

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

Complete a Student Information Form and submit other required credentials.

You may complete a Student Information Form on the Web at www.clcillinois.edu. Additional admission requirements apply to the following prospective students:

- High school graduates from 2008 or 2009 who are pursuing a transfer degree program should send their high school transcript to the Office of Admissions and Records.
- 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 www.clcillinois.edu/depts/adr/forms.asp or call Admissions.
- Nursing, Dental Hygiene, Magnetic 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 voice (847) 543-2061 or TTY (847) 223-0134.

STEP 2

Learn your CLC Student ID

When your application has been processed (usually within 2 working days), you will receive your 7-digit CLC Student ID number in the mail. Go to www.clcillinois.edu/newlogin to create your personal login.

- If you have NEVER registered for a class at CLC, click "Create Login for New Students." Enter your CLC ID, First and Last Name, and Birth Date (ex. mmddyy).
- Returning students should click the link for "Create Login for Active/Returning Students." Your PIN was initially set to your 6-digit date of birth (mmddyy).

Follow the steps to create your login. It is very important that you remember your username and password, and that you choose security questions with answers that you can remember. If you forget your username and password, or would like to change your password or security questions, visit www.clcillinois.edu/managelogin.

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 basic algebra readiness:

- HS transcript showing class rank in top 1/3 after 6 semesters
- ACT score report showing reading, 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, 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." (Satisfies Language Proficiency only.)

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 119 for more information.

STEP 4

Attend a New Student Orientation Advisement Session or an Advisement Information Meeting (AIM) and Register for Classes

New Student Orientation is **required** for all recent high school graduates (Class of 2008 and 2009) entering CLC for the first time.

All other new students (excluding recent high school graduates) should attend an Advisement Information Meeting (AIM) **before** meeting with an Academic Advisor.

To register for New Student Orientation or an Advisement Information Meeting, please visit www.clcillinois.edu. Under "News & Announcements," click "Register for New Student Orientation and Advisement Information Meetings." Continue to fill out the appropriate form. If you need additional help registering for New Student Orientation, please contact the New Student Orientation office at (847) 543-2486. If you need additional help registering for an Advisement Information Meeting, contact the Counseling, Advising and Transfer Center at (847) 543-2060. You may also visit the Counseling, Advising and Transfer website for more information at www.clcillinois.edu/depts/cou.

Hours of operation for the Counseling, Advising and Transfer Center are Monday-Thursday, 8 a.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 (Waukegan) and Southlake Campus (Vernon Hills) are as follows: Lakeshore-Room N211, (847) 543-2186; Southlake-Room R202, (847) 543-6501.

STEP 5

Meet with an Academic Advisor

If you need additional assistance **after** attending a New Student Orientation 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 the Lakeshore or Southlake Campuses may meet with a counselor on that campus. Please visit the Counseling, Advising and Transfer website for current hours of operation at www.clcillinois.edu/depts/cou.

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 anytime. 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

To avoid being dropped from classes for non-payment, you must pay in full or enroll in the college's installment tuition payment plan by your due date.

Prior to their tuition due date, financial aid applicants must have completed the FAFSA application and demonstrated eligibility in order to be awarded financial aid. If the amount of the financial aid award does not cover the balance due, you must either pay the difference in full, or enroll in the college's installment tuition payment plan by your due date. For more information about tuition payment, call (847) 543-2085. For more information about financial aid, call (847) 543-2062.

Questions? Call (847) 543-2090.