

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 Student Information 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 330 for a Student Information 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 330 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:
 - A. 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.

- B. 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.
- C. 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 AA, AAT, AS, AES, or AFA degree in this catalog;
- Science: Any lab science course from the list required for an AA, AAT, AS, AES or AFA degree in this catalog;
- Social Sciences: Any social science course required for an AA, AAT, AS, AES or AFA degree in this catalog;
- Humanities: ENG 122 English Composition II or any humanities course required for an AA, AAT, AS, AES or AFA degree in this catalog

See pages 52-61 for courses required for degrees.

Please see the section on Advising on page 26 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, 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 98-170 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 Student Information Form.
2. Completed CLC Secondary School Reference form signed by a school representative and parent. Home schooled students will have the form signed by the parent or home school representative.

Admission for Students Age 16-17 Enrolling in Adult Education Classes Only

Students who are 16-17 years of age and are enrolling in adult education classes only should submit the following credentials to the Office of Admissions and Records:

1. Completed CLC Student Information Form.

2. Completed CLC Adult Education Enrollment for Students Under Age 18 Form

Students who wish to enroll in college credit, remedial or developmental courses must complete a Secondary School Reference Form.

Dual Enrollment/Dual Credit

Dual Enrollment/Dual Credit at the College of Lake County offers high school students an opportunity to earn college credit prior to graduating from high school. Through formal agreements with individual high schools, the College of Lake County can offer courses that cover content not offered through a high school's Advanced Placement Program or that is not available at the local high school. High school students should check with their high school counseling office to see if their school participates in this statewide effort, as well as to see what courses are available. Students who participate in Dual Enrollment/Dual Credit must meet CLC's academic proficiencies as identified in the college catalog. For additional information, contact the Assistant Vice President for University Transfer at CLC at (847) 543-2407.

Admission for Students Under the Age of 16

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

AND

A letter of recommendation from the high school department outlining the student's intended course or study at the College of Lake County.

Home-schooled students should submit the following credentials to the Office of Admissions and Records:

A letter from the home educator listing completed curricula

AND

A letter of recommendation from the home educator outlining the student's intended course of student at the College of Lake County.

2. Completed CLC Student Information 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.
5. All students must submit independent documentation of exceptional student ability through a standardized test. Acceptable standardized tests are listed on the secondary school reference form.

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

Admission of International Students

International students are defined as any individual admitted into the US on an F-1 student visa or issued the Form I-20 Certificate of Eligibility approved for study at the College of Lake County.

International students must be at least 17 years old and have completed the equivalent of an American high school education (12 years of formal education). International students must enroll in a minimum of 12 credit hours each semester.

Application deadlines are:
July 1 for fall semester, November 1 for spring semester and April 1 for summer term.

To apply, the following must be submitted:

- Completed International Student Application
- Completed College of Lake County Student Information Form
- Official, certified, English translated copy of secondary school record, indicating completion.
- Credit evaluation of college/university transcript for transfer, if applicable
- Evidence of sufficient financial support, including original bank letter and affidavit of support, as necessary
- Passport size photo
- A TOEFL exam is not required for English language training. Students who submit an official minimum score of 527/197/71 (paper-based/computer-based/ internet-based) will qualify for regular academic classes.
- Completed International Student Agreement
- Completed International Student Transfer Form, if transferring from another US institution

For further information about admission requirements, contact the International Admissions Specialist at (847) 543-2733.

Servicemembers Opportunity College

The College of Lake County has been designated a Servicemembers Opportunity College (SOC) by the Department of Defense and the American Association of Community Colleges. Servicemembers Opportunity College Associate Degree (SOCAD) student agreements are available in many different curriculums offered at the College. CLC is committed to Great Lakes Naval Base personnel and their families. The College's in-district admission policies apply to all service personnel as well as to their families. For more information on applying for a SOC agreement, contact the Servicemembers Opportunity College Representative at Great Lakes Naval Base Center at (847) 543-2971.

Registration Steps For Credit Classes: New Students

New students to CLC should follow these steps to apply for admission and register for classes.

Step 1: Submit a Student Information Form and other required credentials.

You may complete a Student Information Form on the Web at www.clcillinois.edu, or use the form on page 333 of this catalog. 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.
- Students who are pursuing a transfer degree program and have graduated from high school in the last year should send their high school transcripts to the Office of Admissions and Records.
- Nursing, Dental Hygiene, Medical Resonance Imaging, Medical Imaging, 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

After your application has been processed (usually within two business days), you will be sent a seven-digit CLC Student ID number in the mail. This ID number is necessary to create a custom user ID and password which allows access to myStudentCenter, the College's student registration system. For more information about how to register, visit www.clcillinois.edu.

Admission and New Student Information

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 proficient and basic algebra ready. The Admissions Office will accept one of the following official or unofficial documents to prove language proficiency and/or basic algebra readiness:

- HS transcript showing class rank in top 1/3 after 6 semesters
- ACT score report showing reading, English language and math scores of 17 or above
- SAT score report showing critical reading, writing and math scores of 450 or above
- GED transcript showing 550 or above in reading, writing skills 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” (satisfies language proficiency).

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 330 for more information.

Step 4: Attend a New Student Orientation Advisement Session

Academic Advising is **required** for all recent high school graduates (Classes of 2008 and 2009) entering CLC for the first time. To reserve a space in a New Student Orientation Advisement session, go online at www.clcillinois.edu/credit/checklist/orientation.asp or call (847) 543-2486. All other new students should attend an Advisement Information Meeting (AIM) **before** meeting with an Academic Advisor. Reserve a space in the AIM at www.clcillinois.edu/credit/checklist/orientation.asp or call the Counseling Advising and Transfer Center at (847) 543-2060.

Hours of operation for the Counseling, Advising, and Transfer Center are Monday – Thursday, 8a.m. to 8 p.m. and 8 a.m. to 4 p.m. on Friday (Grayslake Campus), Room C110, (847) 543-2060. Note: Contact information for the Lakeshore Campus in Waukegan and the Southlake Campus in Vernon Hills are as follows: Lakeshore – Room N211, (847) 543-2186; Southlake – Room V130, (847) 543-6501.

Step 5: Meet with an Academic Advisor

If you need additional assistance **after** attending a New Student Advisement Session, you may meet one-on-one with an Academic Advisor. Academic Advisors are available to help you get started at the college, interpret your assessment and placement test scores, and determine appropriate initial course placements and selections. Contact the Counseling, Advising, and Transfer Center to make arrangements to see an Academic Advisor, Room C110, Grayslake Campus, (847) 543-2060. Note: Students who attend Lakeshore or Southlake Campuses may meet with a counselor – see contact information in Step 4.

Step 6: Complete Registration

Use the class schedule to select your classes. The most current schedule is available on the web. Before you can register, you must establish your user login. Follow the instructions on the web at www.clcillinois.edu/selfserv.asp. Once you have logged in, you may continue on to register at any time. If you need assistance with registration, 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 Campus.

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 or enroll in the college’s installment tuition payment plan by your due date. Financial aid applicants must have completed the FAFSA application and demonstrated eligibility in order to be awarded financial aid prior to their tuition due date. If the amount of the financial aid award does not cover the balance due, you must either pay the difference (balance minus amount of financial aid award) in full, or enroll in the college’s installment tuition payment plan by your due date. This plan will allow you to make payments throughout the semester. For information about tuition payments, call (847) 543-2085 for information about financial aid, call (847) 543-2062.

Steps to Graduate

Graduation Planning

Counselors, faculty and Academic Advisors help students determine if they are meeting or have met the graduation requirements to earn a degree or certificate. Students may contact the Counseling, Advising and Transfer Center for more information at (847) 543-2060, or in Room C110 on the Grayslake Campus.

1. Meet with an appropriate advising professional 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 or spring semester is during the first four weeks of that semester, and the deadline for students completing their coursework in the summer session is the first two weeks of the summer session.
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 summer/fall graduates and spring/summer candidates.