

New Student Orientation

Reference Manual



Lincoln Land
Community College

Plan2Succeed!

New Student Orientation Reference Manual

Contents

Quick Reference	1
Admissions & Records	2
Registration Services	4
Higher One Debit Card	6
Advising & Counseling	8
LLCC Publications.....	9
Placement & Testing	10
Financial Aid	12
Veterans Affairs.....	14
Career Development Services.....	15
Logger Athletics	16
Fitness Center	17
Bookstore.....	18
Student Life.....	20
Library.....	21
Learning Lab	22
ITS Helpdesk	26
Worksheets	28
Tips for Registering & Scheduling Classes.....	30
Academic Calendars	33
Springfield Campus Map.....	37

Quick Reference

Department	Location	Phone	Website/Email
Admissions & Records	First floor, Menard Hall	217-786-2298 800-727-4161, ext. 62298	www.llcc.edu/admissions
Advising & Counseling	First floor, Menard Hall	217-786-2224 800-727-4161, ext. 62224	www.llcc.edu/advising advising@llcc.edu
Bookstore	Lower level of Menard Hall	217-786-2300 800-727-4161, option 6	bookstore.llcc.edu bookstore@llcc.edu
Career Development Services	First floor, Menard Hall	217-786-2210 800-727-4161, ext. 62210	www.llcc.edu/cds mary.pelich@llcc.edu
Financial Aid Office	First floor, Menard Hall	217-786-2237 800-727-4161, ext. 62237	www.llcc.edu/finaid financial.aid@llcc.edu
Fitness Center	Cass Gymnasium	217-786-9631	www.llcc.edu/sosc , then click Fitness Center
ITS Help Desk	Sangamon Hall, outside Library	217-786-2555 800-727-4161, ext. 62555	www.llcc.edu/its helpdesk@llcc.edu
Learning Lab	Lower level of Sangamon Hall	217-786-2396	www.llcc.edu/learnlab
Library	First floor, Sangamon Hall	217-786-2354	library.llcc.edu
Veterans Office	Financial Aid Office, Menard Hall	217-786-2216	veterans.affairs@llcc.edu
Logger Athletics	Cass Gymnasium	217-786-2581	www.lincolnlandloggers.com
Office of Placement & Testing	First floor, Menard Hall	217-786-2211	www.llcc.edu/testing
Registration Services	First floor, Menard Hall	217-786-2292 800-727-4161, ext. 62292	www.llcc.edu/admissions/registration
Student Life Office	Lower level of Menard Hall	217-786-2241	www.llcc.edu/studentlife studentlife@llcc.edu
Campus Police	Sangamon Hall South	217-786-2278	police.llcc.edu police@llcc.edu

Admissions & Records

Why we exist:

To support students' educational goals by maintaining accurate academic and personal records including: admissions related records, academic transcripts, transfer/military evaluations and graduation records.

What students can expect from us:

Secure protection of personal data and prompt professional service.

What we expect from students:

Accurate and current required/requested data submissions.

Points to Remember

- The Admissions & Records office is the secure repository of a student's personal and academic records. All grade, address and name verifications, corrections and updates are processed per request through this office.
- Following federal privacy guidelines a student's records can only be released to that student. The student can inspect and/or challenge his/her records, permit release to a third party or request no information be released.



Contact Information			
Address:	Office of Admissions & Records Lincoln Land Community College 5250 Shepherd Rd PO Box 19256 Springfield IL 62794-9256	Phone:	217-786-2298 800-727-4161, ext. 62298
		Fax:	217-786-2492
		TDD:	217-786-2798
Location:	Student Services Hallway of Menard Hall	Email:	admissions@llcc.edu
Hours:	Monday – Thursday Friday	8:00AM – 6:00PM 8:00AM – 5:00PM	Website: www.llcc.edu/admissions

Financial Information at LLCC

One year (two semesters) Tuition and Fees \$3,000-\$4,000

One year (two semesters) Books Average \$1,100

LLCC Payment Plan : Start payment plan early for more affordable payments

American Opportunity Tax Credit Education Tax Benefits-IRS Publication 970:

- Even with no scholarships and grants, this credit makes college extremely affordable.
- Most families qualify based on income guidelines. Phase out begins at: Single taxpayers \$80,000; Married \$160,000
- For example:
 - Full-time Tuition and Fees \$3,300
 - Less Tax Credit ~~-\$2,325~~
 - Your Cost for Full Year of Tuition & Fees at LLCC \$975

Annual Maximum Grants and Loans at LLCC:

FEDERAL Pell Grant \$5,645

Illinois MAP Grant \$1,425

FEDERAL Student Loan \$9,500

- Credit and collateral are **not** issues
- Repayment begins 6 months after leaving school
- Interest rate 6.8%

Free Application for Federal Student Aid (FAFSA)

Fill out your application for aid at www.fafsa.gov

(Do **not** use www.fafsa.com, as it costs \$100.)

For FAFSA deadlines, go to www.fafsa.ed.gov/deadlines

Other State of Illinois Funding Sources:

Department of Human Services Office of Rehabilitation Services, 217-782-4830

Illinois Veterans Grant

Illinois National Guard Grant

For More Information:

Visit www.llcc.edu/finaid

Dial 800-727-4161 and ask for:

Financial Aid 217-786-2237

Veterans Affairs 217-786-2216

LLCC Scholarships 217-786-4502

Registration Services

Why we exist:

We provide LLCC students with professional, friendly and courteous registration and tuition payment assistance.

What students can expect from us:

- Assistance with online registration through WebAdvisor
- Assistance with class drops and withdrawals
- Information about the FACTS payment plan
- Assistance in obtaining a class schedule
- Assistance with understanding the tuition and fees statement
- Accurate, timely and secure processing of tuition and fee payments
- An office you can call regarding just about anything related to the enrollment process. If we don't know the answer, we will direct you to the appropriate office or person.
- Professional, friendly and courteous staff
- To be part of your support system in achieving your educational goals

What we expect from students:

- Your full attention when working with you at the registration counter or on the phone.
- To understand that we cannot provide class schedules, grades, fee statements, etc. to anyone other than you.
- To know drop and withdrawal deadlines.
- To know the tuition due date.
- To know that during peak periods our phone lines get heavy usage; we ask for your patience as we do want to help.
- To understand that we will help you in any way we can; however, we are not college advisors.
- To ask questions and take initiative in understanding the registration process; it takes both of us.
- For you to read and take seriously information we mail/email to you.

Contact Information			
Location:	Student Services Hallway of Menard Hall		Phone: 217-786-2292 800-727-4161, ext. 62292 Fax: 217-786-2492 TDD: 217-786-2798
Hours:	Monday – Thursday Friday	8:00AM – 6:00PM 8:00AM – 5:00PM	Website: www.llcc.edu/admissions/registration

Important Dates

Tuition Due Date(s):

Last Day to Add:

First Day of Classes:

Last Day to Drop with 100% Refund:

Financial Aid Deadline(s):

Terms

Tuition Due Date – If you register prior to the tuition due date for each term, you must pay your tuition and fees by the scheduled tuition due date for that term. If payment is not received, registration is cancelled and you will need to re-register for classes. If you register for classes after the tuition due date for any given term, tuition and fees are due at the time of registration. You may pay by phone, in person, online, sign up for a payment plan or have financial aid at the time of registration or when a class is added.

Late Registration – Students pay a \$20 late fee to register for a class/classes. Fee is charged per term, not per class.

Last Day to Drop with Refund – After this date, students receive no tuition/fee refund unless they are dropped due to course cancellation or LLCC error. Classes dropped during this period do not appear on the student's transcript.

Last Day to Withdraw – Students who withdraw after the refund date, but on or before this date, receive a W grade on their transcript and receive no tuition/fee refund. "W" grades do not affect the GPA but may affect financial aid.

Tuition Due Dates for Modules - Students registered for "regular" semester classes plus module classes during early registration must pay ALL tuition (or sign up for FACTS, have financial aid, etc.) by the tuition due date for the "regular" semester. Tuition due dates cannot be split.

Higher One Debit Card

All LLCC students will receive a Higher One Debit Card. **Do not throw this card away.** It is \$20 to replace it! Should LLCC ever owe you a **refund for any reason** (financial aid, cancelled class, dropped class before the 100% refund date), it will be processed through Higher One. You must activate your refund preference in order to receive your refund promptly. The Higher One card is a **debit card; not a credit card**. There are three easy steps to get started.

- **Look for your card in the mail** – Remember, you will want to activate your refund preference as soon as possible to avoid delays in receiving any refund monies due you.
- **Activate your refund preference** – Visit LLCCDebitCard.com. Refund options include *Easy RefundSM to the One Account*, ACH transfer to your current bank account or a paper check mailed to the address on file with LLCC.
- **Benefits of Easy Refund and the OneAccount** – By far, Easy Refund is the fastest and easiest way to gain access to your refund money.

ALL YOUSM

The Higher One® Mobile app provides fast, secure mobile banking directly from your smartphone.

With this app, you'll be able to:

- Access account balances
- View recent transactions
- Transfer money
- Pay bills
- Find nearby ATMs
- Get answers with the EasyHelpSM FAQ database
- *Cash In* with MoneyPak[®] to make cash transfers fast

Powered by **HIGHER ONE**

Contact Information			
Location:	Business Office located in the most northern inner hallway of Menard Hall		LLCC: 217-786-4696 800-727-4161, ext. 64696 HigherOne: 866-782-0887
Hours:	Monday – Friday	8:00AM – 5:00PM	Website: www.llccdebitcard.com
App:	Higher One mobile app available for free for iPhone and Android mobile devices		

Tuition Payment Plan

If you want to create a tuition payment agreement, sign into your [WebAdvisor](#) account. Click "Students" on the main menu. Click "FACTS Tuition Payment Plan" and create your payment agreement from there.

Automatic Payment Plan

- Convenient
- Interest-Free
- Affordable

Advantages

- Easy online enrollment
- Monthly payment plan
- No interest

Payment Methods

- Automatic bank payment (ACH)
- Credit card/debit card

NOTE: Payments are processed on the 5th or 20th of each month and will continue until the balance is paid in full.

Cost to Participate

- \$25 enrollment fee per semester (ACH & credit card). This nonrefundable enrollment fee allows you to budget payments(s) through [Nelnet Business Solutions](#).
- The nonrefundable enrollment fee for automatic payments from your bank account or credit card will be processed IMMEDIATELY with your down or full payment, if applicable.

Balance Adjustments

Please do not assume your balance will automatically be adjusted if financial aid is received or a class is dropped or added. Please contact the Business Office at 217-786-2762 or Nelnet Business Solutions at 1-866-315-1263, if you have questions.

What happens if a payment is returned?

If a payment is returned, you will receive an email or letter from Nelnet with instructions on how the returned payment will be handled. A \$30 fee is charged if a payment is returned (subject to change).

Advising & Counseling

Why we exist:

Currently enrolled and prospective students are offered a wide array of services designed to provide them with timely, updated LLCC course and program information as well as transfer information.

What students can expect from us:

Services include programs of study selection, course selection, student education plans and transfer information. Academic advisors assist students with completion of registration forms, selection of courses and discussion of academic progress. Counselors can also help students with career considerations, difficulties that may affect academic performance and professional personal counseling.

What we expect from students:

Plan to meet with an advisor or counselor prior to each registration cycle. Review your program requirements so that you are informed about which courses will be appropriate for the next semester. Ask any question! If you are unsure, we have the answer or can direct you to the appropriate office.

When Can I Meet with an Advisor?

Walk-in Sessions	8:00AM – 1:00PM	Monday - Thursday
	10:00AM – 1:00PM	Friday
Same-day Appointments	2:00PM – 5:00PM	Monday - Thursday
	2:00PM – 4:00PM	Friday

Did you know...?

- Advisors and counselors can help you plan your classes for next semester. It's best to see an advisor or counselor several weeks before registration begins to avoid long waits.
- An advisor or counselor can review your degree audit or program evaluation with you.
- The difference between an advisor and a counselor is:
 - Academic advisors can review your degree requirements with you, assist in choosing classes, develop an education plan with you and help you with the transfer process.
 - Counselors can assist with these services and can also provide you with career or personal counseling at no charge.

Contact Information			
Location:	Student Services Hallway of Menard Hall		Phone: 217-786-2224, 800-727-4161, ext. 62224
Hours:	Monday – Thursday Friday	8:00AM – 6:00PM 8:00AM – 5:00PM	Website: www.llcc.edu/advising Email: advising@llcc.edu

LLCC Publications

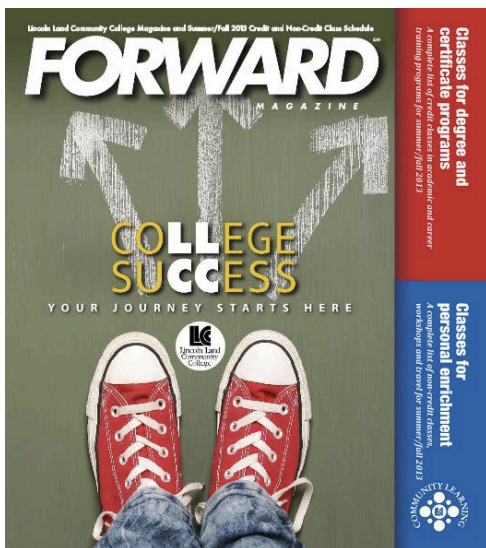
Catalog



View the official catalog to learn information about degrees and requirements, policies, academic information and regulations, course descriptions, LLCC personnel information and a phone directory of services.

ww3.llcc.edu/catalog

FORWARD Magazine



The *FORWARD* Magazine is LLCC's printed class schedule where you can find class offerings, registration times, tuition, and other credit and non-credit learning opportunities. Two magazines are produced each year. The summer session and fall semester *FORWARD* is available early April of each year. The spring semester magazine is available in early October.

webadvisor.llcc.edu/walive/WebAdvisor

Placement & Testing

Why we exist:

Course placement testing helps determine the appropriate starting point for students in the areas of mathematics, English and reading. As a result of appropriate course placement, students have a better chance of successfully completing courses and, consequently, finishing a degree or certificate. The Office of Placement and Testing provides a quiet, secure and standardized environment where students can test.

This office also administers other standardized tests such as CLEP, ACT Residual and some post-graduation certification exams.

What students can expect from us:

- Quiet testing environment
- Pre-test study materials
- Secure testing environment
- Test proctoring
- Information about types of tests offered

What we expect from students:

- Take the test seriously.....put effort into the test
- Follow our test center rules
- Do not cheat
- Bring a valid picture ID

Study material can be obtained in two ways: visit our website and download study material which is located under the Placement and Testing tab, or come by our office.

Contact Information			
Location:	Student Services Hallway of Menard Hall	Phone:	217-786-2211 800-727-4161, ext. 62211
Hours:	Monday Tuesday Wednesday Thursday Friday <i>1st Friday of every month</i>	8:00AM – 3:30PM 8:00AM – 5:00PM 8:00AM – 5:00PM 8:00AM – 3:30PM 8:00AM – 3:00PM 8:00AM – Noon	Website: www.ilcc.edu/testing

Earn College Credit for What You Already Know!

The College-Level Examination Program® (CLEP®) gives you the opportunity to earn college credit for what you already know with qualifying scores on one or more CLEP examinations. These exams test your knowledge of introductory college-level subjects.

There are 33 CLEP examinations, each administered on computers. Computer-based testing provides advantages such as:

- Instant candidate score reports
- Year-round testing
- "Rights-only" scoring – no penalty for guessing

Information about LLCC's CLEP Policy

- Passing a CLEP exam can earn a student up to eight credit hours.
- A student must have earned 12 credit hours at LLCC before proficiency credit for a CLEP exam can be added to your transcripts.
- A student can use CLEP proficiency credit for a maximum of 30 credit hours.

Benefits of CLEP

Testimonials:

"CLEP helped me get credit for a quarter of my degree without any classes, professors or costly textbooks. If you are already good at math or have a passion for writing, why take a 12-week class with endless amounts of homework and lectures? A study guide, some practice questions and what you already know can get you college credit in just a few weeks. CLEP saved me a year of college and over \$10,000! Thanks CLEP!"

– Jeffrey R. Worsham, University of Oklahoma

"The CLEP exams have been an enormous blessing to me. Taking the College Mathematics and the College Composition tests saved me time and money, and I got ahead of schedule to graduate with an associate of arts degree. It also saved me approximately \$570, which went toward a new laptop. Because the requirement to graduate with an A.A. was to complete only three credits of college math, the CLEP exam fulfilled the entire requirement. I took the test early and was able to really focus on the classes important to my major."

–Alexis Youngblood, Rock Valley Community College

More testimonials can be read on the CLEP website, www.collegeboard.com/clep.

Financial Aid

Why we exist:

The Financial Aid Office awards financial aid in a prompt and courteous manner while protecting the integrity of the aid program. The Financial Aid Office serves as an advocate for students with all students treated equally.

Your responsibilities as a student receiving financial aid:

- Complete all application forms accurately and submit them on time.
- Provide correct information.
- Return all additional documentation requested.
- Read and understand all forms you are asked to sign.
- Accept all agreements signed and comply with the provisions of any promissory notes signed.
- Perform the work agreed upon in accepting a college work-study award.
- Be aware of and comply with the deadlines for application or re-application for aid.
- Be aware of the institution's refund procedures.
- Be aware of the institution's policy for satisfactory progress.

Your rights as a student receiving financial aid:

- Know what financial aid programs are available.
- Know the deadlines for submitting applications.
- Know how financial aid will be disbursed.
- Know how your financial aid was determined.
- Know how much of your financial need has been met.
- Know what resources were considered in the calculation of your need.
- Request an explanation of the various programs in your financial aid package.
- Know the school's refund policy.
- Know what portion of the financial aid received must be repaid and what portion is grant aid.
- Know how the school determines whether you are making satisfactory progress.

Contact Information				
Location:	Student Services Desk of Menard Hall		Phone:	217-786-2237 800-727-4161, ext. 62237
Hours:	Monday – Thursday Friday	8:00AM – 6:00PM 8:00AM – 5:00PM	Website: Email	www.llcc.edu/finaid financial.aid@llcc.edu

Top 5 Things You Should Know About Financial Aid

1. If you plan on taking classes beginning in June or August, complete the Free Application for Federal Student Aid at www.fafsa.GOV between January 1 and February 15.
2. Students “earn” their financial aid. If you earn at least a “C” in all of your courses and complete at least 75 percent of your courses, you should “earn” all of your financial aid without fear of having to repay any of your aid.
3. There are very important differences between dropping a course and withdrawing from a course. The college has a 100 percent refund period which usually runs through the first Thursday of fall and spring semester classes. If you **drop** during the 100 percent refund period, you will not be charged for the course, nor will it affect your financial aid. If you miss the 100 percent refund period and want to get out of a course, you will have to **withdraw**. *You are charged for classes from which you withdraw*, and you could lose your financial aid if you withdraw from too many classes.
4. If you complete your financial aid file early enough and have funds left after your tuition is paid, you will be able to charge books and supplies in the bookstore against your aid.
5. Read the information we send you, and ASK questions if you do not understand.

Myths About the FAFSA

- All the FAFSA websites are the same.
False. Applying at www.fafsa.GOV is **FREE**. Applying at www.fafsa.com will cost about \$100.
- We make too much money to get help.
You won’t know until you apply. Financial assistance is based on more than just income.
- I can just go to my bank and get a student loan.
Maybe, but you must complete the FAFSA to be eligible for a federal student loan, which is the most affordable.
- The FAFSA is difficult to complete.
If you can surf the web, you can complete the FAFSA. If you make a mistake, LLCC can fix it.
- I have to be a straight-A student to complete the FAFSA and get financial aid.
Students who complete their courses and earn a “C” average should be eligible for financial aid.

Veterans Affairs

Using Your Veterans Benefits

- You are REQUIRED to meet with an academic advisor every semester to make sure courses are being applied toward the chosen degree.
- You MUST notify the LLCC Veterans Affairs office when adding/dropping courses. It is also recommended that the student see his/her advisor prior to the add/drop.
- All students must comply with the "Satisfactory" academic policy set forth by the LLCC Veterans Affairs office. Students earning a "C" or better in all courses will continue to receive their benefits.
- You may be required to repay your housing allowance if you withdraw from courses.
- Please stop by the LLCC Veterans Affairs office to pick up resource material and get answers to questions.

G.I. Bill Facts

Fact #1: You have 10-15 years to use your GI Bill benefits.

Once you have separated from the service you have 10 years to use all of your benefits under the Montgomery GI Bill and 15 years to use your Post-9/11 GI Bill benefits. Although separating from service "starts the clock" on your 10-year time limit, you get 10 years from your last discharge.

Fact #2: The GI Bill is not federal financial aid.

You are encouraged to apply for financial aid including Pell grants and scholarships. Student loans are also available, if necessary. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.GOV to apply for a Pell grant and student loans.

Fact #3: You can stop and start using the GI Bill as needed.

You can use the GI Bill for any period of time, take time off and re-apply to use it again at a later date; however, keep in mind Fact #1. You can also use it as you progress to your educational goal.

Fact #4: A "month" of benefits doesn't always mean a month.

The GI Bill benefit provides 36 months of education benefits. The term "months" can often be confusing. The "36 months" of benefits does not mean you have only 36 months to use it, nor must you use it all in one 36-month period. There are two ways the term month is used: Active Duty and Veteran status (see Veterans Affairs office for details).

Fact #5: The GI Bill payment rates are based on several factors, the biggest being your credit load. For example, a full-time student using the Montgomery GI Bill will get up to \$1564 a month, while a half-time student will only get half that amount. LLCC and the Veterans Affairs (VA) consider 12 or more credit hours to be full time for a semester. However, VA only counts credit hours in which you are currently enrolled. If you withdraw from courses or are enrolled in several short-term courses, you may not be considered full time (Howell, 2012).

Contact Information				
Location:	Within the Financial Aid Office, Student Services Hallway of Menard Hall		Phone:	Craig McFarland 217-786-2216 Dawn Burch 217-786-2758 800-727-4161, ext. 62216
Hours:	Monday – Thursday Friday	8:00AM – 6:00PM 8:00AM – 5:00PM	Website: Email:	www.llcc.edu/finaid Veterans Affairs veterans.affairs@llcc.edu

Logger Athletics

Why we exist:

Athletics is one of the many experiences a student may enjoy in receiving a total education at Lincoln Land Community College. Intercollegiate athletics at LLCC exists to recruit, enroll and develop the success of our student-athletes both on and off the playing fields. LLCC ensures an environment where athletic success can be achieved without compromising academic standards. The academic and personal development of our student-athletes is the primary focus of the Department of Athletics as we work together to teach, motivate, discipline and instill good sportsmanship in every athlete who becomes involved with our programs.

What students can expect from us:

- Six sports (volleyball, basketball and softball) for women and (soccer, basketball and baseball) for men
- Highly competitive schedules arranged for each team, enabling the athletes to test their skills against other community college athletes. In addition to regular season play, each team plays in post-season tournaments leading to the National Junior College Athletic Association (NJCAA) championships.
- Athletic schedules are posted on LLCC's athletics website: www.lincolnlandloggers.com
- Admission to all home athletic events is FREE to all students with an ID
- All athletic events are Red and Blue Crew events
- LLCC expects coaches and players to approach competition with values of honesty, fairness, respect and compassion.

What we expect from students:

- Attend our games
- Cheer on your Loggers!
- Get involved on campus
- Get to know the student-athletes in your classes
- Wear your LLCC Logger gear on Fridays to show your spirit!

Contact Information			
Location:	Cass Gymnasium		Phone: 217-786-2426 800-727-4161, ext. 62426
Hours:	Monday – Friday	8:00AM – 5:00PM	Website: www.lincolnlandloggers.com

Fitness Center

Why we exist:

The Fitness Center is here to support the academic programs of physical education and the college's well-student and well-employee programs. The center offers coursework in basic fitness, personal training, exercise science, nutrition and a healthy lifestyle. The Fitness Center also serves as a vital tool for the six athletic teams on campus.

What students can expect from us:

- Instruction and orientation on how to use equipment properly during required ESS 112 class
- A clean facility and friendly staff
- Equipment:
 - Cardiovascular equipment (treadmills, stationary bikes, rowers and elliptical machines)
 - Free weights (dumbbells up to 100 lbs., kettle bells, and medicine balls)
 - Cybex circuit equipment (Nautilus-type equipment)
- Televisions and stereo in the center
- Towel service (to use in the center, not for use in the locker rooms)
- Open Gym: Monday-Friday, 11am-1pm (must bring your own equipment)
- Locker rooms/showers are available, you must bring your own lock

What we expect from students:

- To use the Fitness Center, all students must enroll in ESS 112 (1 credit class)
- After completing ESS 112, students can continue their use of the Fitness Center by enrolling in FCU (Fitness Center User)
- FCU has a \$30 fee per semester
- Students and users must have an LLCC student ID to enter the center and open gym
- Must have student ID for Fitness Center or Open Gym
- Bring your own lock to keep items secure if using the locker room
- Bring your own equipment to open gym (no basketballs available to rent)
- Bring your own towel if you wish to take a shower in the locker room

Contact Information			
Location:	Cass Gymnasium. The entrance is on the northwest side facing Menard Hall		Phone: 217-786-9631 800-727-4161, ext. 69631
Hours:	Monday – Thursday Friday Closed on weekends	7:00AM – 6:00PM 7:00AM – 5:00PM	Website: www.llcc.edu/sosc <i>Fitness Center</i> Email: justin.knoedler@llcc.edu

Bookstore

Why we exist:

To provide our students and our campus community with products and services that support their educational goals.

What students can expect from us:

- A wide selection of required textbooks, learning materials, supplies, general merchandise and numerous services
- Customer service from a helpful and friendly staff that treats each student with dignity and respect
- Several options for textbooks: New books, rentals, used books and buyback at the end of each term to offer students cash back for their books
- You may purchase textbooks and supplies with financial aid beginning 10 days prior to the first day of class until the second week of class.
- A wide variety of gift items, including special seasonal selections, greeting cards, stamps, bus passes and gift wrap supplies
- Computer software at educational prices
- We are always happy to research special orders for any book or item you may want.
- Open year-round, an excellent place to stop by for a quick snack and last-minute supplies.
- An ever-changing variety of logo clothing and gift items at very reasonable prices

What we expect from students:

- Know what courses and sections for which you are enrolled and have a printed course schedule with you.
- Have some patience during our peak periods.
- Reserve your books for classes up to five weeks before classes begin. If you are receiving financial aid, to reserve them with the Financial Aid office through our website, go to bookstore.llcc.edu

Contact Information			
Staff:	Andrew Blaylock Stephanie Coleman Darlene Krone Seth King Shawn Masters Cheri Reardon	Director Clothing and GM Textbooks Shipping and Receiving Customer Service and Supplies Textbooks	
Location:	Lower level of Menard Hall	Phone:	217-786-2300 800-727-4161, option 6
Hours*:	Monday – Thursday Friday 8:00AM – 6:00PM 8:00AM – 5:00PM <i>* Before & during the first weeks of each semester hours are extended</i>	Website: Email:	bookstore.llcc.edu bookstore@llcc.edu

Bookstore Facts

True or False

1. Services available through the LLCC Bookstore include personal copying, faxing, laminating, and shipping service.

True or False

2. All rental books are typically due back to the LLCC Bookstore by 4pm on Friday of the week of final exams (fall & spring terms).

True or False

3. You are normally able to purchase your textbooks and supplies with financial aid such as Pell grants (FASFA), scholarships, loans, or grants starting 30 days prior to the first day of class and until the end of the second week of class.

True or False

4. At the bookstore you will find a wide variety of gift items, greeting cards, stamps, bus passes and gift wrap supplies.

True or False

5. There is no need to bring my printed schedule to the bookstore to purchase my books.

True or False

6. Lincoln Land Community College celebrates Spirit Day every Friday.

True or False

7. You need a receipt at buyback when selling back your books at the end of the term.

True or False

8. Computer software is available through the LLCC Bookstore at educational prices which is considerably less than standard retail.

8. True 7. False 6. True 5. True 4. False 3. True 2. True 1. True

Student Life

Why we exist:

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 present opportunities for students to become engaged in campus life and develop skills to enhance personal development.

What students can expect from us:

Support for registered student clubs and organizations including the Student Government Association; educational, cultural, leadership, social and recreational programs and activities; oversight of the Logger Lair game room; support and administration of the [Red & Blue Crew](#) campus involvement program; services including locker rental and [Student Development Transcript](#).

What we expect from students:

Get involved!

Involvement on campus can take on a variety of forms and does not require a significant time commitment. Involvement can be as simple as attending a campus event in between classes or as time intensive as serving as student body president. Students can take advantage of opportunities as their schedules and interests allow. Students that get involved on campus tend to be more successful during and after college. Appropriate behavior consistent with the Student Code of Conduct and college policies and procedures is expected at all campus events and when participating in student club and organization activities both on and off campus. College policies and procedures can be found in the [Board Policy Manual](#) on the LLCC website.

Contact Information			
Location:	Lower level of Menard Hall		Phone: 217-786-2241 800-727-4161, ext. 62241 Fax: 217-786-2811
Hours:	Monday – Friday	8:00AM – 5:00PM	Website: www.llcc.edu/studentlife Email: studentlife@llcc.edu

Library

Why we exist:

The Lincoln Land Community College Library is an integral partner in the teaching and learning process of the college. The library provides unrestricted access to a wide variety of materials and services representing diverse beliefs and perspectives in support of the college curriculum. The library provides a quality environment and interactions that facilitate lifelong learning. LLCC Library professionals assist the students, faculty, administration and staff of the college, and the residents of District 526 in satisfying their information needs.

What students can expect from us:

The Lincoln Land Community College Library:

- Provides a welcoming experience in order to create a context for engagement and learning
- Collaborates and communicates in order to unify our common purpose and to integrate the library into the college experience
- Collects, organizes and manages quality resources in order to ensure access to information relevant to the curriculum and lifelong learning
- Creates engaging learning experiences in order to enrich students' lives

What we expect from students and ourselves:

As a library, we believe in the value of people and the sharing of information.

We are committed to improving lives through

- discovery, growth and learning
- diverse ideas and perspectives
- interactive exchange

Contact Information			
Location:	First floor of Sangamon Hall		Phone: 217-786-2354 800-727-4161, ext. 62354 Fax: 217-786-2811
Hours:	Monday – Thursday Friday Saturday Sunday	7:30AM – 10:00PM 7:30AM – 5:00PM 9:00AM – 1:00PM 2:00PM – 5:00PM	Website: library.llcc.edu Email: Reference or Instruction Questions jill.campbell@llcc.edu leslie.rios@llcc.edu ryan.roberts@llcc.edu
Circulation Desk		217-786-2354	Circulation Questions: circ@llcc.edu
Reference Desk		217-786-2352	Interlibrary Loan Questions: ill@llcc.edu

Learning Lab

All services are FREE and help is always available! Use us as a fitness center not an emergency room!

WHO uses the services of the Learning Lab?

- Students transitioning from high school to college
- Students returning to school later in life
- Students seeking to improve their academic performance
- Students eager to learn to study more efficiently
- Students who are struggling with their courses
- Students who want to relieve stressful situations

General Contact Information		
Location: Lower Level of the Library in Sangamon Hall. Website: www.llcc.edu/learnlab	Phone:	217-786-2396 800-727-4161, ext. 62396
	Hours:	Mon – Fri 8:00AM -8:00PM <i>closed on Fri. during summer</i>
Services provided by the Learning Lab		
Academic Success Center: Staffed by professionals who help students learn to study more efficiently, take and use notes, manage their time, read textbooks, and give content assistance. Appointments needed.	Hours:	Mon – Thurs: 8:00AM – 8:00PM Fri.: 8:00AM – 5:00PM
Math Center: Staffed by professionals who answer students' questions and assist with homework. Walk-in help.	Hours:	Mon – Thurs: 9:00AM – 7:30PM Fri.: 9:00AM – 3:00PM
Writing Center: Staffed by faculty in the English Department who help with writing assignments or composition class questions. 30-minute appointments.	Phone:	217-786-2341
	Hours:	Mon – Fri: 8:00AM – 3:00PM Mon – Thurs: 5:00PM – 8:00PM
Testing Area: Monitored by professional staff. Tests proctored are make-up tests by the instructors; tests for students requiring special accommodations. NO ACT, other college tests and placement tests. A photo ID is required to take an exam.	Phone:	217-786-2376
	Hours:	Mon – Thurs: 9:00AM – 6:00PM Fri: 8:30AM – 4:00PM
Special Needs Services: Support services are available to students with disabilities. Supporting documents are required and additional assessments may be conducted to determine appropriate accommodations.	Phone:	217-786-2828 or 217-786-2869
	Hours:	Mon – Fri: 8:00AM – 5:00PM
Student Development Professional: A licensed, professional counselor works with students who have personal or stress management issues. Walk-ins or appointments.	Phone:	217-786-2231
	Hours:	Mon – Fri: 8:00AM – 5:00PM
Science Center: Staffed by professionals who answer students' questions and assist with homework. Walk-in for help.		
Peer Tutoring: Staffed by trained and certified student tutors. Help is available for more than 75 LLCC courses. Appointments needed.		
Supplemental Instruction: Small group study sessions led by trained individuals who know the class and the instructor.		

FREE! Smart Start Seminars

The Learning Lab's Smart Start Seminars provide you with successful study tools to help you get a smart start to your new semester. Seminars are offered in September and January, during the second, third and fourth weeks of classes. Visit the Learning Lab's website at www.llcc.edu/learnlab for a full schedule of dates, times and locations!

Seminar topics include:

- Introduction to Study Skills
- Time Management
- Reading and Questioning Texts
- Taking Effective Notes
- Memory and Test Taking



Participants receive a free **Academic Success Kit** from the Learning Lab.

Pre-register at the Learning Lab information desk or by calling **217-786-2396**.



What are you going to do when. . .



1. Your instructor hands you a syllabus?
2. You are on your way to your political science class and your car breaks down?
3. You have an examination in your math class; your two-year-old is sick and your babysitter won't take sick children?
4. Your instructor kicks you out of class for texting during her lecture?
5. Your friends want you to party with them, but you have a biology paper you are supposed to be working on?
6. You are taking an online sociology class and your computer crashes?
7. You get an "F" on your first history exam?

1. Your instructor hands you a syllabus.

Read it carefully paying particular attention to: attendance policy, tests (how many and what kind), instructor contact information and weekly assignments. Post important test dates and assignment due dates onto your calendar.

2. You are on your way to your political science class and your car breaks down.

Expect that this will happen even if you have a new car (even they get flat tires). Always have a back-up plan such as another family car you can use, be familiar with bus routes if you live in Springfield, or have a list of friends or family who can give you a ride at the last moment. If all else fails, email/call your instructor to let him/her know you are having car trouble and won't be in class.

3. You have an examination in your math class; your two-year old is sick and your babysitter won't take sick children.

Expect this to happen if you have children. Usually these things happen at the most inopportune time (when an assignment must be handed in or on a test day). Always have a back-up plan such as a list of friends or family members who can help you out in this situation. Set up your plan and make contacts before the semester begins. Don't just expect that someone will help, ask them. Be prepared in the event your back-up plan needs a back-up.

4. Your instructor kicks you out of class for texting during her lecture.

Texting, computer games and social networking can become excessive (addicting) in some cases. If you cannot sit for at least 50 minutes without using your cell phone, then you need to seriously consider whether you are ready for college. Is checking your Facebook account or texting a friend with whom you're fighting really more important than passing your class? IF you are having a family emergency and may need to leave the class, then talk to your instructor, sit close to the door and leave as quietly as possible.

5. Your friends want you to party with them, but you have a biology paper you are supposed to be working on.

This happens more often than you may think, especially if you have friends who are not in college. College has to be your first priority if you are going to be successful. The preparation time for college classes is much more than for high school. Most of what you are going to learn in college happens outside the classroom. The general formula is to plan on spending two hours out of class to prepare for every hour in class. Some classes may take less, and many will take more. It is a sign of maturity that you are able to say "no" to your friends. If they are good friends, then they will want you to be successful and will understand when you have to turn down a "play date."

6. You are taking an online sociology class and your computer crashes.

Plan on this happening and have a back-up plan. It may mean you will have to come to campus or go to a public library to find a computer to use. As soon as you have access to a working computer, email your instructor about what is happening. See if you can simply re-enter the exam. If not, the email will show your instructor that you tried to contact him/her at the time the computer crashed. It depends on how your instructor has his/her course set up as to whether you can simply log in again and continue with the exam, or if the instructor has to let you re-enter. Do not just quit without notifying your instructor. Don't assume that the instructor will let you get back into the exam two or more days after the crash. When you take an online class, you simply have to have a back-up plan when problems occur. If you can't get to a computer that night, call the instructor (make sure you have a phone number, see question #1 regarding the syllabus) even if all you can do is leave a message. It is a matter of responsibility and respect for the class and your instructor to notify them in a timely manner of any problems you have.

7. You get an "F" on your first history exam.

There are a number of things to consider here. First, keep track of how you study for any exam—used note cards, recited the information, completed a study guide, etc. Second, look at the exam and understand what you missed and why you missed it. Third, compare your missed questions to your study methods. Is it obvious what you didn't do? Fourth, you should now understand exactly what questions you missed, why you missed them and flaws in your studying so you can correct them in the future. If you are still confused and lost, visit the Learning Lab. Better yet, at the beginning of the semester if you already know you have a class that you are concerned about, come to the Learning Lab immediately. Don't wait until you fail a test before getting help.

ITS Helpdesk

Why we exist:

The mission of the Information & Telecommunication Systems (ITS) division is to work in partnership with faculty, staff and students of Lincoln Land Community College to meet their instructional and administrative computing needs. To advance Lincoln Land Community College's institutional mission and strategic goals, we strive to empower our clients to effectively and responsibly utilize technology resources by providing excellent support services in a robust and secured information technology environment.

What students can expect from us:

The ITS Helpdesk is designed to give you a single point of contact to answer your questions about technology offered by LLCC (online account activation, password reset, e-mail, My LLCC Portal, LLCC Connect and wireless connectivity). Should you have questions or technical difficulties, please view the ITS website and/or contact the ITS Helpdesk for assistance. For support with Blackboard online learning, please contact the Instructional Technology & Distance Education department.

What we expect from students:

When requesting assistance from the ITS Helpdesk, your LLCC student ID number and a photo ID or your LLCC student ID card may be needed for verification. We may also request that you speak with a Helpdesk Specialist in person for assistance. Should you experience technical difficulties connecting a mobile device to the LLCC Wi-Fi, bring your mobile device to the Helpdesk.

Contact Information			
Helpdesk Location:	Sangamon Hall, room 1132 (outside of Library)		Phone: 217-786-2555 800-727-4161, ext. 62555 Fax.: 217-786-2811
Helpdesk Hours	Summer	Mon–Thurs 7:30AM –5:00PM Closed Fri, Sat, and Sunday	Website: www.llcc.edu/its LLCC Connect: www.llcc.edu/connect Email: helpdesk@llcc.edu
	Fall	Mon–Thurs 8:00AM –8:00PM Fri 8:00AM –5:00PM Sat 8:00AM –12:00PM	
	Spring	Mon –Thurs 8:00AM –8:00PM Fri 8:00AM –5:00PM Sat 8:00AM – 12:00PM	
Blackboard Support	Instructional Technology & Distance Education Lower level, Sangamon Hall	Phone: 217-786-2890 Website: blackboard.llcc.edu Email: distanceeducation@llcc.edu	



LLCC Connect sends the college's emergency information to where you need it most. You can choose how we communicate with you (e.g. home phone, mobile phone and personal email).

RECOMMENDED: If you would like to receive important deadlines and college information, choose the "Outreach" option on the "Subscriptions" page and edit your preferences.

To customize your LLCC Connect settings:

1. [Log in with your LLCC username and password.](#)

If you have not activated your LLCC user account, please complete the steps to activate this by going to the LLCC homepage, www.llcc.edu, hover your mouse over **Current Students** and then click on **LLCC Connect** under **IT Services for Students**.

2. [Add additional email addresses and telephone numbers](#)

Your LLCC email address and phone number on file is already in the system

You may add up to 10 phone numbers and up to 10 email addresses

3. [Set your subscriptions](#)

Emergency notifications will always be sent to your contact information.

Outreach notifications are optional (e.g. important messages from the college such as registration and tuition payment due dates).

You may make changes to your subscriptions at any time.

4. [Set your preferences](#)

Choose which phone number, e-mail address to receive notifications.

You may make changes to your notification subscriptions and contact information at anytime by logging into the LLCC Connect system. Changes update immediately.

Worksheets

Example: Class Schedule Worksheet

<i>Term</i>	<i>Course Name/Num (subject)</i>	<i>Course Title</i>	<i>Course Section</i>	<i>Time</i>	<i>Days</i>	<i>Location</i>	<i>Sem Credits</i>
Spring 2013	BUS 121	Intro to Business Org.	01	9-9:50	M,W,F	Springfield Campus	3
Module 3, Sp 2013	MAT 088	Dev. Beginning Alg I	02	1-1:50	M,W,TH,F	Springfield Campus	2
Module 4, Sp 2013	MAT 092	Dev. Beginning Alg II	02	1-1:50	M,W,TH,F	Springfield Campus	2
Spring 2013	COM 111	Composition I	OL1	Online	Online	Online	3
							Total 10

Class Schedule Worksheet

<i>Term</i>	<i>Course Name/Num (subject)</i>	<i>Course Title</i>	<i>Course Section</i>	<i>Time</i>	<i>Days</i>	<i>Location (note location)</i>	<i>Sem Credits</i>
							Total

Schedule Planning Worksheet

For every hour of in-class time, plan to spend at least two-hours of out-of-class time to study.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
8-9						
9-10						
10-11						
11-12						
12-1						
1-2						
2-3						
3-4						
4-5						
5-6						
6-10						

Tips for Registering & Scheduling Classes

Course Prefixes

ABE	Adult Basic Education	ENG	Engineering
ABM	Agri-Business Management	ESI	Employability Skills
ACC	Accounting	ESL	English as a Second Language
ACT	Architecture and Construction Technology	ESS	Exercise and Sports Science
ADN	Associate Degree Nursing	EST	Emergency Services Technology
AFO	Agri-Fertilizer Operations	FLM	Film
AGR	Agriculture	FNA	Fine Arts
ANT	Anthropology	FRE	French
APS	Applied Psychology	FST	Fire Science Technology
ARH	Heating, Ventilation & Air Conditioning	GEG	Geography
ART	Art	GEO	Geology
ASE	Adult Secondary Education	GER	German
AST	Astronomy	HIS	History
AUB	Auto Body Repair	HLT	Health
AUT	Automotive Technology	HRT	Landscape Design/Turf Management
AVI	Airframe and Powerplant Aviation Mechanics	HSP	Hospitality Management and Services
AVM	Aviation Management	HUM	Humanities
BDM	Building Maintenance (Construction Occupations)	ITA	Italian
BIO	Biology	JPN	Japanese
BUS	Business	JRN	Journalism
CAD	Computer-Aided Drafting	LEA	Law Enforcement
CAS	Computer Applications	LIT	Literature
CDD	Computer Design	MAT	Mathematics
CFF	Certified Firefighter Training	MCS	Medical Coding Specialist
CHE	Chemistry	MUS	Music
CHI	Chinese	NAS	Basic Nurse Assistant
CMM	Computer Multimedia	OIT	Office and Information Technologies (vocational)
CMN	Communications	OTA	Occupational Therapy Assistant
CMT	Cosmetology	PCN	Practical Nurse
CNC	Computer Networking	PHI	Philosophy
COM	English Composition	PHY	Physics
COS	Computer Office Systems	POS	Political Science
CPC	Computer Programming	PSI	Physical Science
CPG	Computer Gaming	PSY	Psychology
CRJ	Criminal Justice	RAD	Associate Degree Radiography
CSC	Computer Science	RCP	Respiratory Care
CSS	College Success Skills	RDG	Reading
CTC	Computer Technical	RET	Real Estate
CWB	Computer Web	SGT	Surgical Technology
ECE	Early Childhood Education	SLP	Applied Security Practices
ECO	Economics	SOC	Sociology
EDL	Electrical Distribution Lineman	SPA	Spanish
EDU	Education	SPE	Speech
EGL	English	TDS	Truck Driver Training
ELM	Commercial Electrical Maintenance	TEM	Technical Mathematics
ELT	Electronics Technology	TES	Technical Science
EMS	Emergency Medical Services	THE	Theatre
END	Electroneurodiagnostics Technology	WEL	Welding

Building Identification Codes

ATHN	Athens	
CASS	Cass Gym	
CCCC	Community Child Care Connection	919 S. Spring Street, Springfield
CCTC	Capital City Training Center	130 W. Mason, Springfield
CDC	Child Development Center	
DOTA	IDOT Aeronomics Building	
EREC	LLCC-Taylorville	800 S. Spresser, Taylorville
HGA	Hoogland Center for the Arts	420 South 6th Street, Springfield
LOGN	Logan Hall	
MNRD	Menard Hall	
MASN	Mason Hall	
MCTR	Millennium Center	
MNTG	Montgomery Hall	
SGMN	Sangamon Hall	
SPCA	Springfield Capital Airport	Hangar 4
SRCH	LLCC-Hillsboro	1200 E. Tremont, Hillsboro
SRCL	LLCC-Litchfield	#1 Lincoln Land Drive, Litchfield
TFD	Taylorville Fire Department	
WFCC	Workforce Careers Center	
WRCJ	LLCC-Jacksonville	32 N. Central Park Plaza, Jacksonville
WRCB	LLCC-Beardstown	109 White Pine Lane, Beardstown

Terms for Course Listings

Credits — The number of credit hours students receive for completing this course. One credit is typically for one hour of contact (class) time per week for a 16-week semester.

Course — This abbreviation identifies the discipline offering the course.

Course number — Courses numbered 100-199 are generally freshman-level courses. Those numbered 200-299 are sophomore classes. Courses numbered below 100 are developmental and are not transferable.

Section number — The same course may be offered at several different times and locations. Students must indicate the sections they want when registering. Honors courses are designated by HH and online courses by OL in the designated section area. OE courses are flexible scheduling courses. SS courses are short semester courses. HY are hybrid courses.

Method of Delivery — These are coded "LECT" for lecture, "LAB" for lab, "CLNC" for clinical or "CMB" for lecture/lab combination.

Course Duration — Courses offered during the regular eight-week summer session are designated SM, the 16-week fall session as FL, the fall short semester as S1, the 16-week spring session as SP and the spring short semester as S3. Modules I, II, III, IV, V and VI are indicated with M1, M2, M3, M4, M5 and M6. Summer modules are four-week courses, fall and spring modules are eight-week courses and short-semester classes are 12-week courses, all with the same content as semester courses.

Priority Classes

Schedule 1st	Schedule 2nd	Schedule Last
AG and ABM classes*	ACC 100	ACC 103
ART 102	ART 106	ANT 101
ART103	BUS 101	ART 101
AST 101	CSS 100	BUS 121
BIO 101	CRJ- all CRJ classes	CMN 101/SPE 101
BIO 104	ECO 110	CAS 121
BIO 111	ECO 131	EGL 101/COM 111
BIO 175/HLT 205*	ECO132	EGL 102/COM112
CHE 100	FLM 101	LIT 110
CHE 101	GEG 102	LIT 111
EDU- All EDU classes	GEO 101	LIT 114
EGL 098*	HLT 109	ESS 112
EGL 099*	HLT 201	GEG 103
EGL 104/COM 104	HLT 207	HIS 101
ENG 101	MAT081/082	HIS 102
Foreign Language Classes*	MAT 088/092	HIS 111
MAT 093	MAT 094/096	HIS 112
MAT 120*	MAT 104	HUM 101
MAT 130*	MAT 113	MUS 104
MAT 140*	MAT 141	MUS 108
MUS 100	PHI 204	POS 101
MUS 101		PSY101
MUS- all music performance*		SOC 101
PSY 101		
PHY 101		
RDG 098*		
RDG 099*		
THE 101		
THE 105		

*These are top priority.

Other Tips

- When registering, if under meeting time you see "...” or “more...” click on the course info to see a full description of all the meeting times.
- To view module and normal semester classes in search results, search by semester dates not the term.

Fall: 08/26/13 – 12/19/13 | Spring: 01/11/14 – 05/15/14 | Summer: 06/09/14 – 07/31/14

Academic Calendars

Summer 2013

	Summer Session 2013 Jun 10 - Aug 1, 2013	Mod V 2013 Jun 10 - July 3, 2013	Mod VI 2013 July 8 - Aug 1, 2013
Commencement Participation Deadline	Apr 15, 2013 - M		
Registration for current students via WebAdvisor begins	Apr 18 (8 a.m.), 2013 - TH	Apr 18 (8 a.m.), 2013 - TH	Apr 18 (8 a.m.), 2013 - TH
Open registration begins	Apr 24, 2013 - W	Apr 24, 2013 - W	Apr 24, 2013 - W
Classes begin	Jun 10, 2013 - M	Jun 10, 2013 - M	Jul 8, 2013 - M
Late registration begins	Jun 10, 2013 - M	Jun 10, 2013 - M	Jul 8, 2013 - M
Last withdrawal date for tuition refund	Jun 12, 2013 - W	Jun 11, 2013 - T	Jul 9, 2013 - T
Last day for adding classes (end of late registration)	June 13, 2013 - TH	Jun 12, 2013 - W	Jul 10, 2013 - W
Independence Day (college closed)	Jul 4, 2013 - TH	Jul 4, 2013 - TH	
Graduation application deadline	Jul 15, 2013 - M		
Last withdrawal date for W grade	Jul 23, 2013 - T	Jun 25, 2013 - T	Jul 24, 2013 - W
Classes end	Jul 30, 2013 - T	Jul 2, 2013 - T	Jul 31, 2013 - W
Final examinations	Jul 31-Aug 1, 2013 - W-TH	Jul 3, 2013 - W	Aug 1, 2013 - TH

Fall 2013

	Fall Semester 2013 Aug 24 - Dec 19, 2013	Fall 2013 Module I Aug 24 - Oct 18, 2013	Fall 2013 Mod II Oct 19 - Dec 19, 2013	Short Semester 2013 Sept 21 - Dec 19, 2013
Registration for current students via WebAdvisor begins	Apr 18 (8 a.m.), 2013 TH	Apr 18 (8 a.m.), 2013 TH	Apr 18 (8 a.m.), 2013 TH	Apr 18 (8 a.m.), 2013 TH
Open registration begins	Apr 24, 2013 - W	Apr 24, 2013 - W	Apr 24, 2013 - W	Apr 24, 2013 - W
Saturday classes begin	Aug 24, 2013 - S	Aug 24, 2013 - S	Oct. 19, 2013 - S	Sept 21, 2013 - S
Late registration begins	Aug 24, 2013 - S	Aug 24, 2013 - S	Oct. 19, 2013 - S	Sept 21, 2013 - S
Weekday classes begin	Aug 26, 2013 - M	Aug 26, 2013 - M	Oct 21, 2013 - M	Sept 23, 2013 - M
Last withdrawal date for tuition refund	Aug 29, 2013 - TH	Aug 27, 2013 - T	Oct. 22, 2013 - T	Sept 25, 2013 - W
Last day for adding classes (end of late registration)	Aug 30, 2013 - F	Aug 28, 2013 - W	Oct 23, 2013 - W	Sept 26, 2013 - TH
Labor Day (college closed)	Sept 2, 2013 - M	Sept 2, 2013 - M		
Institutional Improvement Day (no classes)	Oct 4, 2013 - F	Oct 4, 2013 - F		Oct 4, 2013 - F
Professional Development Day (no classes)	Oct 29, 2013 - T		Oct 29, 2013 - T	Oct 29, 2013 - T
Registration for current students via WebAdvisor begins (Spring 2014)	Oct 24 (8 a.m.), 2013 - TH		Oct 24 (8 a.m.), 2013 - TH	Oct 24 (8 a.m.), 2013 - TH
Open registration begins (Spring 2014)	Oct 30, 2013 - W		Oct 30, 2013 - W	Oct 30, 2013 - W
Thanksgiving recess (college closed)	Nov 27-Dec 1, 2013 - W-SU		Nov 27-Dec 1, 2013 - W-SU	Nov 27-Dec 1, 2013 - W-SU
Classes resume	Dec 2, 2013 - M		Dec 2, 2013 - M	Dec 2, 2013 - M
Last withdrawal date for W grade	Dec 6, 2013 - F	Oct 7, 2013 - M	Dec 6, 2013 - F	Dec 6, 2013 - F
Graduation application deadline	Dec 1, 2013 - SU		Dec 1, 2013 - SU	Dec 1, 2013 - SU
Classes end	Dec 13, 2013 - F	Oct 18, 2013 - F	Dec 13, 2013 - F	Dec 13, 2013 - F
Final examinations	Dec 14 - 19, 2013 S-TH	Oct 12-18, 2013 S-F (last 2 hours class meets)	Dec 14 - 19, 2013 S-TH	Dec 14 - 19, 2013 S-TH

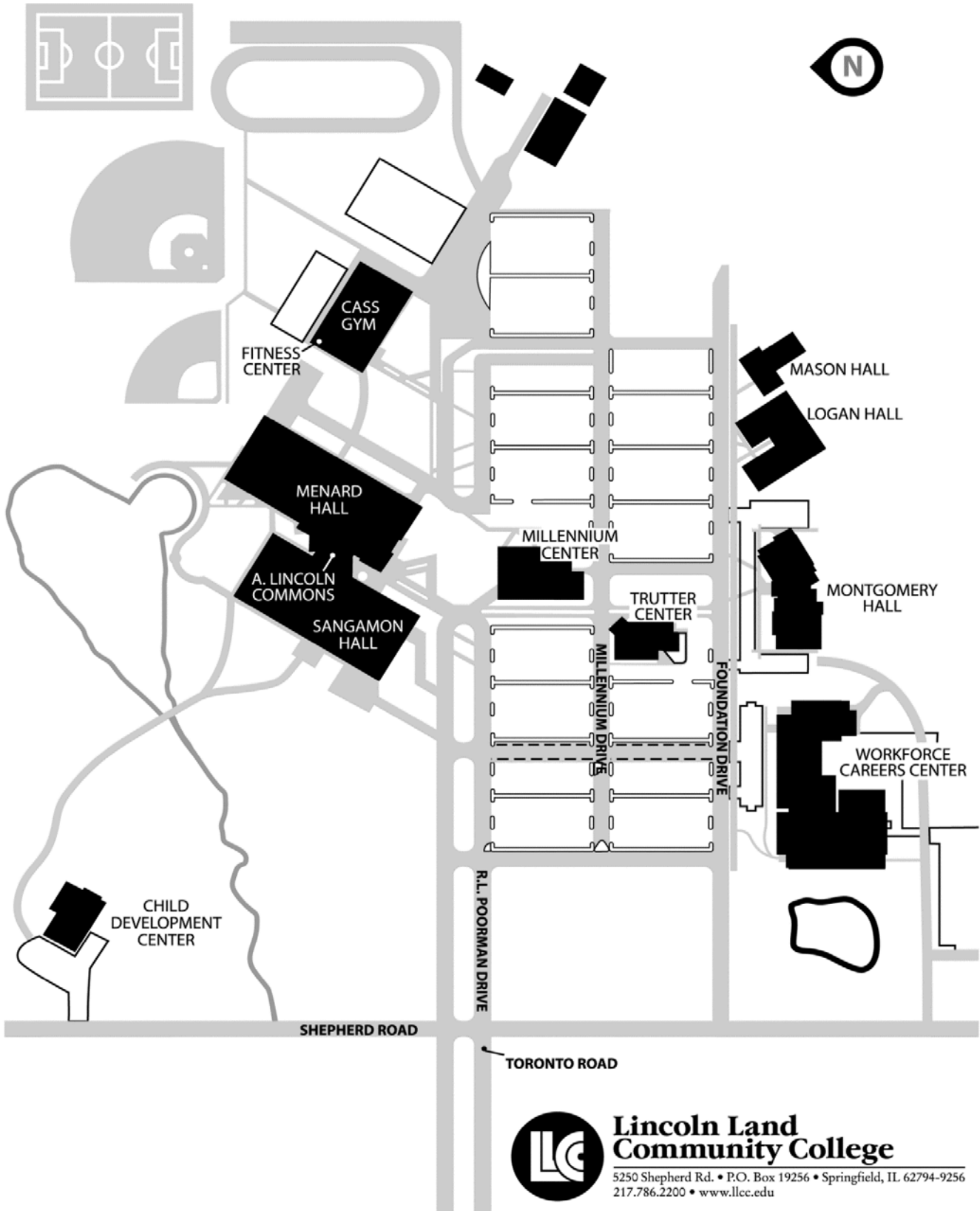
Spring 2014

	Spring Semester 2014 Jan 11 - May 15, 2014	Spring 2014 Module III Jan 11 - Mar 7, 2014	Spring 2014 Module IV Mar 17 - May 16, 2014	Short Semester 2014 Feb 8 - May 15, 2014
Registration for current students via WebAdvisor begins	Oct 24 (8 a.m.), 2013 - TH	Oct 24 (8 a.m.), 2013 - TH	Oct 24 (8 a.m.), 2013 - TH	Oct 24 (8 a.m.), 2013 - TH
Open registration begins	Oct 30, 2013 - W	Oct 30, 2013 - W	Oct 30, 2013 - W	Oct 30, 2013 - W
College offices open	Jan 6, 2014 - M			
Saturday classes begin	Jan 11, 2014 - S	Jan 11, 2014 - S		Feb 8, 2014 - S
Late registration begins	Jan 11, 2014 - S	Jan 11, 2014 - S	Mar 17, 2014 - M	Feb 8, 2014 - S
Weekday classes begin	Jan 13, 2014 - M	Jan 13, 2014 - M	Mar 17, 2014 - M	Feb 10, 2014 - M
Last withdrawal date for tuition refund	Jan 16, 2014 - TH	Jan 14, 2014 - T	Mar 19, 2014 - W	Feb 12, 2014 - W
Last day for adding classes (end of late registration)	Jan 17, 2014 - F	Jan 15, 2014 - W	Mar 20, 2014 - TH	Feb 13, 2014 - TH
Martin Luther King, Jr. Day (college closed)	Jan 20, 2014 - M	Jan 20, 2014 - M		
Commencement Participation Deadline	Apr 15, 2014 - T	Apr 15, 2014 - T		Apr 15, 2014 - T
Mid-semester break (college closed)	Mar 8-16, 2014 - S-SU			Mar 8-16, 2014 - S-SU
Classes resume	Mar 17, 2014 - M			Mar 17, 2014 - M
Professional Development Day (no classes)	Mar 25, 2014 - T		Mar 25, 2014 - T	Mar 25, 2014 - T
Registration for current students via WebAdvisor begins (Summer 2014 & Fall 2014)	Apr 24 (8 a.m.), 2014 - TH		Apr 24 (8 a.m.), 2014 - TH	Apr 24 (8 a.m.), 2014 - TH
Open registration begins (Summer 2014 & Fall 2014)	Apr 30, 2014 - W		Apr 30, 2014 - W	Apr 30, 2014 - W
Graduation application deadline	May 1, 2014 - TH		May 1, 2014 - TH	May 1, 2014 - TH
Last withdrawal date for W grade	May 2, 2014 - F	Feb 21, 2014 - F	May 2, 2014 - F	May 2, 2014 - F
Classes end	May 9, 2014 - F	Mar 7, 2014 - F	May 9, 2014 - F	May 9, 2014 - F
Final examinations	May 10-15, 2014 S-TH	Mar 1-7, 2014 S-F (last 2 hours class meets)	May 10-15, 2014 S-TH	May 10-15, 2014 S-TH
Commencement	May 16, 2014 - F		May 16, 2014 - F	May 16, 2014 - F

Summer 2014

	Summer Session 2014 Jun 9 - July 31, 2014	Mod V 2014 Jun 9 - July 3, 2014	Mod VI 2014 July 7 - July 31, 2014
Commencement Participation Deadline	Apr 15, 2014 - T		
Registration for current students via WebAdvisor begins	Apr 24 (8 a.m.), 2014 - TH	Apr 24 (8 a.m.), 2014 - TH	Apr 24 (8 a.m.), 2014 - TH
Open registration begins	Apr 30, 2014 - W	Apr 30, 2014 - W	Apr 30, 2014 - W
Classes begin	Jun 9, 2014 - M	Jun 9, 2014 - M	Jul 7, 2014 - M
Late registration begins	Jun 9, 2014 - M	Jun 9, 2014 - M	Jul 7, 2014 - M
Last withdrawal date for tuition refund	Jun 11, 2014 - W	Jun 10, 2014 - T	Jul 8, 2014 - T
Last day for adding classes (end of late registration)	June 12, 2014 - TH	Jun 11, 2014 - W	Jul 9, 2014 - W
Independence Day (not observed since college closed)	Jul 4, 2014 - F	Jul 4, 2014 - F	
Graduation application deadline	Jul 15, 2014 - T		
Last withdrawal date for W grade	Jul 22, 2014 - T	Jun 25, 2014 - W	Jul 23, 2014 - W
Classes end	Jul 29, 2014 - T	Jul 2, 2014 - W	Jul 30, 2014 - W
Final examinations	Jul 30-31, 2014 - W-TH	Jul 3, 2014 - TH	Jul 31, 2014 - TH

Springfield Campus Map



**Lincoln Land
Community College**

5250 Shepherd Rd. • P.O. Box 19256 • Springfield, IL 62794-9256
217.786.2200 • www.llcc.edu

NOTES
