

### Admission Policy

The College of Lake County provides a wide range of learning opportunities to meet the various educational needs of students from diverse educational backgrounds. The College welcomes all who may benefit from its courses and programs of study. An individual will be admitted to the College by completing and submitting the Application for Admission form. The college serves those who are high school graduates, others who are eighteen years of age or older, and individuals under eighteen years of age who meet established criteria.

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.

The College reserves the right to limit enrollment because of space or budget restrictions, to establish selective admission requirements, and to give preference to residents of Community College District #532.

Please see page 298 for an Application for Admission form and specific requirements.

### Admission to Associate in Arts, Associate in Science, Associate in Engineering Science, Associate in Fine Arts, and Associate in Arts in Teaching

To qualify for unconditional admission to these programs, students must provide evidence that they have attained a certain level of knowledge in the arts and sciences through previous learning. Evidence may be provided by observing the following procedures:

1. Successfully complete the Admission requirements. See page 298 for more information.
2. Submit either a high school transcript or a student profile report from the American College Testing (ACT) Program showing the achievement listed below:
  - 2.1 High School Transcript showing successful completion of the following:
    - **Four years of English** emphasizing written and oral communication and literature.
    - **Three years of social science** emphasizing history and government.
    - **Three years of mathematics** including introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming.

- **Three years of science** including laboratory science.
- **Two years of electives** from any combination of foreign language, music, vocational education or art.

Up to three of the 15 required units of course work may be redistributed by deducting no more than one unit from each of the categories of social science, mathematics, science, and electives, and completing those units in one of the other categories.

- 2.2 ACT Student Profile Report showing the completion of the high school course distribution requirements listed above or standard scores of 21 or higher for English, reading, mathematics, and science reasoning.
- 2.3 SAT Report showing scores of 500 or higher for verbal and mathematics.

The Office of Admissions and Records will consider exceptions to these procedures on an individual basis for students who have completed 30 or more semester hours of course work with grades of C or better from an accredited college or university, those with an associate degree from an accredited college or university, and those who present equivalent course work or test scores.

Students who are unable to provide any of the forms of information indicated above will be conditionally admitted to the degree program and will be required to complete all of the following prescribed College of Lake County courses:

- |                  |   |
|------------------|---|
| English:         | ENG 121-English Composition I;  |
| Speech:          | CMM 121-Fundamentals of Speech;   |
| Mathematics:     | Any mathematics course required for the A.A., A.A.T., A.S., A.E.S., or A.F.A. or degree in this catalog;  |
| Science:         | Any Lab Science course from the list required for an A.A., A.A.T., A.S., A.E.S. or A.F.A., degree in this catalog (see pages 49-69);                                  |
| Social Sciences: | Any social science course from the list required for an A.A., A.A.T., A.S., A.E.S., or A.F.A., degree in this catalog;  |
| Humanities:      | ENG 122-English Composition II or any humanities course from the list required for an A.A., A.A.T., A.S., A.E.S., or A.F.A. degree in this catalog (see pages 49-69). |

Please see the section on Advising on page 19 of this catalog for further information.

### Admission to Limited Enrollment Health Career Programs

Health career programs are open to a limited number of students.

Computed tomography, dental hygiene, health information technology, magnetic resonance imaging, medical imaging, medical assisting, registered nursing and surgical technology students must complete a special screening procedure. Preference is given to legal residents of community college

district 532, including other community college districts with which CLC has an appropriate joint educational agreement, prior to considering out-of-district, out-of-state or international student applicants.

Please see the section on Associate in Applied Science Programs of Study on pages 99-164 of this catalog for further information including selective admission requirements.

### Dual Admission

The College of Lake County has dual admission agreements with Roosevelt University, Northern Illinois University, University of Wisconsin-Parkside and Northeastern Illinois University. These agreements allow eligible students the opportunity to gain admission to the College of Lake County and a transfer university at the same time. Students participating in dual admission programs benefit by receiving early notification from their transfer schools while enrolled at CLC. For more information about dual admission programs, contact the Counseling Center at (847) 543-2060.

### Admission for Students under the Age of 18 or Currently Attending High School

A student under the age of 18 or currently attending high school must submit a CLC Secondary School Reference form signed by a parent and an official of the secondary school of current or last attendance. To apply, submit the following credentials to the Office of Admissions and Records.

1. Completed CLC Application for Admission form.
2. Completed CLC Secondary School Reference form signed by a school representative and parent.

### For Students Who Are Younger Than 16 Years of Age

A student under sixteen years of age must be judged by both the high school and the College of Lake County to possess both exceptionally high academic ability and maturity to handle the discipline and personal skills required for successful completion of college work.

A student less than 16 years of age is required to submit all of the credentials outlined below to the Office of Admissions and Records in order to enroll in credit courses:

1. Official transcript(s) of school record(s) showing successful completion of the most advanced course offerings of the high school in the subject area in which the student wishes to enroll at the College of Lake County

**AND**

- Letter of recommendation from the high school department outlining the student's intended course or program of study at the College of Lake County.
2. Completed CLC Application for Admission form.

3. Completed Secondary School Reference form for students less than 16 years of age.
4. Middle school students must provide a letter from their district high school confirming that the high school cannot academically accommodate the student's needs and the educational level that is needed exceeds the high school level.

In addition to providing items listed above, students must meet all course prerequisites prior to the CLC Division Dean's consideration.

### Admissions of International Students

The College of Lake County is approved by the United States Citizenship & Immigration Services to admit students in nonimmigrant status to study as a full-time student. To be considered for admissions, an international applicant must have to be at least 17 years of age and have completed the equivalent of an American High School education (12 years of formal education).

It is possible to apply even if the international student needs to take English as a Second Language. However, until the student completes the necessary courses or passes the Academic Proficiency Test (APT), the student is able to take only a limited number of courses in the English as a Second Language Program.

International students who need an I-20 form will not be considered until all of their admissions documents are completed and properly submitted. The application deadlines are: July 1 for fall, November 1 for spring, and April 1 for summer. All questions about privileges and requirement for nonimmigrant students should be referred to the International Admissions Specialist.

A package for international student admissions may be obtained from the Office of Admissions and Records in Grayslake, from the college's website at [www.clcillinois.edu/credit/apply/dp\\_international.asp](http://www.clcillinois.edu/credit/apply/dp_international.asp) or by calling to request a package by mail. For further information about admissions requirements for international students, please call the International Admissions Specialist at (847) 543-2733.

Financial aid is not available to international students. International students must submit evidence of financial support for their educational and living expenses while at the College of Lake County

All international students who need an I-20 form must complete and properly submit the following:

1. **International Student Application & General Admissions Application** — Available to download at [www.clcillinois.edu/credit/apply/dp\\_international.asp](http://www.clcillinois.edu/credit/apply/dp_international.asp)
2. **Academic Records** — Official credentials and transcripts of

## Admission, Advisement and New Student Information

all secondary and post secondary education, including any college or university work. Credentials must include an explanation of the grading or marking system. Credentials in a language other than English must be accompanied by a certified English translation.

3. **Financial Verification Form** — Original bank letter (not a monthly statement) from sponsor's bank verifying that there is at least \$18,000.00 available in the account. Letter from the sponsor must include the date when the account was opened, average deposit, name, title, and telephone number of the bank representative.
4. **Affidavit of Support** — Required by EACH person contributing to the support of the international student guaranteeing verifiable financial support while the student is attending the College of Lake County.
5. **Personal Photograph** — A passport size photograph with the name and the address of the student on the back
6. **Transfer Verification Form** — Required if the prospective student is already in the US on an F-1 visa and wishes to transfer to the College of Lake County.

For additional information pertaining to international applicants, please visit the international admissions section of the College of Lake County web site at [www.clcillinois.edu/credit/apply/index.asp](http://www.clcillinois.edu/credit/apply/index.asp). You may also contact the International Admissions Specialist at (847) 543-2733.

## Registration Steps For Credit Classes: New Students

New students to CLC should follow these steps to apply for admission and register for classes. Returning students to CLC should reference the inside back cover.

### **Step 1: Submit an Application for Admission and other required credentials.**

You may complete an Application for Admission on the Web at [www.clcillinois.edu](http://www.clcillinois.edu), or use the form on page 301 of this schedule. Additional admission requirements apply to the following prospective students:

- International Students must contact the International Student Specialist at (847) 543-2733.
- Students who are under 18 or currently enrolled in high school must submit a Secondary School Reference Form with appropriate signatures before enrolling. Form is available at <http://www.clcillinois.edu/depts/adr/forms.asp> or call Admissions.
- Nursing, Dental Hygiene, Medical Resonance Imaging, Medical Imaging, Medical Assisting, Health Information Technology, Computed Tomography, Surgical Technology, and Certificate in Paralegal Studies have additional admissions requirements. Contact the Admissions Office at (847) 543-2061.

### **Step 2: Learn your CLC Student ID and PIN**

When your application has been processed (usually within 2 working days), you will receive your 7-digit ID number in the mail. Your PIN is initially set to your 6-digit date of birth (mmddyy). You will need the ID and PIN to register.

You can also access your ID through our touch-tone phone registration system. Just call (847) 223-1111, select 'Student ID Lookup' and enter your social security number and PIN (date of birth). It's important to change your PIN to 6 digits/characters only you will know. You can change your PIN on the phone registration system. Just select option 1, then option 4.

### **Step 3: Meet Proficiencies / Prerequisites**

Before you will be able to register for most college credit classes, you need to show that you are language and math proficient. The Admissions Office will accept one of the following official or unofficial documents to prove proficiency:

- HS transcript showing class rank in top 1/3
- ACT score report showing reading, language and math scores of 17 or above
- SAT score report showing verbal and math scores of 450 or above
- GED transcript showing 550 or above in reading, language and math
- U.S. college transcript showing completion of an Associates degree or higher
- U.S. college transcript showing completion of 30 credits with no grade less than "C".

### **OR**

- Take CLC's Academic Proficiency Language test (minimum score of 153) and Math Placement Test-Arithmetic Section (minimum score of 56).

Refer to page 298 for more information.

### **Step 4: Attend a Student Advisement Session and Register for Classes**

If you are a recent high school graduate planning to attend full-time and complete a degree or certificate at CLC, you should attend a New Student Advisement Session. Call (847) 543-2486 or (847) 543-2090 to register.

If you are a returning adult or part-time student, you should attend an Advisement Information Meeting (A.I.M.). Call Counseling at (847) 543-2060 for times and more information.

### **Step 5: Meet with a Counselor**

Counselors are available to help you with educational planning. If you are unable to satisfy one or both the English language and math proficiencies, you are encouraged to meet with a counselor prior to enrolling. They will help you select the most appropriate courses. Counselors are available by appointment or on a drop-in basis from 8:00 am to 8:00 pm, Monday through Thursday, and 8:00 am to 4:00 pm on Friday at the Grayslake Campus, Room C110, (847) 543-2060. Counselors are available by appointment at the Lakeshore Campus (847) 543-2186 and Southlake Educational Center (847) 543-6501.

### **Step 6: Complete Registration**

Use the class schedule to select your classes. The most current schedule is available on the web. You may register around the clock on the web at [www.clcillinois.edu/selfserv.htm](http://www.clcillinois.edu/selfserv.htm), or by the touch-tone system at (847) 223-1111. If you need

assistance to register, come to the Admissions office in B101 at the Grayslake Campus, the Student Services office at the Lakeshore Campus, or the main office at the Southlake Educational Center.

### Step 7: Pay Tuition and Fees

Pay tuition and fees by the published due date (see current Class Schedule for details). To prevent a drop for non-payment, you must pay in full, submit your Financial Aid (FAFSA) application and/or loan application, or enroll in the college's new installment plan by your due date. This plan will allow you to make payment throughout the semester. For information about tuition payment, call (847) 543-2085; for information about financial aid, call (847) 543-2062.

## Academic Advisement and Counseling

Student success in college is linked with quality academic advising.

### Academic Advisement:

All continuing CLC students who have selected a program of study should meet with a faculty advisor.

All full-time faculty members are also academic advisors and are available when classes are in session during the fall and spring terms. For information on how to contact a faculty advisor, call the appropriate division office listed below. Division offices are located on the Grayslake Campus.

#### Biological and Health

Sciences .....	(847) 543-2042	.....Room C140
Business .....	(847) 543-2041	.....Room T102
Communication Arts, Humanities and Fine Arts	(847) 543-2040	.....Room B237
Engineering, Math and Physical Sciences .....	(847) 543-2044	.....Room T102
Social Sciences .....	(847) 543-2047	.....Room A244

### Counseling:

Students meet with a counselor if they are

- **undecided** on a program of study
- **new** to CLC
- **establishing proficiency** in language or mathematics
- **returning** to CLC after two or more semesters of absence
- seeking **transfer** information for a specific institution on **academic restriction**
- in need of more extensive **counseling services**

(See page 28 for list of counseling services and locations.)

### Advising Prior to Registration

The following students must contact an appropriate advisor or counselor before registering:

- Degree or certificate seeking students prior to registering for

their **19th** and **41st** transfer or career credit hour must see a faculty advisor

- Students on **academic restriction** must see a counselor.
- Students who need to establish proficiency in language or math should see a counselor, and
- Conditionally admitted students who plan to transfer and have exceeded 40 career or transfer credits must see a faculty advisor (See Admission to A.A., A.A.T., A.S., A.E.S., or A.F.A. Degree Programs for more information on conditional admit on page 16.)

For information on referrals, see Academic Advising and Counseling, or call the Counseling Center at (847) 543-2060.

### Graduation Planning

Advisors help students who have decided on a program of study and have selected courses to meet all the graduation requirements for an A.A., A.A.T., A.S., A.E.S., A.F.A., or A.A.S. degree. Counselors help A.A. and A.S. students who are undecided on a major.

### Advising Responsibilities of Advisors

Academic advisors help students with long-term and short-term academic planning, assist students in developing a course schedule, provide information about programs of study, explain CLC graduation requirements and College policies, and refer students to other College staff and services.

### Advising Responsibilities of Students

Students are responsible for contacting an academic advisor and preparing for the advising session by being familiar with the information in the CLC catalog and graduation requirements, reviewing the course schedule each semester, having an idea of the courses they plan to take, and being ready to discuss their interests and/or goals. Students who are unclear about their educational goals should seek assistance from a counselor to develop those goals.

## Steps to Graduate

1. Meet with an advisor or counselor to make sure you are meeting the requirements for the catalog term you are following.
2. If you have satisfied all the degree requirements, complete a Petition for Graduation Form, located in the Office of Admissions and Records, during the last semester of your course completion. Deadlines for submitting petitions are published in the CLC Schedule of Classes. The deadline for students completing their coursework in the fall semester is during the first four weeks of that semester, and the deadline for students completing their coursework in the spring or summer semester is the first four weeks of the spring semester.
3. You will receive the results of the evaluation of your petition approximately four to six weeks after the start of the term that you have designated as completing your requirements.
4. A commencement ceremony is held annually in the month of May for fall graduates and spring/summer candidates.