A TO Z INFORMATION

**For more information,
call the Student Life Office at
217-786-2241 or
1-800-727-4161, extension 62241 or visit
www.llcc.edu/studentlife/**

Additional information can be found in the
college catalog at http://ww3.llcc.edu/catalog/.

Lincoln Land
Community
College

Absence from Class

It is strongly recommended not to "cut" class without a legitimate reason. If you have to miss a class, take note of the number of absences you are allowed. Look for the information on your course syllabus or talk to your instructor. It's important to remember to contact the instructor if you miss more than a few classes. If you have a problem or are legitimately ill for a long period, talk to your instructor or an academic advisor. College is a big investment. Don't throw away your money by cutting class!

Academic Advising and Counseling

Academic advising is available to all students. Meeting with an advisor regularly will help you avoid costly mistakes in planning your schedule. Most students (particularly those in transfer programs) find that advisement is essential.

Professional counselors are available for walk-in service or scheduled appointments. They are available to assist students with concerns, such as personal and social problems, career planning, personal development and other general counseling issues.

Academic Advising and Counseling is located just inside the main entrance of Menard Hall. For more information, call 786-2224 or toll-free 1-800-727-4161, extension 62224.

Activities and Events

See Student Life Office and Campus Activities.

Activity Fee

The activity fee is collected by the college and distributed by the Student Government Association. The activity fee provides funding for various student programs including campus activities, student clubs/organizations, *The Lamp*, the Logger Lair and the Student Life Office.

Address, change of

See Directory Information.

Alumni Association

The mission of the LLCC Alumni Association is to enrich and perpetuate bonds that benefit alumni, friends, students and Lincoln Land Community College. The LLCC Alumni Association is open to any LLCC student who has completed a minimum of three credit hours and does not charge a

membership fee. By joining the Alumni Association, you will stay connected to Lincoln Land through monthly e-mail blasts and newsletters. The Alumni Association offers discounts at both local and national merchants, networking opportunities, access to web-based job board, plus more. For more information, please contact the Alumni Services Office at 786-4612.

Art Gallery, James S. Murray

Located on the second floor of Menard Hall, the James S. Murray Art Gallery features works by guest artists, students and faculty. Exhibitions are scheduled and coordinated through the Art Department. For information about shows and exhibits, contact the Arts and Humanities Department at 786-2240.

Athletics

If you are interested in participating in an intercollegiate sport, contact the athletic director at 786-2581 about eligibility requirements, tryouts and season schedules. The athletic director will put you in contact with the head coach of the sport in which you are interested. LLCC's qualifying athletic teams compete in National Junior College Athletic Association regional, district and national tournaments. See pages 15 through 21 for game schedules.

Men's intercollegiate sports at LLCC include soccer during the fall, basketball during the winter and baseball during the spring. Women's intercollegiate sports include volleyball in the fall, basketball in the winter and softball in the spring. The college also offers cheerleading. The cheer squad participates at women's and men's home basketball games.

For information on the intramural sports program, please contact the Student Life Office at 786-2241.

Automated Teller Machine (ATM)

LLCC has two ATMs located on the main campus. The United Community Bank ATM is located in the lower level of Menard Hall by the vending machines. Students should contact United Community Bank directly, 787-3000, if they have any problems using this ATM. The other ATM is owned by Higher One and is located outside of the bookstore in the lower level of Menard Hall. If there are any problems with using the Higher One ATM, students should contact the LLCC Business Office on the first floor of Menard Hall.

Bookstore

The LLCC Bookstore is located on the lower level of Menard Hall in the Student Union. There you will find all required and optional textbooks, required clothing and supplies, greeting cards, gift items, snacks and the best selection of LLCC logo wear in town! Check out their website at http://bookstore.llcc.edu or call 217-786-2300 for hours of operation and additional information.

Bus Service

Springfield Mass Transit District Route 5 provides bus service to the LLCC campus every half hour from 7:11 a.m. to 5:43 p.m., Monday through Saturday. Evening bus service also is available Monday through Friday from 7:15 p.m. to 11:15 p.m. Bus passes are available at LLCC's Registration Services and the LLCC Bookstore in Menard Hall. For more information, call 786-2292 or 786.2300. For the most up-to-date bus schedule information, go to www.smtd.org.

Calendar (academic)

See academic calendar (pages 7 through 10) or the college catalog.

Campus Activities/Logger Activities Board

The Student Life Office coordinates various social, cultural, recreational and educational programs throughout the academic year. Activities can include novelties, games, giveaways, movies, speakers, musicians and travel. For more information on activities or to get involved in the Logger Activities Board, contact the Student Life Office at 786-2241 or online at www.llcc.edu/studentlife/.

Career Development Services

If you are looking for a job while attending LLCC, stop by Career Development Services. The office maintains the LLCC Opportunities Newsletter, a monthly list of part- and full-time employment opportunities. All students are invited to visit the office and receive assistance with cover-letter and resumé-writing techniques, interviewing skills, job-search techniques and business etiquette.

Career Development Services also provides career planning services to students interested in the career development process. A computerized guidance system provides students with data on careers, two- and four-year colleges and financial aid information. Also available are career interest inventories and assessment tools, which provide an effective approach to career

selection. Career Development Services is located on the main floor of Menard Hall next to Registration Services. For more information, call 786-2210.

Carpooling

If you are interested in carpooling, visit the carpool board located in the Student Union near the Student Life Office. To submit your information for the carpool board, visit the Student Life Office. Students enter any carpool arrangement at their own risk. Lincoln Land Community College does not guarantee transportation and assumes no liability for carpooling arrangements.

Change Machine

A change machine is located in the Student Union/Cafeteria. The change machine accepts one-dollar and five-dollar bills.

Check Cashing Policy

Check cashing is available at Registration Services located in Menard Hall. The maximum amount is $10 per check.

Child Development Center

The nationally recognized LLCC Child Development Center, located on Shepherd Road adjacent to the main campus, serves children ages two through five. The program's philosophy is based on research showing that children learn best through play. The center is open from 6:45 a.m. to 6 p.m., Monday through Friday. Blocks of time are available to children of LLCC students when classes are in session. For more information, call 786-2450.

Club and Vendor Day

A club fair is held each fall and spring. Clubs, organizations, campus offices and community organizations set up displays and distribute information to students interested in getting involved. In the fall semester, this is held in conjunction with Loggerpalooza.

College Closings

See Emergency Closings.

College Success Skills (CSS 100)

College Success Skills is a two-credit transfer course dedicated to preparing students for the unique challenges facing them as college students. The course provides students with a strong understanding of how to succeed at

the college level by addressing topics such as classroom skills, life skills and personal development. Call 786-2365 for more information.

Computer Labs

Students that need to type papers, search the Internet and/or complete class assignments can use one of LLCC's many computer labs at no charge.

Commencement

Congratulations! This is the day you celebrate your achievements at LLCC and embark on a new path. If you are planning to graduate and participate in the commencement ceremony, you ***must*** complete applications for both graduation and participation in commencement. For more information, contact the Admissions Office at 786-2575.

Cooperative Education

Students interested in receiving pay and academic credit for temporary work assignments can inquire about the Cooperative Education Program. Co-op jobs are temporary, full- or part-time positions, developed with area employers to earn wages and college credit while gaining valuable work experience. For eligibility requirements and additional information, see Career Development Services or call 786-2210.

Copy Machines

Copy machines for student use are available in the library. Each copy is 10¢.

Counseling Services

See Academic Advising and Counseling.

Directory Information

Although Lincoln Land Community College does not publish a student directory, it does disclose directory information about students upon request. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of the directory information. To exercise your right you should direct your request, in writing, to the Office of Admissions and Records.

Disability Services

See Special Needs Services.

Drug/Alcohol Policy

The possession or use of illegal substances or the unauthorized possession or use of alcoholic beverages at the college or at any college-sponsored activity is prohibited. Failure to comply with standards of student conduct will result in disciplinary action including, but not limited to, permanent expulsion from the college and a referral made for prosecution. For more information, see the Policy section of this book.

Emergency Closings

Listen to your local radio or TV station, check www.llcc.edu, check your llcc e-mail account, or go to www.facebook.com/LincolnLandCommunityCollege to find out if classes are canceled due to bad weather. If weather worsens as the day progresses, the decision to cancel evening classes is made by 3:30 p.m.

Facebook

Find current news and information about LLCC on Facebook: www.facebook.com/LincolnLandCommunityCollege.

Financial Aid

Don't let a lack of funds stop you from attending LLCC. If you need financial assistance, the Financial Aid Office can help you apply for grants, loans, scholarships and part-time employment. You must complete the Free Application for Federal Student Aid or the Renewal Application to determine your eligibility for financial assistance. Eligibility is based on factors such as family income, assets and the number of family members in college.

The Financial Aid Office is located in Menard Hall near Registration Services. Applications and informational brochures are available. Students may also meet with Financial Aid representatives on a walk-in basis or by appointment. The office phone number is 786-2237 or toll-free 1-800-727-4161, extension 62237.

Fitness Center

The Fitness Center, located in Cass Gymnasium, offers cardiovascular workout equipment, free weights and weight machines. For additional information on fees and hours, call 786-9631 or 786-2391.

Food Service

The college cafeteria, featuring Subway, is located on the lower level of Menard

Hall. The cafeteria is open for use by the campus community from 7:30 a.m. until 6 p.m., Monday through Thursday, and Friday from 7:30 a.m. until 3 p.m. during the fall and spring semesters. Cafeteria hours are limited during the summer and when classes are not in session, and are subject to change.

Grades

Please consult the LLCC catalog at http://ww3.llcc.edu/catalog/.

Grade Point Average

Your grade point average (GPA) is computed by a system that assigns four points for an A, three points for a B, two points for a C, one point for a D and zero points for an F. The number of points assigned to the grade you earn in a course is multiplied by the number of credits the course carries. Your overall average can then be computed by dividing total points earned by total credits attempted. The division is carried out three places to the right of the decimal, and the quotient is rounded off two decimal places. For a more detailed explanation and example, consult your LLCC catalog.

Graduation

Graduation is not automatic; students must apply by the posted deadline. See Commencement.

Grievance Procedure

It is the intention of the faculty and staff of the college that students shall be served equitably and appropriately at all times. Please refer to the policy section of this book.

Health Insurance

Brochures regarding student health insurance plans are available in the Student Life Office or online at www.llcc.edu/studentlife/.

Honors Program

The Honors Program provides unique educational experiences for academically advanced students in order to challenge, educate and reward them at a level consistent with their intellectual needs and abilities. Admission to the Honors Program is based on grade point average, ACT score, class rank, recommendation and a written essay. All students who meet the eligibility requirements are encouraged to participate. Call 786-2318 or toll-free 1-800-727-4161, extension 62318.

Identification Card

Visit the main level circulation desk of the library in Sangamon Hall to receive a free student ID card. Students must have a class schedule and picture ID. A replacement ID costs $10. Your student ID serves as a library card, and allows you to utilize various campus services and discounts at businesses and venues in the region.

Incomplete Grades

Instructors may at their discretion assign a grade of incomplete (I) to a student who has met a substantial portion of all course requirements, but for valid and good reasons is unable to complete remaining course work by the official end of the academic term. The grade of I carries no honor points and is not used in computing a student's cumulative grade point average. The instructor will determine a time frame in which the course work must be completed.

The time frame shall be no longer than one academic semester (excluding summer term) beyond the semester in which the incomplete is assigned.

Intercollegiate Sports

See Athletics.

Jobs

See Career Development Services.

Learning Lab

The Learning Lab is a one-stop shop of free academic support services including the Math Center, Study Skills Center, Writing Center, peer tutoring, Supplemental Instruction Program, Testing Area, Learning Lab counselor and the Special Needs Office. The Learning Lab is located in the lower level of the library in Sangamon Hall. Students are served by appointment or on a walk-in basis. No fee is charged. Hours for most services are 8 a.m. to 8 p.m., Monday through Thursday and 8 a.m. to 5 p.m. on Friday. Summer hours are 8 a.m. to 2 p.m., Monday through Thursday and 4:30 to 7:30 p.m., Monday through Thursday.

- **Denis P. Beveridge Math Center**
  The Denis P. Beveridge Math Center is staffed by math faculty and professionals available to answer questions, help with homework problems, work an example and/or guide students to additional resources such as tutorials, tapes, worksheets and software. Appointments are not necessary.

For additional information and hours of operation, call 786-2396.

- **Science Center**
  The Science Center is staffed by science faculty and professionals who answer students' questions, help with homework problems, work examples with students and/or guide students to additional resources such as tutorials, worksheets and software. Help is available on a drop-in basis. No appointment is necessary. Call 217.786.2396 for hours.
- **Study Skills Center**
  Study support is available in most subject areas. Students learn more efficient ways to take notes, memorize information, read textbooks, review, think critically and take tests. Highly qualified and experienced professionals staff the center. Staff assesses individual learning styles and provides guidance on using these styles to achieve success. Individual or group help is available by appointment. A variety of LLCC tests, such as make-up tests for classes, are administered in the Study Skills Center. Call 786-2396 for further information or to schedule an appointment.
- **Writing Center**
  Staffed by full-time composition faculty and part-time professionals, the Writing Center provides students with individual assistance in any class. In addition, help is available on important correspondence, scholarship or university applications and resumés. The center also provides part of the grammar component of study in the COM 098 and 099 classes. For more information or to make an appointment, call 786-2341.
- **Peer Tutoring services**
  Individual tutoring is available for most LLCC courses. Some group tutoring is also available for those who prefer to study with others. Tutoring is provided at no charge to the student. Call 786-2396 for more information.
- **Supplemental Instruction**
  Successful students are trained to lead study groups for courses which are historically difficult at LLCC. Call 786-2396 to inquire if a Supplemental Instruction study group exists for your class.
- **Testing Area**
  The Testing Area proctors make-up tests for both campus courses and online courses. Hours are 8:30 a.m. to 7:30 p.m. Monday through Thursday and 8:30 a.m. to 3 p.m. on Friday. No testing is available on weekends. Students must present a photo ID in order to take a make-up test in the Testing Area. No appointment is necessary. Contact the Testing Area at 786-2376.

- **Learning Lab Counselor**
  The Learning Lab Counselor, a licensed, clinical professional counselor, works with students who have personal or stress management issues that impede academic success. Call 786-2231 for an appointment.
- **Special Needs Office**
  Supportive services are available to students with special needs who provide paperwork that specifically documents the nature of their disability. Compensatory strategy assessments may be conducted to determine reasonable and appropriate accommodations for courses. Accommodations are afforded eligible students by law. For an appointment, call 786-2828 or 786-2869.

Library

The Library is located on the main level of Sangamon Hall. Print and electronic resources are available. These include books, periodicals, CD-ROMs, DVD videos, music CDs and online databases. Computers for word processing, Internet use and other general computer-related class projects are available. Student ID cards and SWAP laptop check-outs are available at the circulation desk on the main level.

Library hours are 7:30 a.m. to 10 p.m., Monday through Thursday; 7:30 a.m. to 5 p.m., Friday; 9 a.m. to 1 p.m., Saturday; and 2 to 5 p.m., Sunday. The Library is open 8 a.m. until 5 p.m. Monday through Friday between semesters and during vacation periods. It is closed on legal holidays and semester breaks observed by the college. Summer hours are 7 a.m. to 8 p.m., Monday through Thursday and closed Friday, Saturday and Sunday.

Lockers

Too many books and other articles to carry around? Visit the Student Life Office to rent a locker. Lockers are available on a first-come, first-served basis. Rental costs are $10 per semester (fall and spring) and $5 for the summer session. For more information, call 786-2241.

Lost and Found

All lost and found items are catalogued and stored by the LLCC Police Department. Any inquiries should be directed to that office, located in Sangamon Hall South.

Multicultural Awareness Center

Cross-cultural knowledge and understanding are essential to succeeding in

our global community. The Multicultural Awareness Center is committed to building the knowledge and professional competencies of our students, faculty and staff in regard to understanding and interacting with people of diverse cultures. Learning opportunities include programs, activities and collaboration with individuals and organizations from a variety of cultures. The Multicultural Awareness Center is located in the lower level of Menard Hall.

My LLCC Portal

My LLCC Portal is a product that provides personal space for students, announcements and links to important information.

How do I access My LLCC Portal?

From the home page of www.llcc.edu, select the "My LLCC Portal" link in the upper right corner of the web page.

- Your username must be entered as llcc/username to access the Internet-based application.

MySite

MySite is a personal space that provides each end user with 50MB of data storage space, private and shared documents folders, personal links and LLCC links. Utilize MySite as your personal internal web page. To get to your MySite, from the My LLCC Portal home page, click on "MySite" from the list of links.

Occupational Student Services

If you are taking an applied science course, you may be eligible for special services. Occupational students receiving financial aid, on academic probation, or currently receiving a D or an F in an occupational class may be eligible to receive special assistance. Contact the Office of Special Needs in the Learning Lab, lower level, Sangamon Hall, 786-2828.

Orientation

As part of the enrollment process, all new degree- and certificate-seeking students will complete a brief online new student (SOAR) session that will acquaint them with the staff and services at LLCC. This presentation is available online at ww3.llcc.edu/soar/. For information about orientation, call the Admissions Office at 786-2298 or Advising and Counseling at 786-2224.

Freshman Welcome Day, is held before classes begin each fall and spring semester. For more information on Freshman Welcome Day, contact the Student Life Office at 786-2241.

Parking

Parking for students is available at no cost in any of the lots located south of Poorman Drive. "Handicapped Only" and "No Parking" spaces are clearly marked. There is no parking along roadways on campus. The campus-wide speed limit is 20 m.p.h. The LLCC Police Department handles all parking and traffic violations. This department follows a comprehensive traffic and parking enforcement program. All fines are payable to Registration Services, located on the main floor of Menard Hall. All fines not paid or appealed within 10 business days will be treated as a debt owed to the college. Students are asked to observe all signs in the parking area and to drive carefully.

Placement Testing

Lincoln Land wants students to succeed! Therefore, the college assesses the academic preparation of new students enrolling in math, English and reading courses at Lincoln Land. Placement tests are not passed or failed. Instead, test results are used to advise students and to place students in the proper level of English, math and reading courses. Some students are not required to take the placement tests. (See the LLCC catalog for more information.) Students who have questions about testing should call the Office of Testing and Placement at 786-2211.

Posting Information on Campus

All postings are distributed through the Student Life Office. Call or stop in the Student Life Office (786-2241) for information on posting ads or fliers.

Police

The LLCC Police Department, located in Sangamon Hall South, is here to assist students and to provide a safe and secure learning and working environment for the entire college community. Officers are on duty 24 hours per day, seven days per week. They can be reached directly by calling 786-2278, calling the college switchboard at 786-2200, or by picking up one of the courtesy telephones located at the front of each building. The department also offers many courtesy services, such as escorting students to their vehicles and a vehicle assistance program.

LLCC's Police Department works diligently to provide a safe and secure environment. However, it is a public-access facility. You must be alert for your own safety and security. Following are some suggestions.

- Pay careful attention to your personal belongings; do not leave them unattended.
- Put your name in each of your books. Textbooks are expensive and attract thieves.
- Evening students should have their car keys in their hands before leaving a building. Whenever possible, walk in groups when leaving a class.
- Lock your car and leave nothing in view of a potential thief.

If you are a victim of a crime on campus, call the LLCC Police Department at 786-2278, or visit our website and fill out an anonymous crime report.

If, at any time, students or staff members do not feel safe walking from the buildings to their vehicles on the main campus, they can call 786-2200 and a police officer will be dispatched to provide an escort.

President's and Vice President's Lists

A student who achieves a semester grade point average of 3.50-3.99 for 12 or more hours during a semester is eligible for the full-time Vice President's List that semester. Students who earn a perfect 4.00 average for the semester will be named to the full-time President's List. Students completing a minimum of six and a maximum of 11 semester hours in any term and who achieve a grade point average of 3.50-3.99 will be named to the part-time Vice President's List or, with a semester grade point average of 4.00, to the part-time President's List. Credit hours and grades in developmental courses are not counted.

Lincoln Land Community College Locations

To better serve students, LLCC has several key locations throughout the district.

LLCC–Beardstown
109 White Pine Lane, 323-4103 or toll-free 1-877-800-4406
LLCC–Hillsboro
102 North Main, toll-free 1-800-858-9193
LLCC–Jacksonville
32 North Central Park Plaza, 243-6699 or toll-free 1-888-494-1622
LLCC–Litchfield
1 Lincoln Land Drive, 324-2090 or toll-free 1-800-858-9193
LLCC–Springfield East
1507 E. Cook, 522-9205
LLCC–Taylorville
800 South Spresser, 287-7081 or toll-free 1-800-572-5448

LLCC Capital City Training Center
130 W. Mason St., Springfield, 782-7436
Illinois Small Business Development Center
3 Old State Capitol Plaza, Springfield, 544-7232
Aviation Center
Abraham Lincoln Capital Airport, 815 South Airport Drive, Springfield, 544-4965

Registration

Students may register in person at any of LLCC's locations as well as the main campus, by telephone or online. Only students who have already been admitted can register by phone. Students may register online after the completion of one semester at LLCC. Class schedules are available online, at all LLCC locations and are mailed to district households upon request. For information, visit Registration Services in person or call 786-2292, outside Springfield call 1-800-727-4161.

Repeating a Course

Consult the college catalog for the policy on repeating a course. Students must notify the Admissions and Records Office when a repeated course is complete.

Resumés

See Career Development Services.

Sexual Assault Training

Could you protect yourself if your physical safety was threatened? The LLCC Counseling Office offers informational workshops on sexual assault awareness. Also, RAD (Rape Aggression Defense) courses are held on campus periodically throughout the semesters. Within the community there are several organizations that offer crisis intervention as well as informational resources. Please contact the LLCC Advising & Counseling Office at 786-2224 for more information. For information about RAD courses, call 557-7290.

Shuttle Service

During the evening hours of the fall and winter months, the college offers shuttle service between the parking areas of the main campus for students and employees. Use the telephones in front of Menard and Sangamon halls, or call 786-2200 to obtain this service.

Smoking Policy

All Lincoln Land Community College facilities are smoke-free environments. Smoking on campus is restricted to outdoor designated areas only. See Policy section for details.

Special Needs Services

Students with learning, physical, or other documented disabilities are eligible to receive a wide range of free support services. These services may include textbooks on tape, note-takers, specialized tutors, interpreters and special arrangements for test taking. Visit the Special Needs professional located in the Learning Lab on the lower level of Sangamon Hall. For more information, call 786-2828 or toll-free 1-800-727-4161, extension 62828; TDD: 786-2798. NOTE: It is important for students with special needs to contact the Special Needs professional before registering for classes and before taking the standardized placement tests.

Student Online Access Account

One username, one password for all online access. As a current student at LLCC, you are provided with an account to access WebAdvisor, e-mail, Blackboard and the My LLCC Portal. Twenty-four hours after you have registered for your first semester, your account is available for you to activate and begin using the many features.

Activating Your Account

From the home page of www.llcc.edu, hover your mouse over the Current Students link and then click on the Account Activation link. Directions to activate your account will be shown and a link that you will click on when ready to activate your account.

- Enter your last name, social security number and LLCC ID number and click on "Submit."
- You must select your LLCC e-mail account.
- Your username and temporary password will be displayed. Make a note of this information for future use. Click "OK."
- You must immediately log into WebAdvisor to complete the account activation process.
- Click on the "Login" link and enter the username and temporary password. After you have sucessfully logged into WebAdvisor you will be prompted to immediately change to a new secure password.

Choosing a Secure Password

When choosing a password for our systems, please keep these tips in mind:

- Choose a password that is easy to remember.
- Add a hint to help you remember this later.
- Choose a password with at least six and no more than nine characters. (Passwords are case sensitive.)
- Choose a letter and number combination for your password.
- Do not use any familiar names or dates, or your student ID. (These are easily guessed.)

Reset Your Password

Your password can be reset by you within the WebAdvisor application. From the home page of www.llcc.edu, click on the "WebAdvisor" link in the upper right corner of the web page.

- If you have forgotten your password or need to have it reset, on the WebAdvisor main menu page, click the "What's My Password?" link. Here you will have the option to see your password hint, reset your password or set up your password if you are a new user.
- Your password can be changed after you have logged into WebAdvisor by clicking on the "Account Information" link and then the "Change Password" link.

Student Awards & Recognition

Student contributions and accomplishments are valued at LLCC. Therefore, the Student Life Office coordinates two annual events to recognize student leaders on campus, Student Recognition Ceremony and Graduates Breakfast. In addition, the Student Life Office provides a Student Development Transcript, an official listing of an individual student's involvement on campus, which can be utilized when applying for scholarships to other higher education institutions or to employers.

Student E-mail Account

After you have registered for your first class, an LLCC e-mail account is created for you. You will have access to e-mail other students and employees of LLCC.

Access your e-mail

- From the home page of www.llcc.edu, select the "E-mail" link in the upper right corner of the web page.
- Type in your username and password. This is the same username and

password that you will use for WebAdvisor, Blackboard and the My LLCC Portal.

Student Life Office

Do you want to meet new people, build your resumé, and have fun? Get involved on campus! The mission of the Student Life Office is to enhance the educational experience by providing quality programs and services that further student development and present opportunities for students to become engaged in campus life. Programs and services include student club/organization registration, Student Government Association, Logger Lair, various campus activities, Logger Activities Board, intramurals, student awards and recognition ceremonies, Student Development Transcript, Freshman Welcome Day and locker rental.

If you're interested in getting involved, contact the Student Life Office at 786-2241, visit the website at www.llcc.edu/studentlife/ or visit the office in the lower level of Menard Hall. Endless opportunities await you!

Student Member of the Board of Trustees

During the general student elections held each spring, one student is elected to membership on the LLCC Board of Trustees. Student representation allows students to communicate their concerns and interests. The student member of the Board of Trustees also holds an officer position within the Student Government Association.

Student Clubs/Organizations

There are more than 30 student clubs and organizations on campus addressing a variety of interests. Clubs are classified under the following categories: academic excellence, academic and professional, arts and entertainment, cultural and religious, general interest, political, involvement, and social issues and service. Students can request to establish new clubs on campus if it is determined there is an interest that is not currently being met by existing groups.

Student Government Association (SGA)

The SGA is the official governing council for the student body and provides recognition for all student clubs on campus. The SGA includes 12 representatives and five officers. SGA members attend various leadership conferences and retreats each year and serve on numerous institutional committees. The SGA coordinates various events including community-service programs and Soberfest, an annual program to raise

awareness regarding alcohol abuse and promote a responsible lifestyle, that includes Battle of the Bands.

Student Union

This area includes the cafeteria, Logger Lair, Student Lounge, Student Life Office and Bookstore. The Logger Lair is a recreational area featuring pool tables, ping-pong, board games and video games for student use. The Student Lounge provides a space for students to relax or study between classes and features a television, two computers, a refrigerator and various magazines. The Student Union is the location of numerous campus programs and activities.

Student Wireless Access Program (SWAP)

Wireless Internet access is available in all buildings on the main campus, Helen S. Hamilton Student Learning Area and LLCC's off-campus locations. Students may check out laptops with wireless connectivity from the Library Circulation Desk in Sangamon Hall. All guidelines and restrictions will be posted at the Circulation Desk.

Testing

The Office of Testing and Placement offers a full range of testing for students including the ACT and CLEP tests. Please contact the Testing Office, 786-2211, for further information.

Tickets

Event tickets are available at the Business Office ticket window located in Menard Hall. Tickets may be purchased for programs such as the Graduates Breakfast, lectures, LLCC theatre performances and other special events. Call 786-2762 for additional information. LLCC students also receive a discount on tickets for events at Sangamon Auditorium at UIS. Present a valid student ID when purchasing the tickets to receive a discount.

Transcripts

Upon request, the college will send official transcripts of a student's academic records to other colleges and to prospective employers. The request must be made in writing and include the student's signature. Transcript request forms are available at the Admissions and Records Office or online at www.llcc.edu/admiss/. Forms may be faxed to 217-786-2492. There is no charge for transcripts.

Students may also request a Student Development Transcript. This transcript will supplement a student's academic transcript by showing a student's involvement on the campus other than coursework. Activities incorporated into the transcript include leadership, professional or educational development, honors or awards, and sustained participation in campus clubs and activities. Contact the Student Life Office at 786-2241 for more information.

Trutter Museum **(Philip and Mary Kathryn Trutter Museum)**

As a community-focused institution, LLCC is proud to be the home of the Philip and Mary Kathryn Trutter Museum and to further share the Trutter's love of lifelong learning with students, faculty, staff and the community.

Museum Facts

- Exhibits consist of individual items from a collection of more than 750 world heritage pieces.
- The Trutters visited 100 countries, traveling across the globe several times.
- The Trutter collection features many world and cultural items, including signed prints by Marc Chagall and Salvador Dali, a world coin collection, many Asian items, plus family archival items.

Museum Hours

September through May: Tues.-Thurs. - 10 a.m. to 3 p.m. or by appointment
June through August: Open by appointment only.

Tuition and Fees

Consult the LLCC catalog or LLCC website at www.llcc.edu/admissions.

Tutoring

Free individual tutoring is available for most LLCC courses. Call 786-2396 or stop by the Learning Lab for more information.

Twitter

Keep up-to-date about news and events at LLCC on Twitter at www.twitter.com/LincolnLand.

Vending Machines

Vending machines offering a selection of soft drinks, fruit juices and snacks are available in the Student Union on the lower level of Menard Hall. In addition, vending machines are available in buildings throughout campus. If you

experience a problem with any of these machines on the main campus during regular business hours, please report the problem to the Business Office, located on the main level of Menard Hall. After 5 p.m., please report to the LLCC Police Department in Sangamon Hall South.

Veterans Benefits

Veterans are encouraged to consult the Financial Aid Office for information about available benefits. The office certifies enrollment to the Veterans Administration so that students may receive their monthly benefits check and tuition benefits. Veterans should enroll and apply for benefits well in advance of actual attendance so that benefits may begin on a timely basis. It may take the VA several months to process a veteran's benefits. The Financial Aid Office also handles tuition claims for veterans using the Illinois Veterans Grant, the Illinois National Guard Grant and the MIA/POW Grant. Veterans are also encouraged to apply for financial aid and the office will assist veterans with this process. For more information, visit our web page at www.llcc.edu/finaid or call 786-2216 or toll-free 1-800-727-4161 extension 62216.

Vice President's and President's Lists

(See page 166)

Volunteer Center

The Community Volunteer Center is a clearinghouse that brings organizations and individuals together to meet community needs. Opportunities are available for individuals or groups to serve as volunteers throughout the Lincoln Land Community College district. Students can volunteer for programs serving children, teens, people with disabilities, the elderly, the ill, the needy, the lonely, individuals in crisis, the community—even animals—in one or more of the 180 social services agencies registered with the Community Volunteer Center. Many volunteer positions offer training, job experience and job references. If you wish to explore areas of personal interest and share your skills, time and talents, please call the Community Volunteer Center, 786-2289, or outside Springfield toll-free 1-800-Volunteer, or visit www.volunteerillinois.org.

WebAdvisor

WebAdvisor is a tool that provides students with 24-hour accessibility to check grades, view unofficial transcripts, search and register for courses, manage wait lists, etc. Student accounts can also view/modify financial

information as well as create an academic plan.

Prepare your preferred list of classes

- From the WebAdvisor Current Students menu, under Academic Planning, click the "Catalog Search and Add" link.
- Search for classes you would like to register for (i.e. BIO 101 01).
- Place a check in the box under select courses to place them on your preferred list.
- Click "Submit."
- The classes are now on your preferred list ready to be registered once registration is open.

Search for classes

From the WebAdvisor Current Students menu, under Registration, click the "Search for Sections" link.

- Choose the term.
- Choose one other field from the drop-down menu in which to sort the information.
- Click "Submit."

Register for classes from your preferred list

- From the WebAdvisor Current Students menu, under Academic Planning, click on the "From my Worksheet" link.
- Click "Find Sections" for previously selected section link and then "Submit."
- Click on "Select" for the specific section and then "Submit."
- Choose "Register" from the "Action" drop-down box and click "Submit."

Register for classes

From the WebAdvisor Current Students menu, under Registration, click on the "Register for Sections" link.

- Use the Express Registration tool, if you know the exact subject, course number and section (example: BIO 101 01) or synonym number of the sections you wish to add to your preferred list.
- Use the "Search and Register" tool if you need to search for the classes in which you would like to register.

Express Registration Tool

- Enter the synonym number OR enter the subject, course number, section number and term
- Click "Submit."

- Click the “Action Box.”
- Select the action to apply (register).
- Click “Submit.”

Search and Register
- Search for classes in which you would like to register.
- Place a check in the box under Select Section to place them on your preferred list.
- Click “Submit.”
- The classes are now on your preferred list.
- Choose “Register” from the “Action” drop-down box.
- Click “Submit.”

Tips and tricks (when searching for classes)
If you are looking for online classes, choose the term and enter OL in the section box, click “Submit.” If you want to see all courses offered during one semester, choose the term and choose Lincoln Land course levels in the drop-down box.

How to check your grades
- From the WebAdvisor Current Students Main Menu under Academic Profile, click the “Grades” link.
- Select the term requested.
- Click “Submit.”

How to view your unofficial transcripts
- From the WebAdvisor Current Students menu under Academic Profile, click the “Transcript” link.
- Choose the transcript type. (UG – Standard Undergraduate)
- Click “Submit.”

Website
Visit LLCC’s website at www.llcc.edu to access a wide variety of campus information. The website also can provide you access to helpful Internet resources.