and they do not transfer for credit to another college. It is important to complete these courses early in your academic career (first semester), as they are essential to success in college-level coursework.

Credit hours: These units represent the amount of time a student will spend in a class per week and how many credits a student will earn toward his/her degree upon successful completion. Also, the number of credit hours

a student takes each semester will determine whether the student is considered full time or part time. Tuition is charged per credit hour at CLC. Classes typically range from 1-5 credit hours. All CLC degrees are a minimum of 60 credit hours. For every credit hour a student is enrolled into, he/she should study at least two hours outside of class, which includes reading, writing papers, completing homework and preparing for tests and quizzes.

Full Time: A student who is enrolled in 12 or more credit hours (generally four or five classes) for the Fall and Spring Semesters (6 or more credit hours during the Summer) is considered full time. Students intending to complete an associate degree in two years must attend full-time. Most students who attend full time do not work or only work part time (less than 25 hours per week). Full-time students should put in at least 24 hours of study time every week in order to be successful.

Part Time: A student who is enrolled in 1-11 credit hours (generally one to three classes) for the Fall and Spring Semesters (5 or less credit hours during the Summer) is considered part time. This is an ideal option for students who are working full time (40+ hours per week), have children, family responsibilities or other obligations that limit their ability to attend college. A student can change between part time and full time at his/her discretion. Part-time students should put in 2-22 hours of study time every week in order to be successful.

Associate in Applied Science degree: Also known as a career degree, this is an academic program of approximately 60 credit hours in a career field meant to lead directly to the workforce. Typically, these degrees will not transfer to a four-year college or university unless a special agreement is in place.

Associate in Arts degree: Also known as a transfer degree, this is an academic program of approximately 60 credit hours, mostly consisting of liberal arts and science courses designed to satisfy the first two years of a bachelor's degree. Students should always check with their intended transfer school to determine specific major or program requirements that can be taken at CLC.

Bachelor's degree: Also known as a four-year degree, this is an academic program of approximately 120 credit hours, offered by a four-year college or university that includes courses for general education, electives and specific majors.

Answer the Review Questions

Course Load *(check one and fill in the blank)*

During the upcoming semester, I would like to attend:

- Full time

This means I will take at least ___ credit hours and study at least ___ hours every week.

- Part time

This means I will take ___ credit hours and study at least ___ hours every week.

Educational Goal *(Check one and fill in the blank)*

I would like to:

- Transfer to a four-year college/university to earn a bachelor's degree.

At CLC, the primary transfer degree is called the _____

- Enter the workforce after completing my CLC program of study.

At CLC, the career degree is called the _____

- I am not sure yet. I will speak with my academic advisor about courses to get me started, and my advisor may refer me for career counseling.

Questions I have for my academic advisor regarding college terminology:

Define Your Career and Educational Goals

Taking the time to identify your interests, values, strengths and goals through self-assessment is critical not only for successful academic planning, but also for career exploration and planning. Self-assessment is the essential first step in navigating your future!

It is important that you start looking at your interests and how they relate to a career that is a good fit for you at this time. Studies show that students whose interests and personality fit their major choice are more likely to get better grades, stay in college, graduate on time and be more satisfied and successful in their careers.

One way of exploring careers is by looking at occupations according to occupational interest. John Holland conducted research that divided job seekers into six broad personality type categories:

REALISTIC

ARTISTIC

ENTERPRISING

INVESTIGATIVE

SOCIAL

CONVENTIONAL

All types have both positive and negative qualities and none are better than the others. The Holland Code is a generalization and not likely to be an exact fit. Completing this survey might help you identify the cluster(s) of occupations in which you would have the most interest and get the most satisfaction, and it will give you a place to start your career exploration.

CLC Medical Imaging Class, 2016



Step One: Circle the number of all items below that are appealing to you. Leave the rest blank.

- | | | |
|-------------------------------|----------------------------------|-----------------------------------|
| 1. Repair a car | 17. Be the boss of others | 33. Design a poster |
| 2. Study causes of disease | 18. Work from nine to five | 34. Be a hospital volunteer |
| 3. Sing in front of people | 19. Explore a forest | 35. Lead a meeting |
| 4. Teach children | 20. Study insects or plants | 36. Take telephone messages |
| 5. Sell things | 21. Write or direct a story/play | 37. Run a race |
| 6. Work with computers | 22. Interview clients | 38. Do puzzles or math problems |
| 7. Do woodworking | 23. Start a club | 39. Act in a performance |
| 8. Do a science project | 24. Keep detailed records | 40. Help a charity |
| 9. Design clothing | 25. Arrest lawbreakers | 41. Take charge of a project |
| 10. Care for a sick person | 26. Work in a lab | 42. Organize a work area |
| 11. Make a speech | 27. Play a musical instrument | 43. Drive a truck |
| 12. Use a cash register | 28. Help a person with problems | 44. Using science to get answers |
| 13. Refinish/build furniture | 29. Save money | 45. Go to concerts or the theater |
| 14. Study human anatomy | 30. Follow a budget | 46. Make people laugh |
| 15. Decorate a home or office | 31. Plant a garden | 47. Talk to people at a party |
| 16. Teach a friend | 32. Study the solar system | 48. Create a filing system |

Step Two: On the chart below, again circle the numbers of the items which appealed to you. Then count the number for each row and write the number in the box to the left. The two highest categories are the clusters in which you have the most interest, and their corresponding labels are your Holland Code. (For example, if you scored highest in Social, and second highest in Artistic, your Holland Code would be “SA.” This is where you will concentrate your career exploration efforts.)

R = REALISTIC	1	7	13	19	25	31	37	43
I = INVESTIGATIVE	2	8	14	20	26	32	38	44
A = ARTISTIC	3	9	15	21	27	33	39	45
S = SOCIAL	4	10	16	22	28	34	40	46
E = ENTERPRISING	5	11	17	23	29	35	41	47
C = CONVENTIONAL	6	12	18	24	30	36	42	48

Highest score _____

Second highest score: _____

My Holland Code: _____

CLC Programs by Holland Code

R Realistic (doer) ›
compatible with **Investigative**
and **Conventional**

Realistic people enjoy work activities that include practical, hands-on problems and solutions. They like dealing with plants, animals and real-world materials, like wood tools and machinery. They enjoy outdoor work. Typically people with realistic interests do not like occupations that mainly involve paperwork or working closely with others. Sample careers include mechanic, chef, engineer, police officer, athlete, driver, pilot, soldier and firefighter.

I Investigative (thinker) ›
compatible with **Realistic**
and **Artistic**

Investigative people enjoy work activities that have to do with ideas and thinking more than with physical activity. They value people who are precise, scientific and intellectual – they are good at understanding and solving science and math problems. Sample careers include architect, computer science, psychologist, pharmacist, chemist, surveyor, biologist and dentist.

A Artistic (creator) ›
compatible with **Investigative**
and **Social**

Artistic people enjoy work activities that deal with the artistic side of things, such as forms, designs and patterns. They like self-expression in their work. They prefer settings where work can be done without following a clear set of rules. Sample careers include musician, artist, interior designer, graphic designer, actor, dancer, fashion designer and writer.

Holland Code: _____

*Look at the programs listed under your Holland Code categories.
Circle the ones that are of interest to you at this time.*

REALISTIC

Architectural Technology
Physical Education
Recreation
Automotive Collision Repair
Automotive Technology
CAD Drafting Technology
Management
Certified Nursing Assistant
CNC Programming
Electrician Apprenticeship
Electrical Engineering Technology
Emergency Medical Technology
Fire Science Technology
Health and Wellness Promotion
HVAC Engineering Technology
Horticulture
Machine Tools Trades
Medical Imaging
Medical Assisting
Surgical Technology
Surveying/Geomatics
Welding
Wildlife Management
Pre-Veterinary Medicine
Ecology
Sustainability

INVESTIGATIVE

Computer Information Technology
Biology
Computer Science
Chemistry
Earth Science
Engineering
Mathematics
Physics
Pre-Dentistry
Pre-Medicine
Pre-Pharmacy
Surveying
Wildlife Management
Zoology
Dental Hygiene
Laser/Photonics/Optics
Massage Therapy
Mechanical Engineering Technology
Mechatronics Technology
Medical Imaging
Nursing
Phlebotomy Technician
Surgical Technology
Anthropology
Latin American Studies

ARTISTIC

Art
Communication
Dance
English
French
Hospitality and Culinary Management
Baking and Pastry Arts
Humanities
Marketing
Music
Philosophy
Spanish
Theater
Architectural Technology
Digital Media and Design
Early Childhood Education
Recreation Pre-Occupational Therapy
Pre-Physical Therapy
Gender and Sexuality Studies
Anthropology
Latin American Studies
Recreation

S Social (helper) ›
compatible with **Artistic**
and **Enterprising**

Social people enjoy work activities that assist others and promote learning and personal development. They prefer to communicate more than to work with objects, machines or data. They like to teach, give advice, help or otherwise be of service to people. Sample careers include social worker, counselor, occupational therapist, teacher, nurse and librarian.

E Enterprising (persuader) ›
compatible with **Social**
and **Conventional**

Enterprising people enjoy work activities that have to do with starting up and carrying out projects, especially business ventures. They like persuading and leading people and making decisions. They like taking risks for profit. These people prefer action rather than thought. Sample careers include city manager, judge, real estate agent, school administrator, lawyer, sales person and travel agent.

C Conventional (organizer) ›
compatible with **Enterprising**
and **Realistic**

Conventional people enjoy work activities that follow set procedures and routines. They prefer working with data and detail more than with ideas. They prefer work in which there are precise standards and are good at working with written records and numbers in a systematic orderly way. Sample careers include accountant, secretary, court clerk, bank teller, technical writer, proofreader and title examiner.

SOCIAL

Criminal Justice
Early Childhood Education
Elementary Education
Secondary Education
Special Education
Political Science
Psychology
Social Work
Management
Sociology
Health and Wellness Promotion
Human Services Programs
Medical Imaging
Nursing
TESOL -Teaching English to Speakers
of Other Languages
Pre-Medicine

ENTERPRISING

Accounting
Business Administration
Communication
Sustainability
Economics
History
International Studies
Political Science

CONVENTIONAL

Accounting
Administrative Office Systems
Business Administration
Computer Information Technology
Criminal Justice
Administrative Office Systems
Emergency and Disaster Management
Health Information Technology
Library Technical Assistant
Medical Assisting
Surgical Technology
Paralegal Studies
Technical Composition

For more information about careers such as salary, training, job outlook, etc. use the resources indicated in the **Your Next Steps** section on page 8 or talk with an academic advisor or counselor.

*Adapted from: The Career Interest Program,
Prentice Hall, Inc. 2001*

Define your goals

What type of job or career is most interesting for you at this time? _____

What major(s)/program(s) of study support your career goal? _____

What is your time frame for completing your major or educational goal? _____

Are there any factors that you think may interfere with you achieving your career goals? You may share these with your academic advisor who can help you explore solutions. _____

Your Next Steps:

1. Meet with your academic advising professional* (every semester):

- Define or update your educational and career goals
- Select classes for next semester
- Create and maintain a long-term course plan for completing your education
- Get important referrals for the next step in your goal exploration

*Your advising professional may include an academic advisor, counselor or teaching faculty member depending on your number of credit hours and other needs.

2. Consider going through a structured career counseling and exploration process:

- Still undecided about your career goals?
 - Register for PDS 122, a 1-credit hour career exploration class
 - Make an appointment with a general counselor or career counselor to better understand how your interests, values, skills, personality and strengths relate to certain careers. Call (847) 543-2060. Benefits of career counseling include:
 - Find a good fit between you and a career
 - Save time and money on college
 - Experience peace of mind from having a plan
 - Engage in choosing your future
 - Explore options in a supportive environment

3. Do some occupational/career research. Learn more about salaries, job demand and duties for your field of interest:

- What Can I Do with This Major? <http://whatcanidowiththismajor.com/major>
- Occupational Outlook Handbook www.bls.gov/oco
- O*Net Online <http://online.onetcenter.org>

4. Gain hands-on experience:

- Join a club or organization to develop your skills and gain leadership experience
- Visit the Career and Job Placement Center and get connected with:
 - Internships
 - Job shadowing
 - Volunteer opportunities
 - Part-time employment

Familiarize Yourself with Academic Planning Tools

Academic Planning Tool #1: CLC Catalog

The CLC catalog represents your contract with the school. It has four parts.

Catalog Part 1: Policies

This part of the catalog contains important information on all of CLC's services, academic policies and procedures.

Examples include academic standards, GPA calculation, dropping or withdrawing from a class, tuition and fees, student rights and responsibilities and student services. It is your responsibility as a student to review all college policies and be aware of how they may impact you.

Choose a Path

Catalog Part 2: Transfer Programs

This part of the catalog contains information for students planning to transfer to a four year college/ university and earn a bachelor's degree.

If you know you want to transfer and you have selected a major, be sure to **locate the catalog page** that contains the information for your specific major and review it thoroughly.

If you know you want to transfer but you are undecided regarding a specific major, locate and use the Associate in Arts degree as a guide for selecting classes.

Please note:

- Transfer programs include 37-41 credit hours (12-13 courses) of **general education coursework**.
- General education coursework is designed to help you gain diverse knowledge and skill sets.
- Courses you take specific to your major and/or intended transfer institution may be used in the "electives" area of an associate degree.

Catalog Part 3: Career Programs

This part of the catalog contains information for students seeking to gain hands-on experience in a specific career field and enter the workforce immediately upon earning a CLC certificate or Associate in Applied Science degree.

If you are interested in a career degree or certificate, be sure to **locate the catalog page** that contains the information for your specific program and review it thoroughly.

Please note:

- Career programs typically include less **general education coursework** (5 courses) than transfer programs.
- In a career program, you will take more courses that are specific to your program of study. These courses give you the training and knowledge you need to enter the workforce and be successful.

Catalog Part 4: Course Descriptions

This part of the catalog contains course descriptions for all of the courses offered by CLC (both transfer and career). Course descriptions include course title, credit hour(s), content and prerequisite information.

Before attempting to register for a course, it is important that you thoroughly review its course description so that you verify that you have met the prerequisite and you understand what you will be learning in that specific course.

Academic Planning Tool #2: CLC Website

The CLC website provides easy and quick access to academic planning information and resources that are essential to your success.

CLC Website: www.clcillinois.edu

Visit the website to access the following:

- CLC catalog
- Academic calendar
- The myCLC student portal
 - Here's where you can check your email, access Blackboard, view your schedule and register for classes.
- A-Z index (a quick way to locate the information you're looking for)
- Departmental webpages and faculty contact information
- Student records forms
- And much more!

Career Program Resources and Information

In addition to reviewing the catalog and meeting regularly with an academic advisor, counselor or faculty advisor, students who are planning on earning a career degree or certificate and entering the workforce immediately after graduating from CLC are encouraged to utilize the resources available on the college's website.

Visit www.clcillinois.edu/careers to access the detailed information about CLC's career programs, including program overviews, curriculum requirements, typical jobs, job outlook, employers, salary ranges and faculty contact information.

Transfer Program Resources and Information

In addition to reviewing the catalog and meeting regularly with an academic advisor or counselor, students who are planning to transfer from CLC to a four-year institution are encouraged to use the transfer resources available on the website.

Go to www.clcillinois.edu/transferinfo to access:

- **Transfer Guides**
 - These provide useful information about transfer destination colleges and universities including tuition, contact numbers and application deadlines. Transfer planning guides for specific majors are also available and list recommended courses you should take while at CLC.
- **Information on Transferring CLC Credit**
 - Learn about the Illinois Articulation Initiative Agreement and resources that can be accessed through www.itransfer.org, a website that is particularly useful for students preparing to transfer.
- **Financial Aid and Scholarship Resources**
 - This page provides both general and institution specific information on financial aid and scholarships at transfer institutions.
- **Transfer Links**
 - Here you will find links to a number of useful websites including those with information on Hispanic Serving Institutions, Historically Black Colleges and Universities and lesbian, gay, bisexual and transgender campus resources.
- **Transfer College Fairs**
 - Several transfer college fairs are scheduled on campus each semester to provide access to representatives from colleges and universities from Illinois and the surrounding states.
- **Transfer Facebook Page**
 - The transfer planning Facebook page provides information on transfer planning events both at CLC and at area four-year colleges and universities.

Learn about Guaranteed Transfer Admission

Want to attend any of these colleges or universities?

Based on the strength of our academic programs, we now have agreements guaranteeing admission for all CLC students who meet specific criteria or programs with these schools:

Many more colleges are being added soon.



Northern Illinois University



Lake Forest College



Check www.clcillinois.edu/gta for current partners.
Or call Enrollment Services at (847) 543-2090 for more information.

If you select one of our Guaranteed Transfer Admission schools you'll receive personalized academic planning from CLC *and* your transfer school. Always double check your class selections with your counselor to ensure smooth transfer.

List current as of March 1, 2017.



Q: *What is Guaranteed Transfer Admission?*

A: CLC students are guaranteed admission to participating four year colleges and universities if they meet specific requirements outlined in the agreement. See individual agreements for requirements.

**Q: *What are the benefits?
Why should I participate?***

A: Students can gain peace of mind knowing that they will be guaranteed admission to the college or university they choose when requirements have been met. Students also receive academic advising from both CLC and their intended college or university, ensuring a seamless transfer that saves time and money.

Q: *Can I apply to other colleges and universities not listed as having guaranteed transfer admission?*

A: Yes, CLC students can always apply to any college or university through the normal transfer application process. This program simply offers students an assurance of admission to participating colleges or universities in the Guaranteed Transfer Admission program when requirements have been met.

Q: *Can I get admitted into any major I want?*

A: It depends. Each college and university offers unique guarantees; some offer guarantees to all majors, some to a few majors and some to all majors with a few exceptions (e.g. limited enrollment programs). The programs are listed in the agreements found on our Guaranteed Transfer Admissions website.

Q: *Do I need to be a full-time student?*

A: Part-time and full-time students are eligible as are domestic and international students.

Q: *Are scholarships offered with the agreements?*

A: Many of the programs offer scholarships. They range up to \$14,000.

Q: *How do I participate?*

A: Current CLC students are eligible to participate and should meet with a CLC counselor to review the specific college or university of interest to them. Students will fill out the participation form if they want to participate and submit it to the college or university of their choice. Students should sign up a full year before they intend to transfer to maximize advising from both institutions. Deadlines may apply, see agreement for details.

Q: *What schools offer these guarantees to CLC students and where can I get more information?*

A: See www.clcillinois.edu/gta for a complete list of participating colleges and universities. More agreements are coming soon.

Prospective students can also call CLC Enrollment Services at **(847) 543-2090** for more information.

Current CLC students can make an appointment to see a Counselor in the Counseling, Advising and Transfer Center at **(847) 543-2060**.

Meet with an Academic Advisor or Counselor Every Semester

A key part of academic planning is working regularly with an academic advisor or counselor. Here's why—

- Academic advisors and counselors are responsible for giving students accurate information, treating them with respect, educating them about the advising process and encouraging them to be active participants in their education.
- Academic advisors and counselors help students reach their goals and make appropriate referrals when necessary. If you start to struggle academically, meet with your advisor in order to discuss resources such as tutoring, peer mentoring and services for students with disabilities. If there's an issue in your personal life impacting your academic performance, take advantage of the personal counseling services offered by the counselors in the Counseling Office.
- Remember that as a student, you are responsible for being an active participant in the advising process by asking questions, taking notes, reading information from the catalog, considering or following through on academic advisors' recommendations, learning the graduation and other requirements for your program of study and learning how to schedule and register for classes.

Counseling, Advising and Transfer Center

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

To see an academic advisor or counselor, come in to wait for the next available advising professional or make an appointment by calling one of the offices!

Appointment preferred.

Plan to come in early to see your advisor or counselor (October and February) for the shortest wait and most options!

Counseling Office

Contact Information:

Grayslake Campus: (847) 543-2060

Lakeshore Campus: (847) 543-2186

Southlake Campus: (847) 543-6501

See website for office hours and locations:

www.clcillinois.edu/counseling

Counselors can assist students with more than 25 credit hours in the following ways:

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

Advising Office

Contact Information:

Grayslake Campus: (847) 543-2060

Lakeshore Campus (847) 543-2186

Southlake Campus (847) 543-6501

See website for office hours and locations:

www.clcillinois.edu/advising

Advisors can assist students with less than 26 credit hours in the following ways:

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

Mandatory Advising—Although all students are highly encouraged to meet with an academic advisor, counselor or faculty advisor every semester, there are some instances where it will be mandatory to meet with the appropriate advising professional before registering for classes. Some reasons for mandatory advising include, but are not limited to matriculation, placement test results and a student’s academic progress.

In these instances, a hold is placed on the student’s account, which will be visible on the myStudentCenter main page. Students will also be notified of advising holds via email.

Be sure to regularly check myStudentCenter so that you are aware of advising or other holds (Admissions, Library, Business Services, etc.) that may be present on your account.

How will you know when you have an advising hold? Check your myStudentCenter:

The screenshot shows the 'Advisee Student Center' interface. On the left, there are sections for 'Academics' and 'Personal Information'. The 'Academics' section contains links for 'My Class Schedule', 'Shopping Cart', and 'My Planner', along with a search box for 'other academic...'. A message box states 'You are not enrolled in classes.' with an information icon. The 'Personal Information' section includes links for 'Demographic Data' and 'Emergency Contact', and a 'Contact Information' sub-section with fields for 'Permanent Legal Address' and 'Mailing Address'. On the right, the 'Holds' section displays an 'Academic Advising Hold' with a 'details' link. A large blue arrow points from the 'details' link to the 'Your Holds' section below. The 'To Do List' section is currently empty with a 'more' link. The 'Your Holds' section lists the 'Academic Advising Hold' with the following details:

Reason and Contact	
Description:	College of Lake County
Start Term:	Fall 2013
Start Date:	08/15/2013
Reason:	New College Freshmen
Department:	Counseling,Advising&Transfer C
Contact:	
Instructions	
Degree seeking college freshman who are recent high school graduates and have not attended another college or university are required to attend New Student Orientation. At New Student Orientation, students will meet with an Advisor and create their class schedule. You can register for New Student Orientation online at www.clcillinois.edu/NSO or call 847-543-2067 for more information.	

At the bottom of the details section is a 'Return' button.

Creating a Semester-by-Semester Academic Plan

Advisors and counselors can help you map out a semester-by-semester plan for your intended program of study. Some samples of semester-by-semester plans are included below. Meet with an advisor or counselor to map out your own individualized plan!

Example One: This student plans to complete the Associate in Arts degree in two years, transfer to a four-year college and attend full time.

Fall 2017		
Course Number	Course Name	Credit Hours
ENG 121	English Composition I	3
CMM 121	Fundamentals of Speech	3
	Social/Behavioral Science	3
	Math	3-5
PDS 120	Becoming a Successful College Student	2
	Total hours for the semester	14-16
	Total hours toward degree	14-16

Fall 2018		
Course Number	Course Name	Credit Hours
	Social/Behavioral Science	3
	Humanities or Fine Art	3
	Physical or Life Science*	3-5
	Elective	3
	Elective	3
	Total hours for the semester	15-17
	Total hours toward degree	15-17

Spring 2018		
Course Number	Course Name	Credit Hours
ENG 122	English Composition II	3
	Physical or Life Science*	3-5
	Humanities or Fine Art	3
	Elective	3
	Elective	3
	Total hours for the semester	15-17
	Total hours toward degree	15-17
*For the A.A., at least one course must be a laboratory science course.		

Spring 2019		
Course Number	Course Name	Credit Hours
	Social/Behavioral Science	3
	Humanities or Fine Art	3
	Elective	3
	Elective	3
	Elective	3
	Total hours for the semester	15
	Total hours toward degree	15

	Total credit hours for degree	60
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Example Two: This student plans to complete the Associate in Arts degree in two years and transfer to NIU to major in Nursing. She attends part time.

Fall 2017		
Course Number	Course Name	Credit Hours
ENG 108	Strategic Reading and Writing	6
MTH 102	Basic Algebra	4
	Total hours for the semester	10
	Total hours toward degree	0

Spring 2018		
Course Number	Course Name	Credit Hours
ENG 109	Strategic Reading and Writing II	3
MTH 108	Intermediate Algebra	5
PDS 120	Becoming a Successful Student	2
	Total hours for the semester	10
	Total hours toward degree	2

Summer 2018		
Course Number	Course Name	Credit Hours
ENG 121	English Composition I	3
	Total hours for the semester	3
	Total hours toward degree	3

Fall 2018		
Course Number	Course Name	Credit Hours
ENG 122	English Composition II	3
CHM 120	Chemical Concepts	4
PSY 121	Introduction to Psychology	3
	Total hours for the semester	10
	Total hours toward degree	10

Spring 2019		
Course Number	Course Name	Credit Hours
CHM 121	General Chemistry	5
CMM 121	Fundamentals of Speech	4
PSY 220	Lifespan Development	3
	Total hours for the semester	11
	Total hours toward degree	11

Summer 2019		
Course Number	Course Name	Credit Hours
BIO 123	Principles of Biology	4
	Total hours for the semester	4
	Total hours toward degree	4

Fall 2019		
Course Number	Course Name	Credit Hours
BIO 244	Anatomy and Physiology	4
MTH 222	Elementary Statistics	4
	Total hours for the semester	8
	Total hours toward degree	8

Spring 2019		
Course Number	Course Name	Credit Hours
BIO 245	Anatomy and Physiology II	4
HUM 127	Critical Thinking	3
SOC 121	Introduction to Sociology	3
	Total hours for the semester	10
	Total hours toward degree	10

Summer 2020		
Course Number	Course Name	Credit Hours
ART 121	Introduction to Art	3
	Total hours for the semester	3
	Total hours toward degree	3

Fall 2020		
Course Number	Course Name	Credit Hours
ANT 221	Cultural Anthropology	4
BIO 246	Microbiology	4
PHI 125	Introduction to Ethics	3
	Total hours for the semester	10
	Total hours toward degree	10

	Total credit hours for degree	62
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Part Two: Academic Success



- Use Academic Support Services
- Educate Yourself on Student Behavior and Reporting Incidents
- Practice Good Time Management
- Schedule Worksheets

Use Academic Support Services

All CLC students have access to academic support services as part of their tuition and fees. Using these services can help you excel and make the most of your college experience. Students who seek out and use these services are more successful and confident in their academic abilities. Remember, the secret of success is knowing when to seek help. Never hesitate to contact any of the offices below for assistance.

Office for Students with Disabilities (OSD)

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

Grayslake Campus: Room B171, (847) 543-2474
Fall/Spring Hours: Monday–Friday, 8 a.m. to 4:30 p.m.
www.clcillinois.edu/osd

Tutoring Centers

The Tutoring Centers are a student resource for writing, math, science, accounting and other courses. No appointment necessary. Simply stop by for assistance.
www.clcillinois.edu/tutoring

Grayslake Campus: Room L131, (847) 543-2452
Fall and Spring Semester Hours:
Monday-Thursday, 8 a.m. to 8 p.m.
Friday, 8 a.m. to 4:30 p.m.; Saturday, 10 a.m. to 2 p.m.
Summer Session Hours: Monday-Thursday, 8 a.m. to 8 p.m.

Lakeshore Campus: Room S209, (847) 543-2179
Fall and Spring Semester Hours:
Monday-Thursday, 9 a.m. to 8 p.m.
Friday, 10 a.m. to 2 p.m.; Saturday, 9 a.m. to 12 p.m.
Summer Session Hours: Monday-Thursday, 9 a.m. to 7 p.m.

Southlake Campus: Room V212, (847) 543-6542
Fall and Spring Semester Hours:
Monday-Thursday, 9 a.m. to 7 p.m.
Friday and Saturday, closed
Summer Session Hours: Monday-Thursday, 9 a.m. to 7 p.m.

Counseling, Advising and Transfer Center

Please refer to page 14.
www.clcillinois.edu/counselingandadvising

Career and Job Placement Center

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

Grayslake Campus: Room B118, (847) 543-2059
Monday-Thursday, 8 a.m. to 6 p.m.
Friday, 8 a.m. to 4:30 p.m.
www.clcillinois.edu/cjpc

TRiO Student Support Services (SSS)

TRiO Student Support Services is an interactive program designed to assist students in completing their academic program. It provides one-on-one support to students through academic planning, mentoring, coaching, workshops and tutoring. Active involvement in SSS increases academic success for students.

Grayslake Campus: Room L033, (847) 543-2755
Monday-Friday, 8 a.m. to 4:30 p.m.
www.clcillinois.edu/trio

Coaching for Academic Success (CAS)

Students in pre-college/developmental math, English and ELI classes are automatically assigned an academic coach. Your coach helps you connect with resources, identify how to manage time effectively and reach your goals. Faculty notify coaches whenever students need additional support.

Grayslake Campus: Room L123, (847) 543-2763
www.clcillinois.edu/cas

Educate Yourself on Student Behavior and Reporting Incidents

CLC Cares Services

CLC cares about your academic and personal success, and we know that feeling safe and secure is essential to fulfilling your potential. That's why we have developed "CLC Cares," a package of services for promoting the overall well-being of all students.

Helping Students in Crisis

The Behavioral Intervention Team helps students in crisis by assessing the potential risk to self or others and coordinating a college response. The team approach brings together staff from several departments so the best solutions and resources can be applied to each individual situation.

Defining and Upholding Behavioral Standards

We have developed behavioral standards that promote a safe and productive learning environment. The Student Conduct Office is responsible for establishing behavioral standards, informing students of their rights and responsibilities and managing a fair process to address alleged violations.

Maintaining Strong Compliance with Title IX

The federal Title IX law requires colleges to comply with many requirements relating to sex- and gender-based misconduct, including sexual harassment, sexual violence, sex discrimination and sexual assault prevention. Our Title IX Services are designed to help protect students and ensure compliance with the federal law.

How to Make a Report

If another student, or any person on campus, is displaying aggressive behavior or threatening self or others or imminent harm to self or others may occur, call the CLC Police emergency number (847) 543-5555 or call 911.

In other cases:

1. If you are referring another student or person on campus for behavioral concerns such as theft, aggressive conduct or threatening behavior under the Student Rights and Responsibilities Policy, please visit the Student Development office to obtain and complete a CLC Cares form.
2. If you are referring another student or person on campus for sex- or gender-based harassment, discrimination or other sex- or gender-based complaints under Title IX, contact the Title IX Coordinator.

Visit www.clcillinois.edu/clccares for more information.

Practice Good Time Management

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

Schedules can help you clearly visualize and better understand what you need to accomplish each day, so you make the best use of your time.

Estimate Your Weekly Time Commitments

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

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

	Credit Hours	Study Time	Total (Class + Study) Time
Part time	3 (1 class)	6	9-10 hours
	6	12	18-20 hours
	9	18	27-30 hours
Full time	12 (4 classes)	24	36-40 hours
	15	30	45-50 hours

How many classes are you planning on taking? How many hours does that mean you’ll need to set aside to study?

 **Circle one!**

Schedule Planning Tips

- Schedule your classes and study time when your concentration is at its best.
- Consider building in study time between classes.
- Consider how much time in the classroom you want to spend each day. For example, three hours one day or one hour three days a week.
- Do you need to schedule your classes around your work or is your work schedule flexible?
- Be sure to allow transportation time. Schedule your classes at the campus that is most convenient for you.
- Use the Schedule Builder tool in myCLC to block out any commitments to avoid class and study time conflicts.
- Leave some blank spaces on your schedule for fun or emergencies.
- Use the schedule worksheet on page 25 and the Schedule Builder in myCLC to help you accomplish all of the above.

Schedule Worksheet (Sample)

Planned course work: 1. **CMM 121 (M,W 10-11:15)** 2. **ENG 121 (M,W 1-2:15)** 3. **PSY 121 (T,R 1-2:15)**
 4. **MTH 141 (T,R 11-12:15)** 5. _____

Schedule style one

Hour	Monday	Tuesday	Wednesday		Monday	Tuesday	Wednesday			
6-7 a.m.	SLEEP	SLEEP	SLEEP	OR	SLEEP					
7-8	SLEEP	SLEEP	SLEEP							
8-9	SLEEP		SLEEP							
9-10	BREAKFAST	BREAKFAST	BREAKFAST		CLASS					
10-11	CMM 121		CMM 121							
11 a.m.-12 p.m.	CMM 121 LUNCH	MTH 141	CMM 121 LUNCH							
12-1 p.m.	STUDY ENG	MTH 141 LUNCH	STUDY ENG							
1-2	ENG 121	PSY 121	ENG 121							
2-3	ENG 121	PSY 121	ENG 121							
3-4		GYM								
4-5	WORK	STUDY ENG	WORK					HOMEWORK		
5-6	WORK	STUDY MTH	WORK							
6-7	WORK	EAT DINNER	WORK							
7-8	WORK EAT DINNER		WORK EAT DINNER		WORK	FRIENDS	HOME- WORK			
8-9		STUDY ENG								
9-10	STUDY MTH	STUDY PSY	STUDY MTH							
10-11	STUDY PSY	STUDY CMM	STUDY PSY							
11 p.m.-12 a.m.										

My Schedule Worksheet

Planned course work: 1. _____ 2. _____ 3. _____
 4. _____ 5. _____

Schedule style two

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

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

An academic advisor or counselor can help you develop your time management skills and create an effective schedule every semester!

Part 3: Resource Materials



- Using CLC Technology Systems
- Understanding College Curriculum
- Five Categories of General Education
- Electives

Manage Your Login

It is very important that you remember your myLogin information. If you forget your username and password, or would like to change your password or security questions, visit **myCLC** <https://myclc.clcillinois.edu>

The college recommends that you use the student portal to access all the online systems you will need to be a successful student (myStudentCenter, Blackboard and email).

Access the portal by clicking on the “myCLC” icon at the bottom of any CLC web page or go to <https://myclc.clcillinois.edu> and log in as follows:

1. Enter your myLogin username and password.
2. Click the “Log In” button or press “Enter” key.
3. A security information screen may appear showing non-secure items.
Press “Yes” to continue to the main page.
4. From there, you can click on any of the icons to the left to access our systems.

Portal Capabilities

- Single sign on to myStudentCenter, Blackboard and email. To access one of these systems from the portal, select the appropriate icon in the left corner of the screen.
- News and announcements
- Important links
- Access to CLC online communities
- Calendar feature
- Ability to customized the portal page to your needs

Visit www.clcillinois.edu/register to view quick reference guides about:

- adding classes
- dropping classes
- Schedule Builder
- Student dashboard

A note about Blackboard

If your class does not appear in Blackboard before or on the start date, the instructor hasn’t opened the class yet. Check back after the start date.

You **MUST** log into your student email account to receive emails from Blackboard.

Student Email (by Google Mail)

CLC uses Google Mail (Gmail) for our student email system. The only way to access your Gmail account is through the myCLC portal.

Your email account is created when you initially set up your student login.

Your email address is as follows (whether you are a new or returning student):

Your User Name@stu.clcillinois.edu.

To log into your email account:

1. Log into the myCLC portal with your myLogin username and password.
2. Click on the Gmail icon on the left side of the portal screen. NOTE: The first time you click this icon, a welcome letter will appear from Gmail.
 - a. Read the information on the page.
 - b. Type in the characters you see at the bottom of the page.
 - c. Click “I accept.” Continue to “my account” button.
3. Your Gmail account will appear.

Student Service Help Desk

Hours: 24 hours a day/7 days a week/365 days a year



Call (847) 543-HELP (4357) and press Option 3 for student support.



Visit the IT HELP Desk at www.clcillinois.edu/helpdesk to chat with a technician.

Or stop by the new Technology Help Desk window, located off the Grayslake Campus commons.

Understanding College Curriculum

Foundational Work

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

Foundational work includes:

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

Developmental Courses

What courses are available if you do not demonstrate College Reading and Writing Readiness and Basic Algebra Readiness?

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

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

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

Developmental English Sequence:

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

Developmental TRANSFER Math options:

- MTH 101 Elementary Concepts of Mathematics
- MTH 102 Basic Algebra (Basic Algebra Readiness)
- MTH 104 Geometry (if not demonstrated with high school transcript)
- MTH 105 (Preparatory Math for General Education)
- MTH 108 Intermediate Algebra

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

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

Personal Development Seminar (PDS) Courses

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

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

PDS 121 **Self-Empowerment** 1 credit

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

PDS 122 **Career Exploration** 1 credit

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

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

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

PDS 124 **Transition to College** 1 credit

Designed to assist new students with their transition into college. Topics may include: college academic policies, college vocabulary, student and faculty expectations/roles, college organization/layout, college resources, use of educational technology, diversity, involvement in college activities/organizations, educational planning and assessment of study skills.

Education Requirements

The goal of general education is to prepare students to live responsible, productive and creative lives.

The general education curriculum provides students with specific knowledge and skills and helps them develop commitments to:

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

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

CLC's General Education Core

Transfer programs:

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

Career programs:

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

The Five Categories of General Education

1. Communication Arts

What are communication arts general education courses?

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

Tips for selecting communication arts courses:

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

2. Mathematics

What are mathematics general education courses?

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

Tips for selecting math courses:

- Before you can register for a college-level math course, you must show proof of geometry (two semesters in high school with a grade of C or better). If you did not successfully complete geometry in high school, you will have to complete MTH 104 at CLC or receive the appropriate score on the CLC Math Placement Test.
- Be aware that the most appropriate general education math course is often dependent upon your intended major and/or transfer institution.
- Do not delay in getting started with math courses. If you place into a developmental math course such as MTH 101, 102, 104, 105 or 108, you will need to successfully complete these courses before you can take the college-level math course(s) required by your intended major or program. Delaying math courses may delay your graduation, program completion or transfer goal!

- See the math flow chart in the CLC catalog for more information on appropriate math course sequences. Work with an advisor to be sure you are registering for the appropriate math course.

3. Social and Behavioral Sciences

What are social and behavioral sciences general education courses?

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

Tips for selecting social behavioral science courses:

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

4. Physical and Life Sciences

What are physical and life science general education courses?

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

Tips for selecting physical and life science courses:

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

Electives

5. Humanities and Fine Arts

What are humanities and fine arts general education courses?

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

Tips for selecting humanities and fine arts courses:

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

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

Tips for selecting elective courses

When selecting classes for this category:

- Take classes you're interested in.
- Explore a new subject area you are curious about.
- Take classes that are required for your major.

Some good options for the elective credit category include:

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

Check with your intended transfer institution.

Advising Office Information

Grayslake Campus: (847) 543-2060

Lakeshore Campus (847) 543-2186

Southlake Campus (847) 543-6501

www.clcillinois.edu/advising

Grayslake Campus

19351 W. Washington St., Grayslake, IL 60030

Lakeshore Campus

33 N. Genesee St., Waukegan, IL 60085

Southlake Campus

1120 S. Milwaukee Ave., Vernon Hills, IL 60061

www.clcillinois.edu

CLC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all. CLC's Dean of Student Life at 19351 W. Washington St., Grayslake, IL 60030, (847) 543-2288, has been designated to handle inquiries regarding the non-discrimination policies