

A to Z Student Information

For more information, call the Student Life Office at 217.786.2241 or visit www.llcc.edu/student-life.
Additional information can be found at www.llcc.edu.

A. Lincoln Commons

A. Lincoln Commons serves as the front door of the college and a gathering space for the college community. The main level of A. Lincoln Commons includes lounge areas, a staffed information desk and space for campus events. The lower level features the Logger Lair game room with video games for Wii, Xbox 360 and Playstation 3, as well as pool tables. Current students can receive a Logger Lair pass by presenting a valid student ID. There is no charge for a pass or video games.

Absence from Class

In order to be successful in your courses, it is strongly recommended to not “cut” class without a legitimate reason. At the beginning of each semester, take note of the number of absences you are allowed in each class before your grade may be effected. This information can be found in your course syllabus or by talking to your instructor. It is important to remember to contact your instructor if you miss class, especially if you miss more than a few classes.

Communicating with your instructor about your absences will help you stay on track in the course. If you have a problem, illness or situation that keeps you from class for a long period of time, talk to your instructor or academic advisor. Remember that 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 your assigned 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.

In order to provide survivors of sexual violence with the opportunity to privately confide in a trained and credentialed professional in a safe environment, LLCC has designated two counselors as confidential advisors. Discussions between a confidential advisor and a survivor pertaining to incidents of sexual violence will remain confidential unless the survivor provides written consent or the report falls within certain exceptions.

The LLCC Office of Advising, Counseling and Career Services is located in Menard Hall on the first floor. For more information or to schedule an appointment, call 786.2224.

Academic Assistance

See Center for Academic Success.

Accessibility Services

LLCC Accessibility Services determines reasonable accommodations to ensure equal access to the college's educational programs, services and activities for students with a documented disability. Students with learning, physical or other disabilities are eligible to receive a wide range of accommodations and support in accordance with federal law. For more information, call 786.2599 or 786.2869. NOTE: It is important for students with a disability to contact the accessibility services coordinator before registering for classes and before taking the standardized placement tests.

Activities and Events

See Campus Activities and Student Life Office.

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 student newspaper, the Logger Lair and the student life office.

Address, Change of

Address changes can be made at LLCC Registration on the main campus or at any of the outreach centers. Address changes can also be made by emailing Registration@llcc.edu from your LLCC email account. If you are moving from out-of-district to in-district, please be aware that you will also need to complete a residency form.

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 there is no charge for membership. By joining the alumni association, you stay connected to LLCC through monthly email blasts and newsletters. The alumni association offers members networking opportunities and access to a web-based job board, plus members receive discounts at both local and national merchants. For more information, 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 arts and humanities department. For information about shows and exhibits, contact the arts and humanities department at 786.4967.

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 17 through 23 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.

Automated Teller Machine (ATM)

LLCC has one ATM located on the Springfield campus. The United Community Bank ATM is 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.

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! The bookstore is also where you can go to obtain a student ID card. Check out the website at bookstore.llcc.edu or call 786.2300 for hours of operation and additional information.

Bus Service

Springfield Mass Transit District Route 15 provides bus service to the LLCC campus every half hour from 6:46 a.m.-6:16 p.m., Monday through Saturday. Evening bus service also is available hourly on Route 905 Monday through Friday from 7:15-10:15 p.m. Bus passes are available in the LLCC Bookstore in Menard Hall in the lower level. For more information, call 786.2300. For current bus schedule information, including updated routine times and dates of closure, visit www.smtd.org or call 217.522.5531.

Calendar (Academic)

See academic calendar (pages 10 through 12) 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 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 go to www.llcc.edu/student-life.

Career Services

If you need help choosing a career, or are job searching, stop by LLCC Career Services. This office offers career assessments and resources to help with career exploration. Career Services can also arrange job shadowing and cooperative education placements (see Cooperative Education). Trained career professionals can assist with resumes and cover letters, interviewing skills, job search techniques and business etiquette. The office maintains the College Central Network which is an online job database listing both community and national employment opportunities. Career Services is located in LLCC Advising, Counseling and Career Services on the first floor of Menard Hall. For more information or to schedule an appointment, call 786.2210.

Center for Academic Success

The LLCC Center for Academic Success (CAS) is a one-stop shop of free academic support services including the math center, academic success professionals, writing center, peer tutoring, supplemental instruction program, testing area and accessibility services. The CAS 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.-7 p.m., Monday through Thursday and 8 a.m.-5 p.m. on Friday. Summer hours are 8 a.m.-7 p.m., Monday through Thursday. The CAS is closed on Fridays during the summer.

- **Denis P. Beveridge Math Center**

The Denis P. Beveridge Math Center is staffed by math faculty and professionals available to answer questions, help with home work problems, work an example and/or guide students to additional resources such as tutorials, worksheets and software. Appointments are not necessary. For additional information and hours of operation, call 786.2396.

- **Academic Success Professionals**

Study support is available in most subject areas. Students learn more efficient ways to take notes, manage their time, read textbooks, review, think critically and take tests. Highly qualified and experienced professionals assess individual learning styles and provides guidance on using these styles to achieve success. 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 EGL 098 and 099 classes. For more information or to make an appointment, call 786.2341.

- **Peer Tutoring Services**

Highly trained peer tutors are available to assist students with most LLCC courses. 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 main campus courses. Hours are 9 a.m.-6 p.m. Monday through Wednesday, 10 a.m.-7 p.m. on Thursday and 8:30 a.m.-4 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. Contact the testing area at 786.2376.
- **Accessibility Services Office**
Accessibility services facilitates supportive services and reasonable accommodations for students with a documented disability. For an appointment, call 786.2599 or 786.2869.

Change Machine

A change machine is located in the student union/cafeteria. The change machine accepts \$1 and \$5 bills.

Child Development Center

The nationally recognized LLCC Child Development Center, located on Shepherd Road adjacent to the Springfield campus, serves children ages 15 months through kindergarten entry. The program's philosophy is based on research showing that children learn best through play. The center is open from 6:45 a.m.-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 Days

The student life office hosts various club and vendor days each fall and spring. Clubs, organizations, campus offices and community organizations set up displays and distribute information to students interested in getting involved on campus and in the community.

College Closings

See Emergencies and School 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.

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 student records office at 786.2575 or go to www.llcc.edu/graduation.

Community Education

Experience learning through our non-credit classes, workshops, events and travel opportunities open to adults and youth. Classes are offered in a variety of topics for personal interest and skill-building opportunities. See our current offerings for a full list of available classes.

- **Culinary Institute**
Instruction for varying skill levels of cooking and baking is offered through classes, workshops, dinners and events. Local chefs and food experts instruct participants in a variety of non-credit culinary opportunities and experiences.
- **Youth Enrichment Opportunities**
With year-round choices of cooking, arts and crafts, study skills, test prep, science, technology, mathematics and more – there's bound to be a class for you! Week-long summer sessions of College For Kids at LLCC also offer a wide variety of recreational, enrichment and lifelong learning classes for students ages 5-18.
- **Academy of Lifelong Learning (ALL)**
Citizens who are age 50 or greater are welcome to become members of this self-governing learning community sponsored by LLCC. More than one dozen programs are offered each month, most offered for FREE with a paid membership.
- **Road Scholar/Elderhostel: Adventures in Lifelong Learning**
LLCC has been a provider of programs in Springfield for this national program for more than 25 years. We welcome visitors from all over the U.S. who want to learn more about Abraham Lincoln's life in central Illinois, and this year we are offering new programs on a variety of themes.

Complaints

Lincoln Land Community College is committed to providing a welcoming, safe and supportive environment. For this reason, LLCC seeks student feedback.

If a student has a complaint, LLCC empowers students to advocate for themselves by first talking with the person with whom they want to file a complaint. If the direct conversation does not remedy the situation, then students are encouraged to log on to Blackboard to fill out a complaint form. We will respond in a thorough and timely manner.

Leslie Johnson, assistant vice president, student success is available to talk with students about their rights and responsibilities as members of the LLCC community. She can be reached at 217.786.2848 or leslie.johnson@llcc.edu.

Computer Labs

Students that need to type papers, search the internet and/or complete class assignments can use one of LLCC's computer labs. Computer labs are available in the LLCC Library in Sangamon Hall and the Flex Center located in Logan Hall.

Cooperative Education

The Cooperative Education (Co-op) program offers students the opportunity to receive college credit, and typically a salary, for work assignments. These placements are developed with area employers and provide valuable work experience. In some instances, students may use a job they currently hold to earn co-op credit. For information on eligibility requirements and placements, call 217.786.2210 or visit career services in the LLCC Office of Advising, Counseling and Career Services on the first floor of Menard Hall.

Copy Machines

Copy machines for student use are available in the library located in Sangamon Hall. Each copy is 10 cents.

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, visit LLCC Registration on the main campus or any of our outreach centers. Signed requests must be witnessed by an LLCC employee.

Disability Services

See Accessibility Services.

Drug/Alcohol Policy

Student conduct standards and the LLCC Police Department strictly prohibit the use or possession of illegal substances and the unauthorized use or possession of alcoholic beverages at the college or any college-sponsored activity. 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 planner.

Emergencies and School Closings

The LLCC ALERT system notifies you of emergencies, school closings and other important announcements. You are automatically enrolled in LLCC ALERT when you register for classes. LLCC ALERT messages are sent via text, phone and email. You can update your contact information and manage your preferences for receiving LLCC ALERT messages by visiting www.llcc.edu/alert. You may also check www.llcc.edu, listen to your local radio or TV station, check your LLCC email 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.

Financial Aid

Don't let a lack of funds stop you from attending LLCC. If you need financial assistance, the LLCC Financial Aid Office can help you apply for grants, loans, scholarships and federal work study employment. You must complete the Free Application for Federal Student Aid (FAFSA) 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.

LLCC Financial Aid is located in student services in Menard Hall. Applications and informational brochures are available. Students may begin the financial aid process by completing the FAFSA at www.fafsa.ed.gov. Students may also meet with LLCC financial aid representatives on a walk-in basis. If you have questions, feel free to email the office at financial.aid@llcc.edu or call 786.2237 or toll free, 800.727.4161, extension 62237.

Fitness Center

The fitness center, located in Cass Gymnasium, offers cardiovascular workout equipment, free weights and weight machines. Students should enroll in ESS 112 to use the fitness center. For additional information, talk to your assigned academic advisor.

Food Pantry

The LLCC Food Pantry is located in the student life office in the lower level of Menard Hall (across from Subway). The mission of the food pantry is to provide support to Lincoln Land Community College students in the area of supplemental health and wellness by providing reliable access to a sufficient quantity of nutritious food. For more information on the food pantry, visit the student life office or call 786.2241.

Food Service

The student union, featuring Subway, is located on the lower level of Menard Hall. Subway is open for use by the campus community from 8 a.m.-6 p.m., Monday through Thursday, and Friday from 8 a.m.-3 p.m. during the fall and spring semesters. Student union hours are limited during the summer and when classes are not in session, and are subject to change.

Lincoln Land Community College's student operated café, Bistro To Go, is open fall semester on Tuesday and Thursdays from 11 a.m.-1 p.m., Sept. 12-Nov. 15, offering housemade soups, salads, sandwiches, baked goods and coffee drinks available for take away. Place orders in person or email orders at bistroverde@llcc.edu.

In spring, the café operates as Bistro Verde, a full-service sit-down café, and will be open during the spring semester on Tuesdays and Thursdays from 11 a.m.-1 p.m. Menu information and more can be found at <https://www.facebook.com/LlccCulinaryArtsAndHospitalityProgram>.

First-Year Experience Course (FYE-101)

The first-year experience course helps students successfully transition to college. Students will experience, discuss, write about and apply knowledge, skills, behaviors, strategies and mindsets that help them succeed in college. This course empowers students to develop inner qualities that assist in making wise decisions, which result in the outcomes and experiences they desire. Students learn how to think critically about and prepare for their academic and career pathways. FYE 101 is a three-credit transferable course that can be paid for using financial aid.

Gender-Neutral Restrooms

Single restrooms on campus and at several other LLCC locations are now gender-neutral in an effort to provide an accommodating environment for students and staff.

On the main campus, gender-neutral restrooms are located in Mason Hall (2), Sangamon (2), Workforce Careers Center (3), Litchfield administrative building (2), Menard Hall lower level (2), Menard Hall first floor in the R. H. Stephens Room (2), VP office area (2) and the break room next to Foundation (2).

Grades

Please see page 191 or consult the LLCC catalog at www.llcc.edu/catalog.

Grade Point Average

Your grade point average 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. Developmental courses are not reflected in GPA calculations. For a more detailed explanation and example, consult the LLCC catalog at www.llcc.edu/catalog.

Graduation

Graduation is not automatic; students must apply by the posted deadline. See Commencement on page 157.

Grievance Procedure

All students shall be served by LLCC employees in an equitable and appropriate manner at all times. LLCC has implemented procedures to resolve grievances. Please refer to the policy section of this planner for more information about appropriate grievance procedures.

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 or SAT score, class rank, recommendation and a written essay. All students who meet the eligibility requirements are encouraged to participate. For more information, call 786.4944.

Identification Card

Visit the LLCC Bookstore to receive a free student ID card. To obtain a 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.

IT Service Desk

The IT service desk is available to assist you with activating your account, accessing email, Blackboard, LLCC ALERT, Wi-Fi and setting up your email on your smartphone. If you have questions or are in need of assistance, contact the IT service desk by generating a service desk support request ticket at <https://help.llcc.edu>, visit our website at its.llcc.edu, sending a detailed email from your LLCC email account to helpme@llcc.edu, calling 786.2555 or visiting the service desk in Sangamon Hall (outside library main entrance).

Jobs on Campus

Several departments on campus hire students to work up to 20 hours per week. Working on campus has many benefits including gaining work experience in an environment supportive of learning. Plus, work schedules can be flexible to accommodate your class schedule. Complete information on how to become a student worker, requirements and a list of opportunities can be found at <http://www.llcc.edu/human-resources/student-jobs/>.

LLCC Locations

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

Springfield

LLCC-Capital City Training Center | 130 W. Mason St., Springfield,
782.7436

Levi, Ray and Shoup, Inc. Aviation Center at LLCC | Abraham Lincoln Capital Airport, 815 S. Airport Dr., Springfield, 544.4965

Illinois Small Business Development Center at LLCC | Montgomery Hall, LLCC-Springfield, 5250 Shepherd Rd., Springfield, 786.4530

other locations

LLCC-Hillsboro | 786.3401

LLCC-Taylorville | 800 S. Spresser, 786.2754

LLCC-Jacksonville | 32 N. Central Park Plaza, 243.6699

LLCC-Beardstown | 109 White Pine Ln., 323.4103

LLCC-Litchfield | 1 Lincoln Land Dr., 786.3401

LLCC-Hillsboro | 786.3401

Lactation Room

A lactation room is available for nursing mothers. Please contact student life at 786.2241 or human resources at 786.2752 for more information.

Library

Print and electronic resources are available, and friendly staff members are there to help you. Some resources include books, periodicals, videos, music and databases. The library has computers available for students to use for research and education-related activities, as well as for general internet purposes. Also, laptops are available for check-out at the circulation desk.

LLCC Library offers students the use of two printers that can print in color and on both sides if necessary. LLCC provides all students with 3.0 credits of printing at the beginning of each semester. Black-and-white prints may be made for 0.05 credits per page, while color prints will cost 0.35 credits per page. Additional credits may be purchased in one of two ways: (1) by using a debit or credit card to load credit on your PaperCut account from any LLCC computer or (2) with change or \$1 bills at the coin box attached to each printer. If you need change for larger bills, just ask at the Circulation Desk. To print a document in the library, you will need to log in to one of our desktop computers or the dedicated printing station. Please note that the library does not offer wireless printing.

During the fall and spring semesters, library hours are 7:30 a.m.-9 p.m., Monday-Thursday; 7:30 a.m.-5 p.m., Friday; and 9 a.m.-4 p.m., Saturday.

During the summer semester, library hours are 7 a.m.-8 p.m., Monday-Thursday and closed Friday-Sunday.

When classes are not in session, library hours are 8 a.m.-5 p.m., Monday-Thursday or Friday dependent upon the college schedule.

The library is closed on legal holidays and during semester breaks according to the college calendar.

For more information about library services, visit library.llcc.edu or call 786.2354.

Lockers

Too many books and other articles to carry around? Visit the bookstore 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 786.2301.

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, which is located in Sangamon Hall South, or by calling 786.2278.

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 accessibility services in the LLCC Center for Academic Success, lower level, Sangamon Hall, 786.2599.

Online Classes

LLCC offers many classes online. Information about online courses, degrees and certificates is available at www.llcc.edu/online.

Note: In response to changes in federal guidelines, students who are not permanent residents of Illinois are not eligible to enroll solely in online courses. For more information, students who do not reside in Illinois should check with LLCC Admission and Registration on the Springfield campus, 786.2292.

Open Door Mentorship Program

LLCC is excited about improving the lives of African-American males. Our intent is to invest in the education of African-American males through the program. Participants are presented with opportunities to become academically successful at LLCC while on and off campus.

Our investment in the Open Door mentorship program is not only confined to the classroom. Under the guidelines of LLCC and The Greater Springfield Chamber of Commerce initiatives, the Open Door mentorship program has been commissioned to improve the persistence, retention and completion of African-American male students.

The Open Door mentorship program offers: mentoring, discussion groups, workshops, enrichment/social events, tutoring, speakers/presenters, field trips, academic advising and internships.

LLCC believes that the Open Door mentorship program is unique and offers several opportunities. If you are looking to be challenged academically and changed inwardly, please contact Michael Phelon, program coordinator, at 217.786.3689.

Parking

Parking for students is available at no cost in any of the lots on campus. "Handicapped Only" and "No Parking" spaces are clearly marked. There is no parking along roadways on campus. The campus-wide speed limit is 20 mph. The LLCC Police Department handles all parking and traffic violations. This department follows a comprehensive traffic and parking enforcement program. All fines are payable in the finance department, 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

LLCC wants students to succeed! Therefore, the college assesses the academic preparation of new students enrolling in English, reading and math courses at LLCC. Test results are used to advise and place students in the proper academic level courses. (See the LLCC catalog, www.llcc.edu/catalog, for more information.) Students who have questions about testing should call the LLCC Office of Placement and Testing at 786.2211.

Posting Information on Campus

All postings are distributed through the LLCC Student Life Office in the lower level of Menard Hall. 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, assists students and provides 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 or by calling the college switchboard at 786.2200. The department also offers many courtesy services, such as escorting students to their vehicles and a vehicle assistance program.

The LLCC Police Department works diligently to provide a safe and secure environment. However, LLCC 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.

The LLCC ALERT system notifies you of emergencies, school closings and other important announcements. You are automatically enrolled in LLCC ALERT when you register for classes. LLCC ALERT messages are sent via text, phone and email. You can update your contact information and manage your preferences for receiving LLCC ALERT messages by visiting www.llcc.edu/alert.

If you are a victim of a crime on campus, call the LLCC Police Department at 786.2278 or 911.

If, at any time, students or staff members do not feel safe walking from the buildings to their vehicles on the Springfield campus, they may call 786.2278 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 included in calculations determining eligibility for the President's or Vice President's List.

Pregnant Students

Lincoln Land Community College must give all pregnant or parenting students the same access to school programs and educational opportunities as any other student, and LLCC does not exclude a student from participating in any part of an education program.

In addition, LLCC does not discriminate against any student on the basis of pregnancy or pregnancy-related medical conditions, including breast feeding. Pregnant students seeking accommodations should contact accessibility services immediately.

Kim Eddings, accessibility services coordinator
Accessibility Services Office in the Center for Academic Success
Sangamon Hall, room 0104
217.786.2599

Printing

See library for information on printing at LLCC.

Registration

Registration for classes depends on whether you are a new student, current student or returning student. Current students are encouraged to register online through WebAdvisor. New first-time, degree- or certificate-seeking students register online, by phone or in person following an advising appointment. New transfer students and students not seeking a degree or certificate must register in person or by phone. Returning students with a WebAdvisor account may register online or may choose to register in person or by phone. For information, visit LLCC Admission and Registration in person or call 786.2292, outside Springfield, call 800.727.4161 ext. 62292.

Repeating a Course

Consult the college catalog for the policy on repeating a course.

Resumés

See Career Services.

SAVE (Sexual Assault and Violence Education) Taskforce

The SAVE Taskforce provides programming and education on the topic of gender-based or sexual violence with the goal of informing the LLCC community about issues such as consent, dating violence, domestic violence, stalking and sexual assault. SAVE aims to reduce stigma, inspire activism and connect LLCC with community resources. SAVE provides a platform where students, staff and faculty can learn about safe bystander intervention strategies, learn to recognize the aspects of our society that perpetuate gender-based violence, become aware of the warning signs of unhealthy relationships and learn about what to do and who can provide assistance in the event of a gender-based or sex crime.

Sexual Assault Prevention and Response

As part of LLCC's commitment to providing a safe learning environment for students, LLCC offers safety trainings and resources focused on preventing and responding to sexual violence. To help students feel empowered to respond to physical threats to their safety, the LLCC Police Department offers the Rape Aggression Defense (RAD) course. RAD classes are held on campus periodically throughout the semesters and focus on teaching students self-defense moves. More information about RAD classes can be obtained by calling the LLCC Police Department at 786.2278.

LLCC Advising, Counseling and Career Services Office provides information, resources and options through their confidential advisors. Confidential advisors can provide students with connections to community organizations that provide crisis intervention, support and information to those effected by sexual violence. Please contact LLCC Advising, Counseling and Career Services at 786.2224 for more information. Resources, awareness information and more are also available at www.llcc.edu/sexual-violence-resources.

Smoke-free Campus Act

Per the Illinois Smoke Free Campus Act that took effect July 1, 2015, smoking, or the use of any tobacco products or nicotine delivery systems not approved by the FDA for smoking cessation (i.e., E-Cigs, Vaporizers, Chew, Snus or anything similar), is no longer allowed on any college-owned [or controlled] property, or within any college-owned vehicles. The only exception [stipulated in the law and LLCC policy] is that a person is not in violation if they are in a personally-owned vehicle that is either travelling through, or parked upon, college property. All smoking material must be extinguished inside the vehicle prior to exiting.

The LLCC Police Department will issue citations for violations of this policy. Fines are as follows:

1. \$25 for first offense
2. \$50 for second, or subsequent offenses

Offenders could also be subject to student and/or employee disciplinary procedures. For more information on the Illinois Smoke Free Campus Act, please refer to: www.llcc.edu/the-illinois-smoke-free-campus-act-what-you-need-to-know.

Social Media

Follow and like the LLCC Facebook, Twitter, Instagram and Snapchat pages for the latest information about LLCC events, school closings, news and updates!

Special Needs Services

See Accessibility Services.

Student Awards and Recognition

Student contributions and accomplishments are valued at LLCC. Therefore, LLCC Student Life coordinates an annual event to recognize outstanding student achievement. 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 Clubs/Organizations

There are more than 40 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)

SGA is the official governing council for the student body and provides recognition for all student clubs on campus. 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 student outreach and advocacy events.

Student Email Account

LLCC offers an email account to all active students. Your email account is hosted by Microsoft and uses the Office 365 application. This can be added to your smartphone. Visit IT on the web at its.llcc.edu or stop by the IT service desk in Sangamon Hall, room 1132 (outside library main entrance) for assistance.

Access your email

- It is recommended that you use Mozilla Firefox browser.
- On the homepage of www.llcc.edu, click on the My LLCC link and then scroll down to select the email link under the Student Resources section.
- Enter your LLCC email address (i.e., juser1234@llcc.edu) and then tab.
 - Depending upon your browser and if you are logged into the computer workstation on campus, you may need to enter additional credentials in the ADFS Security box or choose Use Another Account. Type in your LLCC username and password.

Signing In

Your new email inbox comes with a convenient feature called Single Sign On (SSO). When you use an LLCC computer to access Outlook on Office 365 in Internet Explorer and Google Chrome, the service signs you in automatically using the authentication credentials used when you initially logged into the computer. It is important that you log into LLCC computers using your own credentials. If you are using a kiosk computer or a public use computer that will not allow you to log in as yourself, please use the Firefox browser to access your email.

SSO does not allow signing out by clicking on the upper right-hand corner Sign Out option. Instead, simply close your web browser and log off of Windows to end your email session.

Student Employment

See Jobs on Campus.

Student Life Office

Do you want to meet new people, build leadership skills and enhance your resumé? Get involved on campus! The mission of LLCC Student Life is to provide quality programs and services that enhance the campus experience through leadership, educational and multicultural programs and initiatives. Programs and services include student clubs/organizations, Student Government Association, Logger Activities Board, Logger Lair, leadership programs and the student development transcript.

If you're interested in getting involved, contact the student life office at 786.2241, visit the website at www.llcc.edu/student-life 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 to the LLCC Board of Trustees. The student member of the board also holds an officer position within the Student Government Association.

Student Online Access Account

Username and Password

All LLCC applications that require a login to authenticate will utilize the same username and password. This password must be changed by utilizing the WebAdvisor application only.

Activating your account

From the home page of www.llcc.edu, scroll to the bottom of the page and under the Get Started section, click on the Account Activation link. Directions to activate your account will be shown. When ready, click on the Account Activation Link for Students.

- Enter your last name, social security number and LLCC ID number and click submit.
- You must select your LLCC email account.
- Your username and temporary password will be displayed. Make a note of this information for future use. Highlight just the characters of the temporary password, and then copy this via Ctrl+C on the keyboard.
- Click OK.
- You must immediately log in to WebAdvisor (www.llcc.edu, My LLCC tab, look under Quick Links) to complete the account activation process.
- Click on the Login link and enter the username and temporary password. Use Ctrl+V on the keyboard to paste the temporary password.
- After you have successfully logged into WebAdvisor, you will be prompted to immediately change to a 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 special characters such as ~!@#%&*()+=<>?{|}.

Reset your password

Your password can be reset by you within the WebAdvisor application.

- 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 Union

This area includes the cafeteria, featuring Subway and a dining area, student life office and bookstore.

Student Wireless Access Program (SWAP)

Wireless internet access is available in all buildings on the Springfield campus, Helen S. Hamilton Outdoor 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 are posted at the circulation desk.

Testing

The LLCC Office of Placement and Testing offers a full range of testing for students and community members. Please contact the placement and testing office at 786.2211 for further information. Also, the LLCC Center for Academic Success provides proctored testing for students to make-up tests in a course. See page 155-156 for more information.

Tickets

Event tickets are available in LLCC Student Accounts located in the LLCC Finance Department in Menard Hall. Tickets may be purchased for programs such as lectures, LLCC theatre performances and other special events. Call 786.2480 for additional information. LLCC students receive a discount when purchasing tickets at Sangamon Auditorium at UIS. Present a valid student ID when purchasing the tickets to receive a discount.

Transcripts

LLCC partners with Parchment for the processing of all official transcripts. Students can access a link to Parchment on the LLCC webpage or through their WebAdvisor accounts. Unofficial transcripts can be requested in person by visiting LLCC Registration on the main campus, visiting any of our outreach centers or through WebAdvisor.

Students may also request a student development transcript. This transcript supplements 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 LLCC Student Life at 786.2241 for more information.

TRIO Student Support Services Program

TRIO Student Support Services is a program funded by the federal government to provide personalized, academic assistance to first-generation college students (students whose parents/guardians have not completed a bachelor's degree), students with documented disabilities and/or students who meet certain federal income guidelines. The TRIO program offers a number of resources, including one-on-one assistance in areas related to student success.

As a TRIO participant, TRIO advisors will work with you to map out your academic success plan. This program is designed to encourage you to continue on your academic path, get good grades, graduate from LLCC with an associate degree and transfer to a four-year college or university to earn a bachelor's degree.

The TRIO program encompasses important services including academic advising, career counseling, cultural activities, financial aid application assistance, financial literacy workshops, transfer assistance and academic support services. TRIO is located in Menard Hall, room 1139, student services hallway, and can be reached at 217.786.4986 or at www.llcc.edu/trio.

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 Trutters' 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

Monday-Thursday, 8 a.m.-4 p.m. or by appointment

The Trutter Museum is located in the Trutter Center on the LLCC main campus in Springfield, IL.

Visit www.llccfoundation.org or call 786.4510.

Tuition and Fees

For tuition and fee information, consult the LLCC FORWARD or LLCC website at www.llcc.edu and click on the green button, Paying for LLCC.

Tutoring

Free individual tutoring is available for most LLCC courses. Call 786.2396 or stop by the LLCC Center for Academic Success for more information.

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 and at other LLCC locations. If you experience a problem with any of these machines on the Springfield campus during regular business hours, please report the problem to the LLCC Finance Department, located on the main level of Menard Hall. After 5 p.m., please report to the LLCC Police Department in Sangamon Hall South. For all other locations, report the problem to a representative at the Registration desk.

Veterans Benefits

Veterans are encouraged to consult the LLCC Financial Aid Office for information about available benefits. The office certifies enrollment in 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, and the GI Bill programs. 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/veterans-benefits or call 786.2216.

Vice President's and President's Lists

(See page 166.)

WebAdvisor

WebAdvisor is a tool that provides students with 24-hour accessibility to check final class grades, view unofficial transcripts, search and register for courses, manage wait lists, create an academic plan and view/modify payment plans and financial aid information. Visit www.llcc.edu/my-llcc and click WebAdvisor.

Search for classes

- From the Main Menu, click on the 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 the Main Menu, click on the Students Menu.
- Under Registration, click on the Register for Sections link.
- If you know exactly which classes you want and have the subject, course number and section number, use Express Registration. You do NOT need to know the course synonym to use Express Registration. If you need to search for classes and then register, use Search and Register for Sections.
- Be sure to review the messages at the top of each WebAdvisor page.
- Once you select classes (using either Express or Search and Register), click submit. The next page you will see is Register and Drop Sections. On this page, the classes you selected will appear in a Preferred Sections list. You are not registered for classes on this list. This list is like a shopping cart.
- Click RG-Register under Action for each class, and then click submit.
- Your classes will now be listed under the heading labeled Current Registrations. At this point, you are registered and no one else can take your seat in the class. You are also now responsible for tuition charges and for dropping or withdrawing from classes as necessary!
- If you are registering for developmental math classes (like MAT 081, 082, 088, etc.), register for the first level (MAT 081) and then go back and register for the second level (MAT 082). This is necessary because MAT 081 is a prerequisite to MAT 082. You will need to look in the modules to find most developmental math classes.
- Once you are registered, you will receive a confirmation email in your LLCC email account. If you do not receive this message, you are not registered.

Tips and tricks (when searching for classes)

To search for classes, choose the term and at least one other field from the drop-down menu. If you are looking for online classes, choose the term and choose Online under Delivery Method.

How to check your final class grades

- From the Main Menu, click on the Students Menu.
- Under Academic Profile, click on the Grades link.
- Select the Term requested.
- Click on Submit.

How to view your unofficial transcripts

- From the Main Menu, click on the Students Menu.
- Under Academic Profile, click on the Transcripts-Unofficial link.
- Choose the transcript type, (UG – Undergraduate).
- Click on 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.