Steps to Apply, Register and Pay

1. Submit a Continuing Education Admission Form
   - New students and students who have not attended classes in two years must submit a Student Admission Form in one of two ways:
     INTERNET: www.clcillinois.edu/applyconted
     IN PERSON: At the Admissions and Records Office, Room B101 on the Grayslake campus

2. Obtain CLC ID Number and Create myLogin
   - Allow two working days to process your admission form. You will receive your CLC student ID number in the mail or by email if you provided one on your admission form.
   - With your CLC ID Number go to www.clcillinois.edu/newlogin to create your login for the my CLC Student Portal. Follow the prompts to complete the process.

3. Register for Classes by Internet at www.clcillinois.edu/register
   - Click on myCLC student portal
   - Click on “Search for Classes”
   - Specify the semester and then a subject, to view the classes available
   - When you find a specific open class section you want, click “Select Class” to add to your Shopping Cart.
   - Click on “Shopping Cart” check the box next to your selected class and click “Enroll.”
   - When you add or drop a class, check for a ‘success’ or ‘error’ message.

4. Where to Register In Person
   - Grayslake Campus – 19351 West Washington Street, Grayslake
   - Lakeshore Campus – 111 North Genesee Street, Waukegan
   - Southlake Campus – 1120 South Milwaukee Avenue, Vernon Hills
   - On-site Registration Hours
     Monday-Thursday 8 a.m. to 8 p.m., Fridays 8 a.m. to 4 p.m.
   - Online Registration is available 24/7

5. Pay Tuition and Fees-Continuing Education
   - Payment of tuition and fees is required prior to the start date of your class regardless of the registration date.
   - Login to myStudentCenter select view, pay or set up an installment payment plan.
   - Students will not be dropped from continuing education classes for nonpayment.
   - It is your responsibility to formally withdraw within the refund period or you will be obligated to pay.
   - Note: Financial aid is not available for continuing education classes.

6. Billing and Financial Obligation
   - Billing Statements: A billing statement will be sent on unpaid accounts. However, it is the students’ responsibility to meet their payment deadlines regardless of when they receive a bill. Payment is due prior to the first day of the class regardless of when the student enrolled in the class.
   - Financial Obligation: Students must officially withdraw by the refund dates listed in the class schedule to cancel their financial obligation. To locate your refund deadline(s), sign onto myCLC and click on the academic calendar deadlines icon next to the class within your term schedule under Academics.

Withdrawals
- Students who do not plan to complete an enrolled class are responsible for officially dropping the class online. Tuition and fee refunds will be issued to eligible students based upon the effective date of withdrawal, which is recorded in the system at the time the student drops the class.
- Students who stop attending class, but do not officially drop, will remain responsible for all tuition/fees for the class. It is not sufficient to tell an instructor or counselor that you want to drop a class. You must complete the drop/withdrawal action yourself. The official deadline for dropping or for withdrawing are defined individually for each class.
- Students who withdraw from certificate programs or series offered by Continuing Professional Development prior to the first day of class will receive a 100 percent refund. Refunds for withdrawals after the first day of class will be applied by CPD minus the cost of any materials consumed or returned in less than new condition.

Refund Schedule
- To check the deadline dates, log on to myCLC and choose “My Class Schedule.” When your schedule appears, click on the calendar icon next to the class and the deadline dates will be displayed. These dates are also displayed in the schedule of classes.
- If you are not sure of the deadlines, please check with the Office of Admissions and Records at (847) 543-2061.
- Semester-long classes:
  - Withdrawal on or before start of class = 100 percent refund
  - Withdrawal after 15 percent of class time = 100 percent refund
- One-day and “Series” Classes:
  - Withdrawal the day before class = 100 percent refund
  - Withdrawal on or after day of class = no refund

For more information about payments, call (847) 543-2085.

Senior Citizens
The classes in this schedule are offered though the continuing education department and are intended for personal enrichment and/or career development. All in-district residents who are 65 of age or older at the time of registration may enroll in vocational credit courses offered by continuing education at one-half the regular tuition rate, with all other fees remaining unchanged. The senior citizen tuition waiver does not apply to Continuing Education classes.