The Steps to Enroll for new degree- or certificate-seeking students were developed to ensure your academic success as you progress through your program of study at LLCC.

Before registering for classes, complete the following steps:

- Submit Admission information worksheet, available online at www.llcc.edu, click New Students, click Apply Online. Also available in person.

- Take the Placement Test if necessary. If you have an ACT of 22 or above in English, math and reading or an SAT of 480 in verbal and math, you do not need to take the Placement Test.

- Meet with an Academic Advisor to review placement scores and degree requirements. If this is your first time in college, your advisor will schedule you for New Student Orientation.

- Attend New Student Orientation.

- Register for classes. (You will register for classes during orientation.)

- Pay tuition prior to due date. (If you register after the tuition due date, tuition is due at time of registration.)

Note: New students who have completed college-level courses at a previous college are not required to attend orientation, but are encouraged to meet with an advisor prior to registering for classes.

If you are a new student (including new transfer), you must complete an admission information worksheet found online at www.llcc.edu (Click New Students, click Apply Online) before registering for classes. There is no charge for the admission process. Paper worksheets are also available.

If you are a current or returning student, you do not need to complete an admissions information worksheet unless your address, phone or other information has changed. LLCC is an “open-door” college. All high school students aged 16 and over, graduates and non-graduates, can apply for admission. LLCC is authorized under federal law to enroll nonimmigrant students.

If you completed coursework at another college, you are strongly encouraged to submit a transcript to LLCC for evaluation. Only after your transcript is reviewed will you know which courses you need to meet certificate or degree requirements.

LLCC’s Health Professions programs have special admission requirements. Please refer to the college catalog for more information or contact our Health Professions advisors in the Advising Office at 786.2224.

Before you register for classes in a degree program, your English, math and reading skills must be assessed. For more information, see the Placement Testing section below.

At LLCC, your academic success is our goal. For this reason, it is important that we place you in the correct courses.

If you plan to enroll in a course with prerequisites in reading, English and/or math, you must complete a placement test in the relevant subject area(s) UNLESS:

- You hold a degree at the bachelor’s level or above. Proof of degree status will be determined by receipt of a transcript from the awarding institution.
- You have already achieved grades of C or better in a college-level English composition course (EGL 101, its equivalent, or above) and a college-level math course (MAT 104, its equivalent, or above) from any accredited college or university.
- You have earned ACT scores of 22 or above in reading, English and/or math or SAT scores of 480 or above in verbal and math.

If you don’t meet any of the criteria above, you must complete the placement test at LLCC prior to registering for any course with prerequisites in reading, English and/or math. The placement test is a computerized, untimed test called ACCUPLACER. The test may be taken on the Springfield campus or at any other LLCC location. There is no cost for the test.

On the Springfield campus, the Office of Placement and Testing is located inside the Student Services Center in Menard Hall. The office is open on a walk-in basis Monday through Friday with evening hours on Tuesdays and Wednesdays. Occasional Saturday hours are available. (Closed on Fridays during the summer.) Check www.llcc.edu/testing for specific hours. If you prefer to test at another LLCC location, call that location to make arrangements.

You must present a state-issued picture ID to test.

Note: If you are a student with special needs, please contact Accessibility Services at 786.2828 for testing accommodations.
ACADEMIC ADVISING SERVICES
Located in Student Services in Menard Hall, (786.2224), Academic Advising offers a variety of services including course and program selection, transfer articulation and student education plans. One-on-one advising sessions are available to ensure individual attention and confidentiality.
Academic advising is also available at other LLCC locations. Call for details and appointments. Phone numbers for those locations are listed on this page.

COUNSELING SERVICES
Student development professionals (counselors) are available to provide educational, vocational, career and personal counseling. In addition, personal development groups and interpersonal skills seminars are offered each semester. Located in Student Services, Menard Hall (786.2224).

PRE-REGISTRATION ADVISING
Advising is available well in advance of registration. You are encouraged to meet with an advisor early to avoid long wait times. Advisors are available to meet with students on a walk-in basis or for appointments. Call 786.2224 for hours or to make an appointment. For more detailed information, visit www.llcc.edu/advising.

*LLCC is closed Fridays during the summer session.

NEW STUDENT ORIENTATION
Orientation is an important stepping stone in your transition to LLCC. During your orientation program, you will meet current and incoming LLCC students, experience the services provided to students and discover valuable information about becoming a successful LLCC student. Orientation is a requirement for all new, degree- or certificate-seeking students.

DATE AND TIME
After you have applied, sent in your transcripts and met the assessment requirement, you will need to meet with an advisor to reserve the earliest available orientation. Orientations are offered April through August for new students starting in the fall semester and November through January for new students starting in the spring semester. Orientations take approximately three and a half hours. Wear comfortable, weather-appropriate clothes – orientation is casual. Orientation is designed for new students only. Parents, friends and partners are encouraged to support their students’ success. Please go to www.llcc.edu/success to RSVP for the next Parent/Family Orientation. No pets are allowed, with exception to service animals.

WHAT TO EXPECT
• Spend three and a half hours learning, engaging and preparing for your success as a college student
• Meet several returning students who will be assisting you during orientation
• Meet other new students and make new friends
• Gain understanding of expectations in and out of the classroom
• Become familiar with the many academic and personal resources available
• Understand the importance of being engaged members of the LLCC community
• Take a tour to become familiar with campus
• Navigate and use important LLCC technology
• Select and enroll in your first semester of classes

You must be admitted to LLCC before registering for classes (see Admission on the front). All outstanding debts (tuition, library, fees, etc.) or other “holds” (academic probation or suspension) must be cleared prior to registration. You are responsible for observing all course prerequisites and other restrictions. Meet with an advisor BEFORE registration begins!

HOW TO REGISTER FOR CLASSES
How you will register for classes depends on whether you are a new student, current student or returning student. (Please refer to the FORWARD magazine for registration dates for the semester in which you intend to register or go to www.llcc.edu/admissions.)

New First-Time Students – All new, first-time degree/certificate students must register online during New Student Orientation.

New Transfer and Non-degree Seeking Students – Online registration is not available. Register in person or by phone.

Current Students – All current students must register online through WebAdvisor. There are some exceptions.*

Returning Students – Returning students are those who have attended LLCC in the past but are not attending in the current semester. Online registration is available and encouraged for returning students who have a WebAdvisor account. There are some exceptions.* Returning students may also choose to register in person or by phone.

PAYING TUITION
If you register prior to the tuition due date for the semester, you must pay your tuition by that date. If you register after the tuition due date, tuition is due at the time of registration. On-time payment reserves your place in classes. If payment is not received by the due date, your registration will be cancelled for all classes. Payment options available include cash, check, money order, credit card (MasterCard, VISA or Discover).

Students also may set up a payment plan. Financial aid and scholarships are available to eligible students. For more information about paying tuition, contact Enrollment Services at 786.2229.

PAYING TUITION
*The following student groups must register in person or by phone: student athletes, students with special needs, students on probation or suspension, Aviation Mechanics majors, Electrical Distribution Lineman majors, HVAC majors, Fire Science majors, Welding majors at the Taylerville location and Construction Occupations majors at the Taylerville location.

ONLINE REGISTRATION/WEBADVISOR
Online registration is available through WebAdvisor. WebAdvisor is LLCC’s online student information system. WebAdvisor allows you to:
• Search and register for classes
• Drop classes through the end of the tuition refund period
• View your financial aid award letter
• View and pay your tuition and fee charges
• Print your class schedule
• Check final grades
• View your unofficial transcript
• Change/reset your account password

Access to WebAdvisor is available to all LLCC students. New students may activate their WebAdvisor account within 30 minutes of registering for the first time. For account activation information, go to www.llcc.edu, click on Current Students and click on Account Activation. Activating your WebAdvisor account means you have also activated your Blackboard account and your LLCC email account.

You need assistance with online registration using WebAdvisor, call or visit Enrollment Services at any LLCC location.

IN-PERSON REGISTRATION
In-person registration is available at any of the LLCC locations listed. LLCC-Springfield (main campus), 5250 Shepherd Road, 217.786.2292
LLCC-Beardstown, 109 White Pine Lane, 217.323.4103
LLCC-Litchfield, 1 Lincoln Land Drive, 217.786.3401
LLCC-Jacksonville, 32 N. Central Park Plaza, 217.243.6699
LLCC-Taylorville, 800 S. Spresser, 217.786.2754

PHONE REGISTRATION
To register by phone, call the Springfield campus at 217.786.2292 or call any of the LLCC locations listed above.

LATE REGISTRATION
There is a $20 late fee to register after the first class session (semester or module) begins. The fee will be charged only once per semester. You will not be charged this fee if your class is cancelled. The late registration fee is nonrefundable. Registrations will not be accepted after the last day of these late registration periods.