



CLC on the Internet

The College of Lake County offers both credit and non-credit courses on the Internet! The online option allows CLC students to work on their courses any time of the day or night from any location that provides Internet access.

► Steps for enrolling in online credit courses

STEP 1

If you have never been a CLC student, apply online at www.clcillinois.edu/applic.htm. You may also apply by submitting a Student Information Form in the mail or in person at the Grayslake, Lakeshore or Southlake Campuses.

STEP 2

Check the course listing in this schedule for prerequisite information.

STEP 3

Check the CLC online course information page (yyz.clcillinois.edu/ol) to be aware of any course requirements (additional software, on-campus visits, etc.)

STEP 4

Once you have received your admission acceptance, you may register by Web registration (www.clcillinois.edu).

STEP 5

You may log into your online credit classes on **August 24, 2009**. Please log in the **first day** of class, regardless of whether or not your instructor has contacted you prior to this date. (Note: please be aware if your class has an early or late start date). To begin your online course, go to cl.blackboard.com. Further login instructions will be provided here.

? Confused about credit & non-credit courses?

In general, **credit courses** are designed for students who are interested in earning college credits toward a degree or certificate. These courses are usually a full session-long (16 weeks for fall or spring and 8 weeks in summer), provide in-depth instruction in the subject area and involve intense study. Students who take credit courses receive a letter grade (A, B, C, D or F) at the end of the semester.

Non-credit courses are short-term classes offered through continuing education departments. They are intended for students who want to gain general knowledge, learn a new skill, upgrade existing skills or develop personal interests. Upon completion, students may request a certificate of completion from the instructor. Watch for our separate continuing education schedule if you are interested in non-credit online courses.

Register Early! Online courses fill up fast!

On-campus Requirements

You *may* need to come to campus for some online courses! If you would like to know if this applies to your course, go to the CLC Online web page (yyz.clcillinois.edu/ol/) and select **Credit Online Course Information** drop box. If on-campus testing is required, you may take the test at any of CLC's testing centers. If you are not in close proximity to CLC, you may arrange to have the test proctored at a location closer to you (usually another college). Please be aware other institutions may charge a fee to administer tests at their location.

800 vs. 600 course sections

- 800 section credit courses are those where course content is offered completely online (on-campus testing may apply – please see above).
- 600 section credit courses are considered hybrid and do require a significant number of campus visits.

Services for online students

The College of Lake County offers a wide range of student support services, including an online bookstore, access to the Counseling Center, and a wide range of library services. Online students may also seek tutoring assistance in certain content areas offered by the Math Center and the Writing Center. Call the Math Center at (847) 543-2449 or the Writing Center at (847) 543-2452 for information about content area tutoring or visit their websites at www.clcillinois.edu/depts/lac/mathcenter.asp or www.clcillinois.edu/depts/lac/writingcenter.asp for hours of operations and additional information.

In order to be more successful in completing your online courses, it is highly recommended that students take the Blackboard online tutorial to learn how to use Blackboard. If students need support with basic computer skills, it is recommended that students take a computer literacy course or learn how to use a computer through other tutorial formats. The Math Center and Writing Center can only help with content area tutoring questions, not with questions about how to use a computer. Questions about course requirements and procedures related to online courses should be directed to a student's instructor.

Some online courses may require that students take their tests in a proctored environment. The instructor will inform students if they need to go to one of the College of Lake County's Testing Centers to test. If a student is outside of the area when testing, they will need to contact the instructor so that arrangements can be made in advance.

CLC Student Email Tutorial

All CLC students receive a CLC email address. This will be your instructor's main way of contacting you in your online class. Please visit yyz.clcillinois.edu/email_tutorial/ to view a tutorial on using CLC email.

Need more information?

CLC's online course Web page covers most of the information students request; however, if you still have questions, contact **Kris Dahl** in the counseling center at Kdahl@clcillinois.edu or call voice (847) 543-2353 or TTY (847) 223-0134 for credit courses.

Helpful Web Sites

- ◆ Additional course-specific information/requirements: yyz.clcillinois.edu/ol/
- ◆ Online course registration: www.clcillinois.edu
- ◆ Online course log-in: clc.blackboard.com
- ◆ Catalog listing of all online courses at Illinois schools: www.ivc.illinois.edu

Tips for Success

Successful completion of an Internet course requires certain skills:

- ◆ Good time management skills
- ◆ Self-discipline
- ◆ Technical skills to navigate the Internet

You should also be aware of the following:

- ◆ For certain students, online courses can be more time-consuming than on-campus courses.
- ◆ Start and end dates for online credit courses are the same as on-campus courses.