



OFFICIAL FALL 2020 STUDENT GUIDE

Navigating Student Life and Safety at CLC

Hey, Lancers!

Welcome to your official Fall 2020 Student Guide

This student handbook is full of tips to help guide you during your time at CLC. Please note the important health and safety precautions as we navigate life in COVID-19 together as Lancers. And if you still can't find the answer to your questions, just ask. We're here for you.

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Welcome to the Fall 2020 semester at the College of Lake County!

As much as I'd like to greet you in person, it turns out that the Fall 2020 semester will not be a time when most of us will meet and mingle on campus. Due to the coronavirus pandemic, many of CLC's operations, learning and services will be delivered differently, but I can assure you that our purpose—supporting students to achieve your educational goals—remains the same.

This student guide shares not only what you need to know in a normal semester, but also what you need to know in this unusual semester. Please read the guide carefully and reach out with questions or concerns.

Please check and read your student email every day, so you will always be informed of any changes to expect on campus or in remote learning and student services.

The limitations and health protocols we must follow during this time can be disappointing and concerning. Please know that CLC has based our protocols on state and county healthcare guidelines to keep students, employees, and visitors as safe and healthy as possible. We expect everyone on campus to follow the three Ws: wear a mask, wash your hands frequently, and watch your distancing to maintain 6 feet from others whenever possible.

The CLC community is facing the challenges of 2020 with compassion, purpose, and unity. We are committed to making your experience—whether virtual, in-person, or hybrid—meaningful and positive. You have the opportunity to enhance your student experience as well, by engaging in your classes and virtual student activities.

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

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

Dr. Lori Suddick, President
College of Lake County

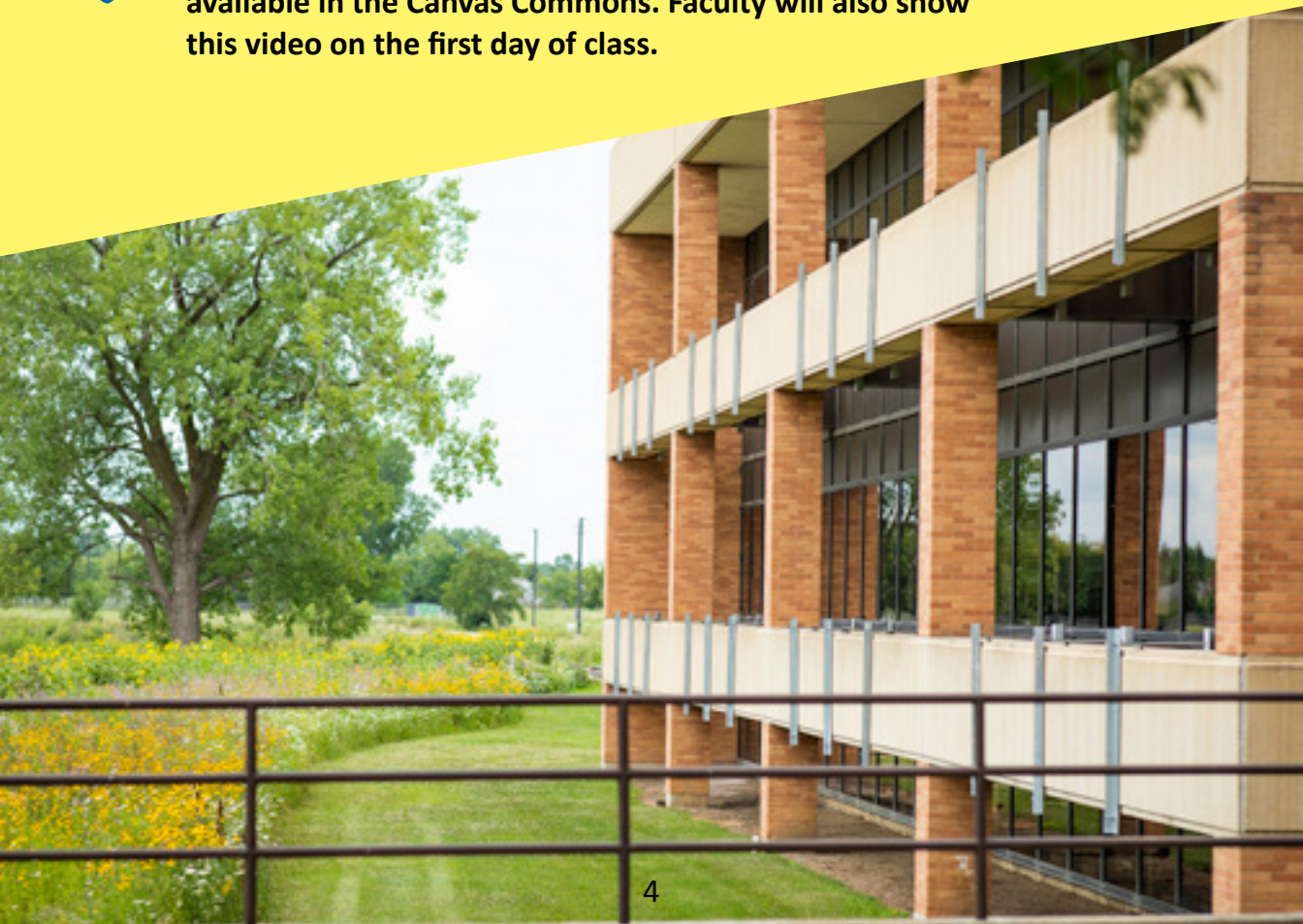
Things to know before you go

It's time to get "extra" about your Health & Safety:

- ✓ Wash hands, wear a face mask and watch for physical distancing.
- ✓ View [CLC's Personal Protective Equipment \(PPE\) video](#). Faculty will provide a link to this video and will show it during the first class. You can also catch the video on the digital monitors around campus.

If you have a medical condition that impedes your ability to wear a face mask for an extended time, please contact the Office for Students with Disabilities (OSD) at (847) 543-2474 or email OSD@clcollinois.edu to discuss possible accommodations and receive documentation.

- ✓ All students are required to watch the safety training video available in the Canvas Commons. Faculty will also show this video on the first day of class.



Things to know before you go

Check yourself

Complete a daily health and wellness check, including taking your temperature and assessing your respiratory functions (such as shortness of breath or difficulty breathing). Watch for communications of this expectation through an orientation video, reminders in Canvas, class syllabi, social media, exterior door signage and email communications.

If you have ANY of these symptoms, you should STAY HOME:

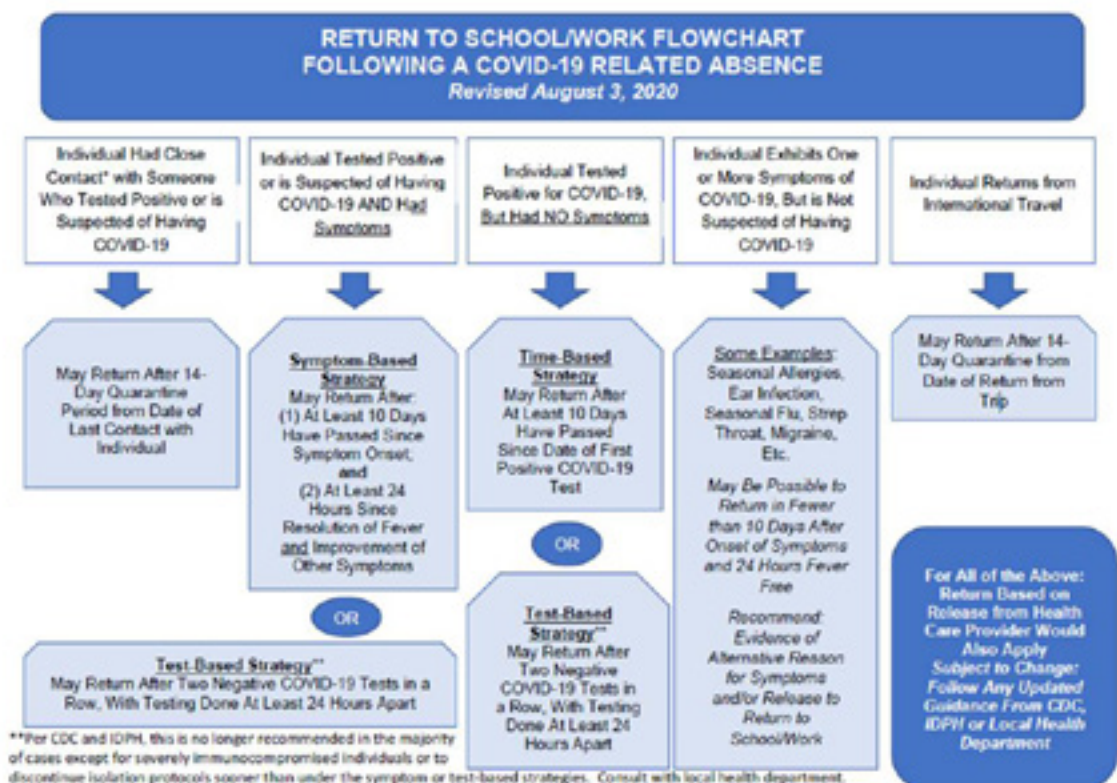
1. **Temperature of 100.4 (or greater) degrees Fahrenheit/
38 degrees Celsius**
2. **Cough**
3. **Shortness of breath or difficulty breathing**
4. **Chills**
5. **Fatigue**
6. **Muscle and body aches**
7. **Headache**
8. **Sore throat**
9. **New loss of taste or smell**
10. **Congestion or runny nose**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



Caution is key

To report that you are experiencing COVID-19 symptoms, have had a positive COVID-19 test result or are concerned about “close contact” (as defined below) exposure to COVID-19:

- You are encouraged to contact your primary care provider.
- You are required to contact Michelle Grace, BSN RN, Director of Health Services (847) 543-2064, covid19concerns@clcollinois.edu. Provide information regarding close contact in the voicemail or email. The Health Center Director (or designee) will normally contact you within 12 hours to obtain pertinent information and provide guidance for next steps.
- You are required to notify your instructor of your absence.
- Refer to Flowchart below for guidelines about returning to school if you are experiencing COVID-19 symptoms, have tested positive for COVID 19, or had close contact with someone who tested positive or is suspected of having COVID-19. These guidelines are subject to change.
- **Definition of “close contact”:** For COVID-19, Centers for Disease Control (CDC) define a “close contact” as “any individual who was within 6 feet of an infected person for at least 15 minutes 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.”



* 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 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.

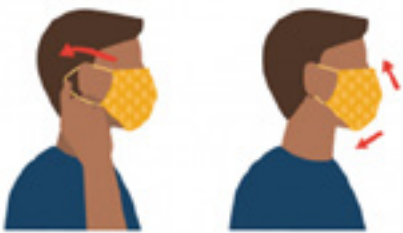
You've arrived: now what?

- Campus entry and access points for students are the same for employees. These entry points are outlined on page 10.
- Campus spaces have been configured to help individuals maintain 6 feet physical distancing in classrooms and campus spaces. Class sizes will be limited, and class start and end times will be staggered to minimize hallway traffic. Separate entry and exit doors will be designated when possible.
- Students must follow the PPE requirements as outlined on the next page, including wearing face masks, watching physical distancing and washing hands frequently.



While you're here

- **Watch your physical distancing.** Maintain six feet from others whenever possible.
- **Wash your hands frequently using soap and hot water or use an alcohol-based hand sanitizer when soap and water are not available.** Hand sanitizer stations are placed throughout campus.
- **Wear a face mask over the nose and mouth.** Wearing a mask is required while walking through any public or shared spaces, whether or not others are present, to contain the spread of airborne particles. This requirement follows Illinois executive orders to wear masks while spending time indoors in public spaces. Students can bring and use their own masks that fully cover their nose and mouth and meet appropriate professional standards for the work environment. **Bandannas and gaiters are not considered appropriate masks per CLC guidelines as they are not endorsed by the CDC and may break droplets into smaller particles that can remain airborne longer, presenting a greater risk of virus transmission. Students who do not have the correct type of mask will be provided with one.**



Wear your face mask correctly:

- Wash your hands before putting on your face mask
- Put face mask over your nose and mouth and secure it under your chin
- Adjust your mask to fit snugly against the sides of your face
- Make sure you can breathe easily

Lead by example

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

Keeping it clean

- Restrooms will be closed periodically for cleaning.
- CLC will follow CDC Guidance for Cleaning & Disinfecting: [Guidance for Cleaning & Disinfecting](#).

Campus entry points and hours for this semester

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

On-campus access for students will be limited to:

- students actively enrolled in fall semester classes
- students accessing academic support or services
- students who need quiet study spaces
- student workers assigned to on-campus activities
- prospective students, by appointment (with no more than two guests; must be wearing masks)

Student activities, clubs, and student government will continue to be conducted virtually.



Campus entry points and hours for this semester

GRAYSLAKE CAMPUS ENTRY

A1 - Science Building

Monday-Saturday 6:45 a.m.-9 p.m.

T1 - Technology Building

Monday-Friday 7:30 a.m.-9 p.m.

M1 - Main Entrance

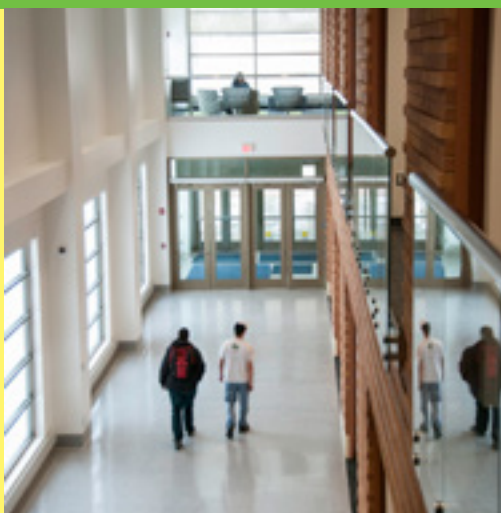
Monday-Friday 7:30 a.m.-9 p.m.

E1 - Campus Police

Mon.-Fri.: Open as needed for WPDI classes

After Hours: D1

Use CLC Police call box for entry



LAKESHORE CAMPUS ENTRY

S1 - 33 N. Genesee

Monday-Friday 9 a.m.-4 p.m.

Saturday closed

S3 - 33 N. Genesee

Monday-Thursday 7:30 a.m.-10 p.m.

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

Saturday 8 a.m.-2 p.m.

G2 Door at 1 N. Genesee

Monday-Thursday 7:30 a.m.-10 p.m.

Fri. & Sat.: Open as needed when classes are in session; call CLC Police for entry at all other times (ext. 2081)



SOUTHLAKE CAMPUS ENTRY

V3 - Door

Monday-Thursday 7:30 a.m.-10 p.m.

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

Saturday 8 a.m.-2 p.m.



The physical campuses may look a little different. That's intentional to help keep everyone as safe as possible.

Quench your thirst

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

Book smarts

Ordering Textbooks

Textbooks must be ordered online through our website www.clcbkst.com. Access your Course Material list from [MyStudentCenter](#) and scroll down to the Bookstore website to Find Your Books. Enter each class, Add to Course list and Get Your Books. Financial aid is available beginning August 10.

Ship to Home (Available now)

Orders are being filled daily until 3 p.m. and shipped out via UPS.

See [bookstore website](#) for more information on hours and locations.



Grab some grub

There are several food services available at CLC's Grayslake Campus.

Cafe Willow

This full-service cafe is located on the first floor of the B Wing near the Student Commons. Cafe Willow is open Monday-Friday 7 a.m.-2:30 p.m.

For menus and hours, visit www.clcillinois.edu/foodservices

Starbucks Coffee Cafe

Atrium coffee cafe is closed until further notice.

Vending

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

Grayslake Campus

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

Lakeshore Campus

- South Building 2nd Floor

Southlake Campus

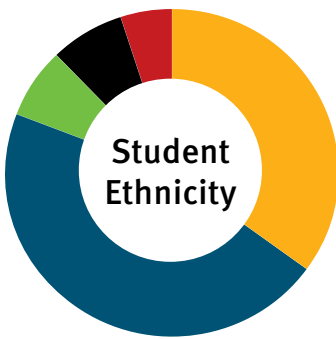
- R-Building 1st Floor



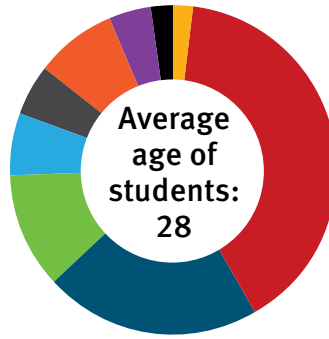
You're a student now

Student Body

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



46% White
35% Latinx
7% Asian
7% Black
5% Other



1-17 years: 2%
18-20 years: 39%
21-24 years: 21%
25-29 years: 11%
30-34 years: 6%
35-39 years: 5%
40-49 years: 8%
50-59 years: 4%
60-99 years: 2%

95 international students from 38 countries attended classes at CLC last year, bringing new languages and diverse backgrounds into the classroom.



Academic Calendars

Complete these tasks to help set yourself up for academic success all semester long. View the [academic calendar](#).

OCTOBER

Check CLC email daily
Log into Canvas regularly
Seek tutoring and librarian research assistance
Meet with advisor/counselor to select spring classes
Register for spring during Priority Registration (starting Oct. 26)
Meet with faculty during office hours

NOVEMBER

Nov. 3 - Election Day recess (no classes, college closed)
Nov. 25-29 - Thanksgiving recess (no classes, college closed Nov. 26-29)
Seek tutoring and librarian research assistance
Meet with faculty during office hours

DECEMBER

Dec. 12-18 - Final exams
Dec. 18 - Semester ends
Complete spring payment arrangements
Return library materials and rented textbooks

ANY TIME!

Join a club
Attend virtual activities and events
Seek support from CAPS, CAS, and support services
Use Lancer Job Link and resources from CJPC

Quick guide to hours of operation & virtual services

These hours are generally maintained during the semester while classes are in session. There may be exceptions during breaks or holidays. Due to COVID-19, many services will be provided virtually while we minimize the number of people on campus.

Bookstore

Grayslake Campus: LancerZone: (B131): M-TH 7:45 a.m.-7 p.m. and Friday 7:45 a.m.-4:30 p.m.

Lancer Book Stop: (currently accepting online orders only).

Southlake Campus (currently accepting online orders only w/pickup at Southlake) M-TH 8:30 a.m.-7 p.m., Friday 8:30 a.m.-1:30 p.m.

Lakeshore Campus (currently accepting online orders only w/pickup at Lakeshore) M-TH 8 a.m.-7 p.m., Friday 8 a.m.- 4:30 p.m.

Online orders can be placed at www.clcbkst.com

Academic Counseling and Advising

On-campus services by appointment. Monday-Thursday 7:30 a.m.-7:30 p.m., Friday 7:30 a.m.-4:30 p.m. For remote services, phone: (847) 543-2060 or

Email: advice@clcollinois.edu

(For mental health/psychological services, see page 24)

Financial Aid

Monday-Thursday: 7:30 a.m.-7:30 p.m., Friday: 7:30 a.m.-4:30 p.m. Providing live call services and email support. Appointments can be conducted by phone or virtually. Limited on-campus appointments are available. (847) 543-2062, email: finaid@clcollinois.edu

Food Service

Grayslake Campus, Mon.-Fri. 7 a.m.-2:30 p.m.

Help Desk

Help Desk Window (In-Person)

Prior to fall semester: Monday-Friday, 8 a.m.-4:30 p.m.

Fall Semester: Monday-Tuesday, 8 a.m.-9 p.m.

Wednesday-Saturday, 8 a.m.-4:30 p.m.

Providing live call services and web chat: Monday-Friday 8 a.m.-9 p.m.

Saturday 8 a.m.-4:30 p.m.

Call us at (847) 543-HELP or (847) 543-4357

* Students should select Option 2 and be prepared to answer identity verification questions such as the following: courses taken in previous terms, student ID number, grades, etc.

[Chat with Us \(Students only\)](#)

International Education

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

Appointments can be conducted by phone or virtually. Limited on-campus appointments are available.

Call (847) 543-2069, email: senriquez1@clcollinois.edu

Library

Grayslake: Monday-Thursday 7:30 a.m.-9 p.m., Friday 7:30 a.m.-4:30 p.m., Saturday 9 a.m.-3 p.m. (no study rooms will be open)

Southlake and Lakeshore: Monday-Thursday 8:30 a.m.-7 p.m.

Librarian availability by appointments as needed

Virtual Reference (through chat service) will be available during library hours in addition to online appointments.

Visit <https://researchguides.clcollinois.edu/libraryhome>

for hours and to schedule an appointment with a librarian.

Registration Services

Monday-Thursday: 7:30 a.m.-7:30 p.m., Friday: 7:30 a.m.-4:30 p.m.
Providing live call services and email support. Appointments can be conducted by phone or virtually. Limited on-campus appointments are available.
Phone: (847) 543-2061, email: admissions@clcollinois.edu

Student Recruitment and Onboarding

Monday-Thursday: 7:30 a.m.-7:30 p.m., Friday: 7:30 a.m.-4:30 p.m.
Providing live call services and email support. Appointments can be conducted by phone or virtually. Limited on-campus appointments are available.
(847) 543-2090, email: admissions@clcollinois.edu

Student Records

Monday-Thursday: 7:30 a.m.-7:30 p.m., Friday: 7:30 a.m.-4:30 p.m.
Staff are available remotely. Voicemail: (847) 543-2015,
email: records@clcollinois.edu

Testing

All testing by appointment only.

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

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

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

Visit www.clcollinois.edu/testing for information on available tests and scheduling.

TRIO Student Support Services

On-campus services by appointment. Monday-Friday, 9 a.m.-2 p.m.

Please call (847) 543-2755 or email TRIOSSS.Program.Info@clcillinois.edu to schedule Zoom meetings.

Tutoring

All tutoring is conducted online. Please visit www.clcillinois.edu/tutoring for instructions and information. Students access online tutoring through Canvas.

If you need to access a computer to participate in tutoring, Zoom stations are available on campus. Please bring headsets or earbuds if possible:

Grayslake (L125): Monday-Thursday 8 a.m.-8 p.m., Friday 8 a.m.-4:30 p.m., Saturday 10 a.m.-2 p.m.

Lakeshore (S209) and Southlake (V212): Monday-Thursday 9 a.m.-7 p.m. to connect with a tutor.

Welcome and One Stop Center

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

Providing live call services and email support. Appointments can be conducted by phone or virtually. Limited on-campus appointments are available.

Phone: (847) 543-2085, then press #2, email: info@clcillinois.edu



Technology and Supplies

With many courses online, we know there's a lot of information for you to digest. Please see the quick guides and links we put together to help connect you to the right resources.

Computer/laptop

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

Grayslake (L Wing)

Lakeshore (1NG 016)

Southlake (V220)

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

Check out a laptop at the CLC Library. HP Streams are available for you to take home while you are enrolled in fall classes. Please bring a photo ID.

Grayslake (L Wing)

Lakeshore (N214)

Southlake (V106)

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

Internet access

Use outdoor CLC wifi spots. Wifi access is available 24 hours a day in certain locations outside the CLC campus buildings. Refer to [map for specific CLC spots](#).

Use Lake County wifi spots. Public wifi access is available in many locations throughout Lake County. Refer to map for [specific Lake County wifi spots](#).

Check out an internet hotspot at the CLC Library. T-Mobile-enabled hotspots offer unlimited data and just need to be placed near your computer.

Please bring a photo ID.

Grayslake (L Wing)

Lakeshore (N214)

Southlake (V106)

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

Calculator

Check out a calculator at the CLC Library. TI 84 calculators are available for you to take home while you are enrolled in fall classes. Please bring a photo ID.
Grayslake (L Wing), Lakeshore (N214), Southlake (V106)

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

Printing, copying & scanning

Campus computer labs. Each campus has a lab for open computer use. Follow social distancing instructions.

Locations: Grayslake (L Wing), Lakeshore (1NG 016), Southlake (V220)

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

Printing/scanning stations in library and campus hallways. Students can print, copy and scan at one of several stations throughout the campuses.

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

Textbooks

Check out a textbook for short-term loan at the CLC Library. Many required textbooks are available for 4 hours. Select items may have a longer loan time. Please bring a photo ID.

Grayslake (L Wing), Lakeshore (N214), Southlake (V106)

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

Library materials

Check out items to help with your research at the CLC Library. Library collection materials are still available for use. Please bring a photo ID.

Grayslake (L Wing), Lakeshore (N214), Southlake (V106)

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

Did you know we have FREE Office 365 for students?

Yep! Current CLC students have free access to Microsoft Office 365. This means free Word, Excel, PowerPoint, Outlook, Access and OneNote.

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

The Office 365 user portal is displayed, providing access to the online apps. To install the Desktop Applications, click the "Install Office 2016" button.

Follow the instructions for installing. Use the "Need help installing?" link if needed.

Zoom overview

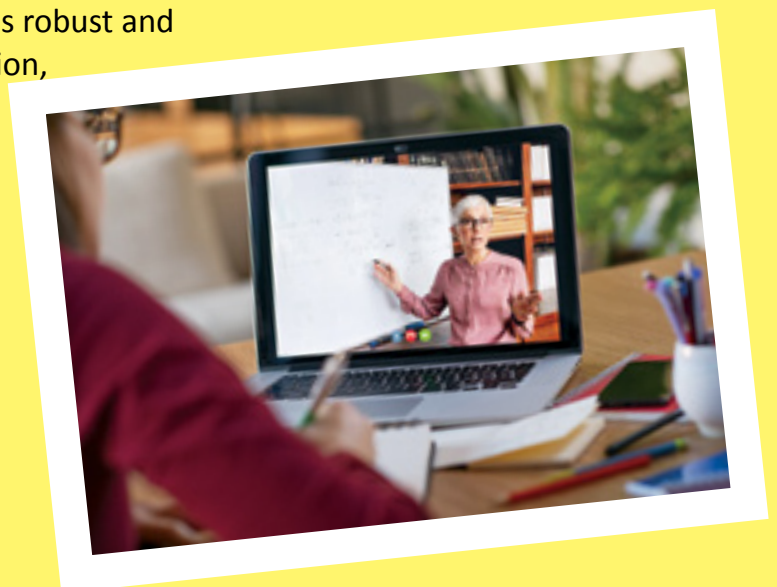
Instructors may use Zoom, a video conferencing tool, for class meetings and office hours. College departments may also use Zoom for appointments.

To get started with Zoom, check out [this linked CLC guide](#).

Canvas overview video / self-paced course

We recently switched to Canvas for our Learning Management System. This means your online courses will use this program as your virtual classroom. Canvas is robust and easy-to-use. For more information, [the Canvas webpage](#).

General technology support is available 24/7 via [Help Desk](#). Any time or day, you have tech help!



We've got your back

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

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

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

Registration Services

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

Providing live call services and email support. Appointments can be conducted by phone or virtually. Limited on-campus appointments are available.

Phone: (847) 543-2061, email: admissions@clcillinois.edu

Academic Advising

Picking your classes doesn't have to be hard. Faculty and staff help plan your individual academic path from day one. Whether you're looking for a career certificate or associate degree, a quick meeting with an academic advisor can save you time and money.

Academic and Faculty Advisors

As you work toward your education, meet with an academic advisor to make sure you're on track. We can help ensure you are pursuing a program that matches your goals and check if you are enrolled in the right courses to meet your program's requirements. As you get further along in your academic career, you'll also meet with a faculty advisor about your specific program. They're the experts who will help you navigate their department courses.

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

Tutoring

Need help with a paper? Lectures not making sense? Find a study buddy at the tutoring center! The online tutoring center is for you! Log into Canvas and click the Tutoring Center card on your dashboard.

Library

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

Testing Center

If you need to make up an exam or qualify for extra time to take it, the Testing Center is a great place to find help. They offer placement exams and resources of all types.

Bookstores

You'll find the college bookstore loaded with affordable books to buy or rent including over 300 digital options, and all the supplies you'll need for class. Visit CLC Online Bookstore at www.clcbkst.com for detailed information and to order fall textbooks. Lancer Bookstores will remain closed and all orders will be online. Online orders can be delivered to your home, picked up on campus or at our new convenient curbside pick-up.

GLC, (847) 543-2086 (curbside pickup location – James Lumber Center)

LSC, (847) 543-2189 (curbside pickup at the South Building S3 door)

SLC, (847) 543-6530 (pick up at the Southlake bookstore Room V134)

LancerZone Campus Store

Get your CLC swag, school supplies, snacks and other specialty items.

Office for Students with Disabilities

We're here for each and every student. The college serves many students and visitors with disabilities. CLC provides an educationally accessible environment that ensures all students receive an equal opportunity to services, programs and courses regardless of their disability. Reach out and work with us to become a self-advocate! (847) 543-2474

LGBTQ+ Resource Center

CLC fosters pride, respect and unity for lesbian, gay, bisexual, transgender, gender fluid, queer/questioning, intersex, asexual and allied populations. We advocate for freedom and knowledge of individual identity, human expression and equal opportunity. Additionally, we provide training and education to encourage a safe and comfortable campus climate for LGBTQ+ and allied students, faculty and staff.

Counseling and Psychological Services

Commonly called CAPS, Counseling and Psychological Services (CAPS) at the College of Lake County provides culturally responsive clinical services to CLC students, contributing to their academic, personal and professional success. CAPS also offers consultative and preventative services, thus empowering the CLC community to promote mental wellness. All clinical services are provided by licensed mental health professionals, and are available to actively enrolled CLC students for no charge. Please call (847) 543-2032 to schedule an appointment with a CAPS therapist.

Student Success Workshop Series

Participate in free workshops to grow your academic and personal success while building your co-curricular transcript. This gives you a competitive edge in applying for scholarships and transfer schools, plus makes your resume more robust for your job search.

Health Center

Not feeling well? Concerned about your health? Need a flu shot? Get help with these as well as required tests for health care career students. In person student and employee appointments (must call ahead to schedule): Mondays & Wednesdays, 8 a.m.-4:30 p.m. HIPAA-compliant administrative assistant (Zoom) office hours: Thursdays, 1-3 p.m. HIPAA-compliant nurse virtual (Zoom) office hours: Tuesdays & Wednesdays, 11 a.m.-1 p.m. (847) 543-2064

CLC SHARE Program and SHARE Market

Food and other resources are available to those in need. (847) 543-2636

Multicultural Student Center

Become involved in cultural events, clubs and activities.

Student Activities Office

Join student clubs and organizations. There are many ways to get involved as a Lancer. Student clubs and organizations are still meeting virtually. [Find out more.](#)

Athletics

Lancers compete in 12 National Junior College Athletic Association (NJCAA) intercollegiate sports in the Illinois Skyway Collegiate Conference. Women's sports include basketball, cross country, soccer, softball, tennis and volleyball. Men's sports include baseball, basketball, cross country, golf, soccer and tennis. CLC is the winningest program in Illinois Skyway Collegiate Conference history. The Lancers have won 22 All-Sport Award Championships, 13 more championships than anyone else. The college has won 145 conference championships and 71 student-athletes have earned NJCAA All-American honors.

Fitness

CLC has on-campus facilities for all student-athletes. The Athletics and Fitness Center (formerly known as the Physical Education Center) is located on the Grayslake campus, and houses the athletics department, fitness center, aerobic room and newly refinished gymnasium. Due to COVID-19, these facilities will only be open during to student-athletes this fall. Under normal conditions, all CLC students have free use of the fitness center and gymnasium during open hours.

Center for International Education

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

TRIO Support Student Services

Access first-generation student programs.

Veterans Student Services

Learn about military and veteran benefits.

Women's Center

Access women's resources.

[CLC Police Department](#)

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

GLC, Building E, (847) 543-2081

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

SLC, Room V132, (847) 543-2081

[Title IX Coordinator](#)

File a sex discrimination or harassment report.

(847) 543-2464

[Childcare](#)

Due to COVID-19, the Childrens Learning Centers are closed. View [link](#) for more information.

[Coaching for Academic Success](#)

Get academic support.

[Open Computer Labs](#)

GLC, L Wing, 1st floor

LSC, 1 N Genesee, Room 016

SLC, Room V220

[Help Desk](#)

Get technology support.

(847) 543-HELP (4357)



Let's talk dollars and sense: paying for college

Lancer Emergency Assistance Fund (LEAF)

The [Lancer Emergency Assistance Fund \(LEAF\)](#) 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.

If you're a current CLC student and you have an emergency funding need, access resources through the [online LEAF application](#) and submit any required documentation. You will receive a decision within 1-5 business days, depending on the urgency of your request.

Tuition and Fees

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

In-district

\$125 per credit hour for Fall 2020

Out-of-district

\$322 per credit hour for Fall 2020

Out-of-State and International Resident

\$436 per credit hour for Fall 2020

Comprehensive Fee

\$22 per credit hour for Fall 2020

Online Course Fee

\$8 per credit hour for Fall 2020

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

Fill out your Free Application for Federal Student Aid (FASFA)!

It's a great way to get grants and scholarships to offset the cost of college. Don't be afraid of the form! Financial Aid counselors are available to help you prepare the documents needed to complete your FASFA so it's quick and painless.

Financial Aid and Scholarships

More than \$12.5 million in scholarships are awarded every year to CLC students. We work with many federal and state financial aid programs to help reduce the cost of your education. CLC's Foundation offers scholarships and many of them cover 100 percent of costs (and may even offer a stipend to help pay for things like books and transportation).

Since financial aid comes in many forms (with different eligibility requirements), it is worth applying for, even if you think you won't meet requirements. Completing your FASFA is the first step.

FASFA Application Procedures

Apply for Financial Aid by completing the FAFSA directly with the Department of Education:

1. Gather all the documents needed to apply. This includes your Social Security number, your parent's Social Security numbers, your driver's license number if you have one, your Alien Registration number if you are not a U.S. citizen, federal income tax returns, W-2 forms, records of your untaxed income and information on cash, savings and checking balances, investments etc. The full list is located at <https://studentaid.gov/apply-for-aid/fafsa/filling-out#documents>. You can find your tax transcript through the IRS Get Transcript service at irs.gov/transcript.
2. Complete the FAFSA between October 1, 2020 and June 30, 2021. There are NO exceptions to the deadline date! Apply as soon as possible to meet school and state aid deadlines. The fastest and easiest way to apply is through <https://studentaid.ed.gov/sa/fafsa>. If you used the Internal Revenue Service Data Retrieval Tool (IRS DRT) when filling out your FAFSA form, you may not have to verify that information.

Ineligible Programs and Courses

In order to be eligible to receive financial aid, a student must be enrolled in and actively pursuing a degree or certificate in an eligible program of study. (See a financial aid specialist for more information on eligibility.)

Financial Aid Online

For news, updates and additional information about applying, receiving and maintaining your financial aid awards, please visit the Financial Aid Office website at www.clcillinois.edu/financialaid.

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.

www.clcillinois.edu/scholarships

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.

Drop for Non-Payment

Students who do not make payment arrangements by their due date are subject to being dropped from all classes. Students who set up an installment payment plan, pay 40 percent or more of their balance due, or have a balance due of \$500 or less will not be dropped for nonpayment. The dates for the “drop for non-payment” process are publicized on the website.

Refund Policy

Students are responsible for officially dropping classes they do not intend to complete. For refund schedule visit [the refund webpage](#).

Work-Study

The Career and Job Placement Center manages multiple programs you can use to pay for college through financial aid available to all students.

Internships and Apprenticeships

Experiential learning is an important part of education, encouraging you to apply what you learned outside the classroom. This fall, more than 60 apprenticeships will allow you to learn and earn at the same time. Select employers hire you and pay for your education at CLC. Learn more about [work-study](#), [internships](#) and [apprenticeships](#).

It all starts at the Welcome and One Stop Center

It's likely you've already spent time at the [Welcome and One Stop Center](#). We've made it easy for you to get all major student services in one place, including admissions, financial aid, records and accounting.

Need to pay a bill? One Stop. Need to send your transcript? One Stop. Need advice? One Stop.

The first stop to get ahold of the [Welcome and One Stop Center](#)? We suggest calling first:

GLC(847) 543-2061

LSC (847) 543-2183

SLC (847) 543-6502

Did you know CLC offers free high school equivalency?

You can count on your helpful community college for many things. Our Adult Education program will help you build basic competency in reading, writing and math; complete your high school education; or learn English—free of charge.

GLC, Room 418 (Building K), (847) 543-2021

LSC, 1 N Genesee, 2nd floor, (847) 543-2445

SLC, Room V130, (847) 543-2445

www.clcillinois.edu/adulted



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.

Academic Policies and Procedures

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

Admission Policy

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

Admission to the college does not guarantee entrance into all courses or programs of study. Entrance into specific programs may depend on other criteria such as age, evidence of language and mathematics skills and level of education. Students taking college-level courses must demonstrate college-level competency in language and mathematics. In addition, students are required to complete specified prerequisites prior to enrollment in certain courses.

Registration Policy

Registration for the Fall Semester begins the preceding March; registration for the Spring Semester begins the preceding November. Summer registration begins in March. Registration is available online and must be completed on or prior to the first day of class.

Don't miss your deadline!

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

Withdrawal Policy

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

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

Grades and Grade Points

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

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

	Grade	Significance
<i>Calculated in Grade Point Average:</i>	A	Excellent 4 Grade Points
	B	Good 3 Grade Points
	C	Average 2 Grade Points
	D	Below Average 1 Grade Point
	F	Failure 0 Grade Points
	FW	Withdrawn by Institution, Failing 0 Grade Points
	<i>Not Calculated in Grade Point Average:</i>	I
N		Requirements Not Fulfilled
O		No Grade Received
P		Satisfactory
R		Repeated
W		Withdrawn
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.

Students who have earned at least 30 semester hours at CLC by the end of the Fall Semester immediately preceding the commencement ceremony will be recognized as receiving the following honors based upon cumulative GPA:

Honors, 3.00-3.49

High Honors, 3.50-3.74

Highest Honors, 3.75-4.00

Finish strong

If you need help with your graduation planning, reach out to the Counseling, Advising and Transfer Center at (847) 543-2060

1. Meet with an appropriate advising professional to make sure you are meeting the requirements for the catalog term you are following.
 - At least one semester before you plan to complete your degree or certificate, submit a [Petition to Graduate online](#).
 - The deadline for students graduating in the fall is October 1; Spring Semester is February 15; and Summer Session is July 1.
2. You will receive the results of the evaluation of your petition approximately four to six weeks after the petition deadline.
 - Diplomas are mailed out approximately six to eight weeks after the end of the term you have graduated. Make sure to verify your current address is on file prior to graduation.
 - A commencement ceremony is held annually in the month of May for summer/fall graduates and spring/summer candidates. See information about [commencement and graduation](#).

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.

Know your rights and responsibilities

[Student Rights and Responsibilities Procedures.](#)

- I. Students Rights
- II. Standards of Conduct
- III. Academic Concerns Process and Procedures
- IV. Student Conduct Process and Procedures
- V. Sex-Based Misconduct Procedures
- VI. Student Discrimination and Harassment Complaint Process and Procedures
- VII. Definitions
- VIII. Disciplinary Records
- IX. Interpretation and Revision



Any questions?

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

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

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

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

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

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

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

A: Please check with your healthcare provider or visit [Lake County Health Department testing sites](#).

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

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

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

A: Although the College and [SHARE Market](#) are temporarily closed, there are still resources available. There are many other [food pantries around Lake County](#) that may be able to assist you.

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

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

Q: Will the grading system for Fall 2020 be the same as that of Summer and Spring 2020?

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

Q: Are the campuses open?

A: The college buildings will be open for CLC students, staff and faculty only

On-campus access for students will be limited to:

- students actively enrolled in fall semester classes
- students accessing academic support or services
- students who need quiet study spaces
- student workers
- prospective students, by appointment (no more than two guests; must be wearing masks)

Student activities, clubs and student government will be conducted virtually.

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

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



Excellence



Integrity



Unity



College of Lake County



Purpose



Compassion



Inclusion

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

We hold these values to be the cornerstone to fulfilling the college's mission:

1. Purpose
2. Integrity
3. Excellence
4. Inclusion
5. Unity
6. Compassion

Stay Connected

It's an unprecedented time, which might mean that things change at a quicker pace than normal. It's important to know where to get information.

- Bookmark the [college website](#) on your browser
- Visit [the Lancers Keep Learning page](#) for resources to help you succeed this semester in the alternative delivery model.
- Check your student [email & MyStudentCenter](#) for important communication updates (or find out [how to forward it to your personal email](#))
- Follow us on social media for updates and community events.



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.

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