

Student Registration

GUIDE

Central Lakes College - Brainerd 2020-2021

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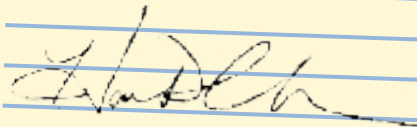
President's Letter

Greetings,

On behalf of all faculty and staff, I welcome you to Central Lakes College! We are absolutely thrilled to have you here. When you join CLC, you become part of a family. Here, we know you by name. We care about your goals and truly want to help you be successful. With that in mind, we created this Student Registration Guide, which paints a roadmap of how to begin your academic journey here at Central Lakes College. You will find CLC is committed to providing you limitless opportunities, regardless of your path in life. We take to heart our mission to work with you to "build futures." I encourage you to get involved with our many student activities and enjoy the full college experience we have to offer.

Your journey ahead will be exciting and challenging. While there will be bumps in the road, remember that you're not alone. We are here for you. Don't be afraid to ask questions. Not sure who to ask? Stop by the Welcome Center, find a familiar face you met during registration, or stop by my office. Together, we'll get you on the path to success. Above all, remember that this journey is all about you and your goals. Central Lakes College will help you get there.

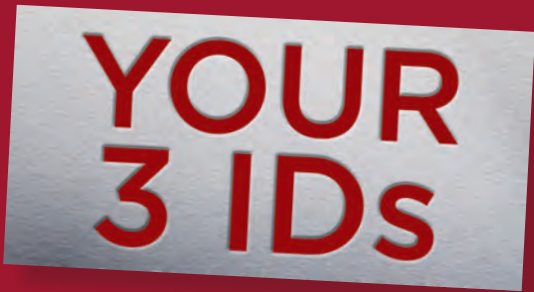
Sincerely,



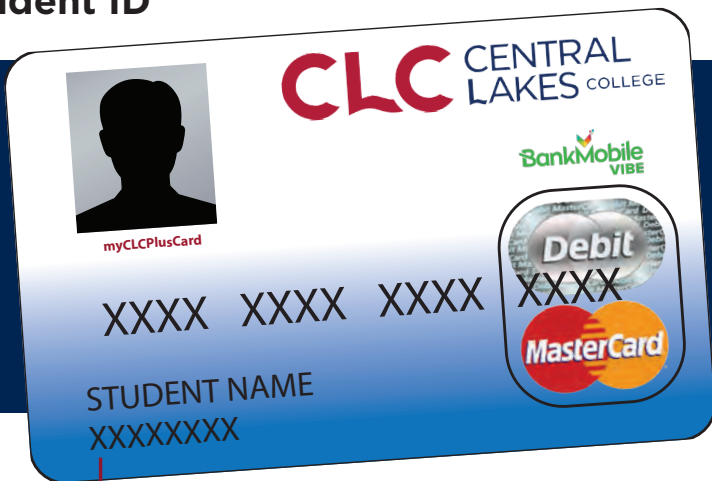
Dr. Hara Charlier

Central Lakes College President

- **Star ID & Password** - Username & password for Minnesota State & CLC to access computers, E-Services, E-Mail, and D2L Brightspace
- **Student ID** - MyCLCPlus Card with photo
- **Tech ID** - 8 digit number unique to CLC



Student ID



1 - 2 weeks after your first registration, you will receive a lime green envelope with your MyCLCPlus card from Bank Mobile Vibe. Follow the directions to activate the card and set up your refund and/or payment options. Monthly service fees may apply.

Tech ID

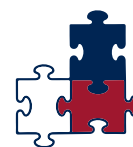
LOOK FOR THE BRIGHT GREEN ENVELOPE!



Advising



IT'S ALL ABOUT CONNECTING...



Pictured From Left to Right

Front Row: Joan Jenkins, Rosy Hjermstad (SIP/Title III Project Director), Phil Olsen
Second Row: Megan Mrkonjich, Theresa Harsha, Deb Norlin, Emily Bruflat (Recruiter)
Standing: , Abby Welle, Toy Ross-Sullivan, Janet Gontarek, Paul Preimesberger (Dean of Enrollment Management and Student Success), Dan Davidson

Not pictured: Natalia DePauw, Julie Jo Larson, Aubrey Beadell, Brianna Rajkowski, Jill Albie, Anji Mousseau, Leah Boedigheimer and Megan Kath

Trio Student Support Services

Julie Jo Larson 218-855-8045
julie.larson@clcmn.edu

Aubrey Beadell 218-855-8014
aubrey.beadell@clcmn.edu

Brianna Rajkowski 218-855-8228
brianna.rajkowski@clcmn.edu

Staples Campus

Jill Albie 218-894-5138
jill.albie@clcmn.edu

Agriculture Science
Diesel Technology
Machine Tool Technology
Medical Assisting/Phlebotomy
Robotics

Anji Mousseau 218-894-5136
anji.mousseau@clcmn.edu

Heavy Equipment Operation Maintenance





CLC's professional and experienced advisors and coaches are committed to helping you reach your education goals.



All advisors can help students in the Associate of Arts program. We recommend you meet with us **at least** once each semester.

Brainerd Campus

Dan Davidson

218-855-8185

dan.davidson@clcmn.edu

Art Transfer Pathway
Automotive Technology
Culinary Arts
Horticulture
Landscape Technology
Marine & Power Sports

Deb Norlin

218-855-8156

deb.norlin@clcmn.edu

Biology Transfer Pathway
Chemistry Transfer Pathway
Computer Technology
Dental Assisting
Graphic Design
Psychology Transfer Pathway
Sociology Transfer Pathway
Videography

Natalia DePauw

218-855-8036

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Course Placement Coordinator
Health Science Broad Field
Nursing
Nursing Assistant
Practical Nursing

Phil Olsen

218-855-8035

phillip.olsen@clcmn.edu

College in the Schools (CIS)
Post-Secondary Enrollment Option (PSEO)

Janet Gontarek

218-855-8134

janet.gontarek@clcmn.edu

Criminal Justice
Exercise Science Transfer Pathway
Natural Resources Technology
Natural Resources Law Enforcement
Welding

Raider Connect Coaches

Leah Boedigheimer

218-855-8009

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Megan Kath

218-855-8109

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Theresa Harsha

218-855-8279

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Current/Former Military, Spouses & Dependents
VA Certifying Official

Megan Mrkonjich

218-855-8002

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Joan Jenkins

218-855-8263

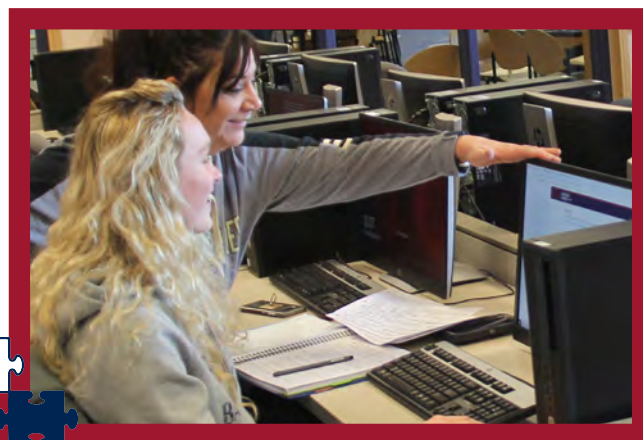
joan.jenkins@clcmn.edu

Accounting
Biology Transfer Pathway
Business Management
Chemistry Transfer Pathway
Early Childhood Education
Economics Transfer Pathway
Healthcare Administration
International Students
Occupational Skills
Spanish Transfer Pathway

Toy Ross-Sullivan

218-855-8014

latoya.ross-sullivan@clcmn.edu



Student Quicklinks



D2L Brightspace

The academic platform used in virtually all courses at CLC, especially on-line and hybrid courses. You will find your course syllabus and class information here.

Student Email

(Office 365 account) The “official” communication tool used by the college to inform students. Check your email account often!

E-Services - Your personal account at CLC.

E-Services Quick Reference

After logging into your E-Services, follow the steps in order and select the **bolded** icons.

Course Registration:

- 1 - **Courses & Registration**
- 2 - **Search for a Course**
- 3 - Select the correct **Semester**
- 4 - Choose the **Subject**
- 5 - Select **Search** to display courses
- 6 - **+** to add course to wish list
- 7 - **Review My Plan** to view wish list
- 8 - Check the boxes next to the courses you want
- 9 - **Select Course(s) to proceed to Register** - blue button
- 10- Enter you Star ID password
- 11 - **Register**

-Verify that the registration was successful and that the course(s) you registered for meet your degree requirements by reviewing your **DARS**.

-Click on **Expand/Collapse for Advanced Search** if looking for specific days, times, goal areas, keyword search.

Class Schedule Printout:

- 1 - **Courses & Registration**
- 2 - **View/Modify Schedule**
- 3 - **Printable Schedule**

Drop/Withdraw:

- 1 - **Course & Registration**
- 2 - **View/Modify Schedule**
- 3 - ***** next to the class you want to drop/withdraw
- 4 - Enter your Star ID password
- 5 - **Drop/Withdraw**

-A success or fail message will display.

-The above steps are needed for each course you are withdrawing from.

Unofficial Transcripts:

- 1 - **Academic Record**
- 2 - **Unofficial Transcripts**
- 3 - **Get Academic Record**

Degree Audit Report (DARS):

- 1 - **Academic Record**
- 2 - **Degree Audit Report**
- 3 - **Program of Study**



Student e-services

- 1 Dashboard
- Home
- 2 Account Management
- 3 Courses & Registration
- 4 Academic Records
- 5 Financial Aid
- 6 Bills and Payment
- Student Employment
- Contact Us
- Campus**
- Return to CLC Web Site
- 7 Bookstore
- Official Transcripts

My Dashboard

Welcome to Minnesota State Colleges & Universities eServices. Student Tech ID

Class Schedule

▼ Current Term:

| School | Class | Days | Time |
|--------------|--------------------------------|------|---------------------|
| Central Lake | Graphic Design II | M | 01:00 PM - 04:50 PM |
| Central Lake | Drawing | T,H | 10:00 AM - 11:50 AM |
| Central Lake | Art Direction | W | 08:00 AM - 11:50 AM |
| Central Lake | Portfolio Production | W | 01:00 PM - 04:50 PM |
| Central Lake | The Art of Digital Photography | NA | NA-NA |

▶ Next Term: Summer

Financial Aid - Academic Year

| School | Status |
|--------------|---------------------------------------------------------------------------------------|
| Central Lake | One or more loan(s) have been certified. Click here for more details. |

My MnSCU School Summary

Central Lakes College
Minnesota State Community and Technical College

1 **Dashboard:**
Quick view of action item, class schedule, financial aid status.

5 **Financial Aid:**
Check financial aid status, award amounts, loan application process.

2 **Account Management:**
Update address, Tax Form 1098-T, text message alert sign up.

6 **Bills and Payment:**
Tuition and fees statement, on-line payment, payment plan.

3 **Courses and Registration:**
View course offerings, register, drop/add/withdraw.

7 **Bookstore:**
Textbook and supplies information, along with bookstore policies.

4 **Academic Record:**
View academic grades and unofficial transcripts, Degree Audit Report (DARS), and Transfer Review.

Technology Reference Guide

Contact Helpdesk at: Helpdesk@clcmn.edu
218-855-8200

| | | |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| StarID | <p>Students will be using their StarID and password to log into CLC computers, E-Services, D2L Brightspace, student email and Atomic Learning.</p> <p>To activate your StarID: Step 1: Visit the website https://starid.minnstate.edu Step 2: Click on Activate StarID Step 3: Click on Activate StarID (at top of left menu) Step 4: Under Students, click on one of the four identifiers Step 5: Enter information and click continue</p> <p>Your StarID 2 Letter 4 Numbers 2 Letters Example: ab1234cd</p> <p>Your Password You create this password. This password is 8 digits long, case sensitive and must contain 3 of the following: upper case letter, lower case letter, number, special character.</p> | <p>StarID</p> <p>+</p> <p>StarID Password</p> <p>You create this password</p> |
| Office 365 (Student Email) | <p>Students are expected to check their email accounts often. Email is the official means of communication with students. Inside Office 365, students can download the Microsoft Office Suite for FREE.</p> <p>To Login to Student Email: Step 1: Visit the CLC website http://www.clcmn.edu Step 2: Go to Student Quicklinks Step 3: Click on Student Email Step 4: Log in by typing your StarID@go.minnstate.edu and Password</p> <p>Your email address will be your firstname.lastname@go.clcmn.edu. For example, the name John Smith, would be john.smith@go.clcmn.edu</p> <p>◆◆◆◆ This email de-activates 365 days after your last day of enrollment ◆◆◆◆</p> <p>You will need to have Windows 7 or greater to install this. Macintosh is also available for download.</p> | <p>StarID</p> <p>@go.minnstate.edu</p> <p>+</p> <p>Star ID Password</p> |
| D2L Brightspace | <p>D2L Brightspace is used in most courses at Central Lakes College and is the academic portal used for online and hybrid courses.</p> <p>To Login to D2L Brightspace: Step 1: Visit the CLC website http://www.clcmn.edu Step 2: Go to Student Quicklinks Step 3: Click on D2L Brightspace Step 4: Log in by typing your StarID and Password</p> | <p>StarID</p> <p>+</p> <p>StarID Password</p> |

| | | |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">E-Services</p> | <p>E-Services allow the student to register for courses, view academic records, financial aid status, account balances, and Degree Audit Reports.</p> <p>To login to E-Services: Step 1: Visit the CLC website http://www.clcmn.edu Step 2: Go to Student Quicklinks Step 3: Click on E-Services Step 4: Log in by typing your StarID and Password</p> | <p style="text-align: center;">StarID + StarID Password</p> |
| <p style="text-align: center;">Hoonuit Learning</p> | <p>Hoonuit Learning offers educational institutions access to a complete training library of over 50,000 short, show-and-tell video training tutorials on over 205 of the most common applications.</p> <p>To login to Hoonuit Learning: Step 1: Click on D2L Brightspace Step 2: Log in by typing your StarID and Password Step 3: Click Resources at the top Step 4: Click Access to Hoonuit Learning Step 5: Log in by typing your StarID and Password</p> | <p style="text-align: center;">StarID + StarID Password</p> |
| <p style="text-align: center;">Dynamic Forms</p> | <p>Many CLC forms may be submitted electronically through Dynamic Forms. Most CLC forms are located on the CLC Student Forms page located at http://www.clcmn.edu/student-forms/ and then navigating to the department specific form's website.</p> <p>To submit your forms electronically using Dynamic Forms: Step 1: Click on the link for the electronic form you need to complete Step 2: You will be brought to a login screen, enter your username and password to login or create an account and log in Step 3: At the Welcome to Dynamic Forms screen, click on Complete This Form</p> | <p style="text-align: center;">Dynamic Forms username You create this username + Dynamic Forms password You create this password</p> |
| <p style="text-align: center;">CLC Star Alert Opt Out</p> | <p>Star Alert notifies students via email, voice messages and/or text messages with pertinent information, such as closing due to weather and any potential campus emergencies. You are automatically enrolled with your student email. Additional emails and phone numbers can be added.</p> <p>To login to Star Alert Opt-Out: Step 1: Visit the website https://centrallakescollege.bbcportal.com Step 2: Click Sign Me Up to register (use your CLC email address to sign up) Step 3: Once registered, you will receive an email to your student email account. You will need to log into your student email to click on the link. Step 4: You will be asked a series of security questions Step 5: Login. You will be asked for a reference number; this will be your StarID Step 6: It will look for your contact record and display the match, click Associate</p> | <p style="text-align: center;">Student email address + Star Alert password You create this password</p> |

Financial Aid is intended to help students and their families pay for educational costs. **NO** student should hesitate to apply because of financial circumstances. Eighty percent of CLC Financial Aid applicants receive some type of financial assistance.

TYPES OF FINANCIAL AID

Complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for grants, loans and work-study.

Grants - This money doesn't need to be repaid usually.

Loans - Funding you must repay along with interest.

Work-study - Jobs both on and off campus.

Scholarships - Students are responsible to apply for CLC Foundation and outside scholarships.

Use 2018 filed taxes for 2020-2021 FAFSA (Fall 2020 - Summer 2021).

FINANCIAL AID STEPS:

1. Create FSA ID at <https://fsaid.ed.gov>. Every dependent student & parent must have their own FSA ID.
2. Complete the FAFSA at <https://fafsa.ed.gov>, use CLC's code = 002339.
Once submitted, it takes 5-7 business days before CLC receives your FAFSA results.
3. The Dept. of Education will email a Student Aid Report (SAR) for your review. If you find an error, contact the CLC Financial Aid office.
4. CLC will email you to verify that your file is complete OR to request additional information. **READ thoroughly and return ALL requested information as soon as possible to keep your application from being delayed.**
5. The Award Notification informs you of eligible amounts for grants, loans, and workstudy based on credits per semester.
6. If you plan to borrow loan money, remember to complete the loan application steps in E-Services as shown on page 10.

Estimate how much financial aid you may qualify for at studentaid.ed.gov. This is only an estimate. You must complete the FAFSA to apply for financial aid.

There are 3 main types of student loans:

Subsidized - Government pays the interest while you are in school.

Unsubsidized - Interest is accruing while you are in school.

Alternative - Loans from an outside lender.

Students must complete all requirements of the loan application steps found in E-Services for all subsidized and unsubsidized loans.

The screenshot shows a progress bar with four steps: Loan Period (checked), Pre-Requirements (active), Loan Application, and Application Summary. The Pre-Requirements section contains a yellow warning box stating: "There is a time delay between the time you complete these pre-requirements and your Financial Aid office is notified of completion. If you've already completed the pre-requirements you do not need to do them again. Just check back in a couple of days to make sure the status is updated." Below this is a section titled "Federal Direct Loan Program requirements for first-time borrowers" with two checkboxes: "Complete Entrance Counseling" and "Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)". At the bottom, it says: "To complete these requirements, go to the Federal Student Loan site. (You will need your FSA ID, your driver's license number, and the names and addresses of two personal references.) These requirements must be completed before loan funds are disbursed."

SCHOLARSHIPS

CLC SCHOLARSHIPS

All students are encouraged to apply for scholarships through the CLC Foundation and community organizations. The CLC scholarship application is found at:

<http://www.clcmn.edu/scholarships/>

Application window is open from:

May 1 - June 15 - Fall Semester

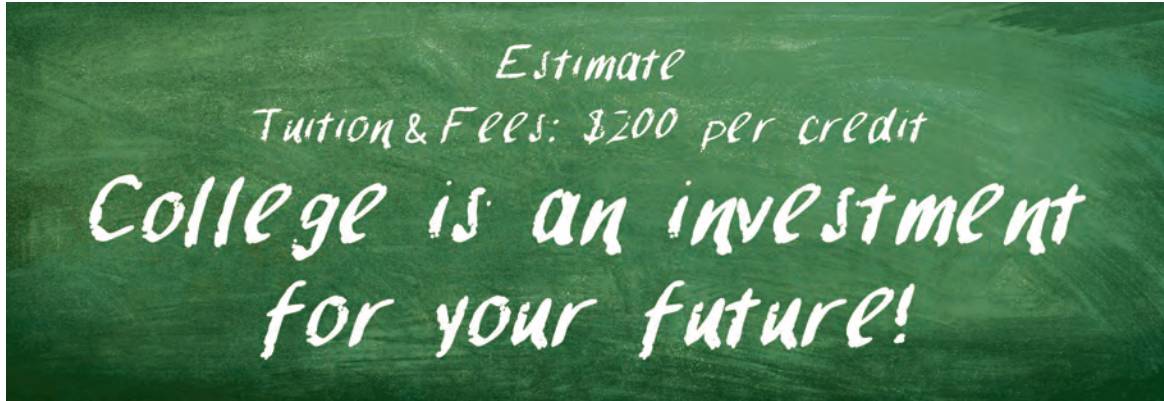
October 1 - November 1 - Spring Semester

On average, nearly 1 out of 2 students who apply for CLC Foundation scholarships are awarded a scholarship.

Business Office

Billing and Payment

By registering for classes, you are accepting responsibility to attend and pay for courses. CLC does not mail bills. It is your responsibility to pay on-line, by phone, in person, or through the mail.



Access your billing and payment information in E-Services.

| CLC CENTRAL LAKES COLLEGE | | CENTRAL LAKES COLLEGE ATTN: BUSINESS OFFICE 501 W COLLEGE DR. BRAINERD, MN 56401 Phone: 218-855-8029 | | 2020 Fall Account Activity September 30, 2020 | | | | | | | |
|--------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------|------|------|-----------------------|-------------------|------------------|----------|------------|
| Your Name | | | | | | | | | | | |
| Customer ID: 00000000 | | | | | | | | | | | |
| Charges and Payments to Student | | | Payments on Account | | | | | | | | |
| Tuition | \$491.55 | 09/05/2020 | Federal Pell Grant | \$2,323.00 | | | | | | | |
| Tuition-Web | \$1163.10 | 09/05/2020 | Federal SEOG Grant | \$300.00 | | | | | | | |
| Tuition-Biology | \$30.00 | 09/05/2020 | Sub Federal Direct Loan | \$2,227.00 | | | | | | | |
| Transcript/Grad Fee | \$10.00 | 09/24/2020 | Minnesota State Grant | \$286.00 | | | | | | | |
| Activity Fee | \$49.05 | | Total Payments | \$5,136.00 | | | | | | | |
| Student Athletics Fee | \$37.80 | | | | | | | | | | |
| MSCSA Fee | \$3.15 | | | | | | | | | | |
| Facility Access Fee | \$6.93 | | | | | | | | | | |
| Technology Fee | \$95.85 | | | | | | | | | | |
| Facility Access sales tax | \$0.57 | | | | | | | | | | |
| Brd Fin.Aid Bkstore purchases | \$193.90 | | | | | | | | | | |
| Total Charges | \$2,081.90 | | | | | | | | | | |
| 9/24/2020 Payment to student via External Provider (#DO223) | \$3,054.10 | | | | | | | | | | |
| | | | 2020 Fall Balance | \$0.00 | | | | | | | |
| | | | Other Terms' Balances | \$0.00 | | | | | | | |
| | | | Total Balance | \$0.00 | | | | | | | |
| Course Registration | | | | | | | | | | | |
| Subj | Nbr | Sec | Course Name | Cou ID | CrHr | Day | Start & End Date | Start & End Times | Instructor | Site | Bldg/Room |
| AMSL | 2420 | 70 | Deaf Culture | 000004 | 3.0 | **** | 08/24/2020-12/17/2020 | NA-NA | Hoting-Mrazek, T | Brainerd | BRD/Online |
| BIOL | 1404 | 20 | Human Biology | 000055 | 3.0 | M W | 08/24/2020-12/17/2020 | 11:00 AM-11:50 AM | Borowicz, S | Brainerd | BRD/E363 |
| | | | | | | M | | 01:00 PM-02:50 PM | Borowicz, S | Brainerd | BRD/E303 |
| COMM | 2420 | 71 | Intercultural Comm | 000109 | 3.0 | **** | 08/24/2020-12/17/2020 | NA-NA | Frisch, K | Brainerd | BRD/Online |
| Total Registered Credit Hours | | | | | 9.0 | | | | | | |

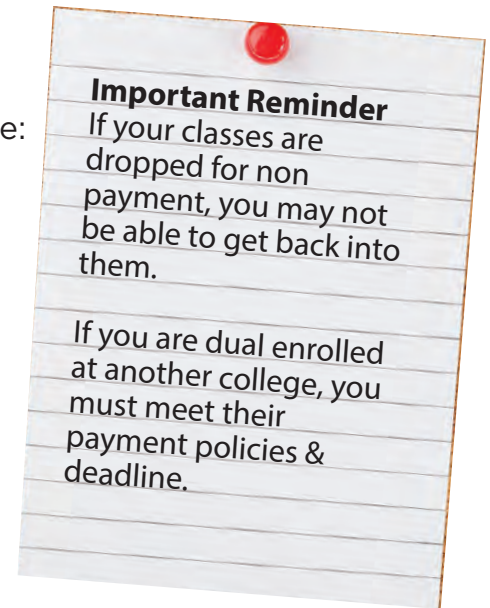
Tuition, fees and taxes are mandatory charges.

Grants and loans are applied to your account on the 12th day of the semester.

Drop for Non-Payment

To keep your classes from being canceled, one of the following must occur by the “Drop for Non-Payment” date:

1. FAFSA **received** at CLC.
2. Down payment is made of either 15% of tuition & fees or \$350, whichever is less.
3. Student is enrolled in a Nelnet Payment Plan.
4. Business Office has received an approved third party funding deferral.
5. Business Office has received approved waiver or scholarship monies equal to semester tuition & fees.



Unpaid Balance Hold

The Unpaid Balance Hold will prevent registering at any Minnesota State College or University and the release of official CLC transcripts. Full payment is required before the hold is removed. Unpaid balances are submitted to Department of Revenue Collections.

Bookstore

- More than just books! Buy your supplies, backpacks and CLC apparel here.
- Location of the CLC cashier for any payments to the college.
- Students who have met one of the five criteria listed above (Drop for Non-Payment) may charge up to \$1,000 to their CLC accounts for books & supplies.
- **Picture ID and printed course schedule are required to charge.**
- Books can also be purchased on-line at the CLC Bookstore website and shipping is FREE.
- Book charging, returns and buy back dates are listed on the calendar and found on the Business Office website.

CLC now offers no-cost or low-cost textbooks for the AA Degree!

Z-Degree courses have zero textbook costs. For Z-Degree courses, instructors will typically offer either a free online textbook (OER) or a series of links and resources in D2L to replace a traditional hard copy textbook.

Courses that have total textbook costs of \$40 or less are noted as Low Textbook Cost (LTC) courses.

Student Forms

Forms found under *Student Quicklinks*

Authorization for the Release of Student Information:

Student records are classified as private and protected under the Minnesota Statute & Federal Family Education Rights & Privacy Act (FERPA). Any student, regardless of age, who would like to authorize CLC the right to release any information must first have a signed Authorization for the Release of Student Information form on file. This authorization is good for one year only.

Program Change Form:

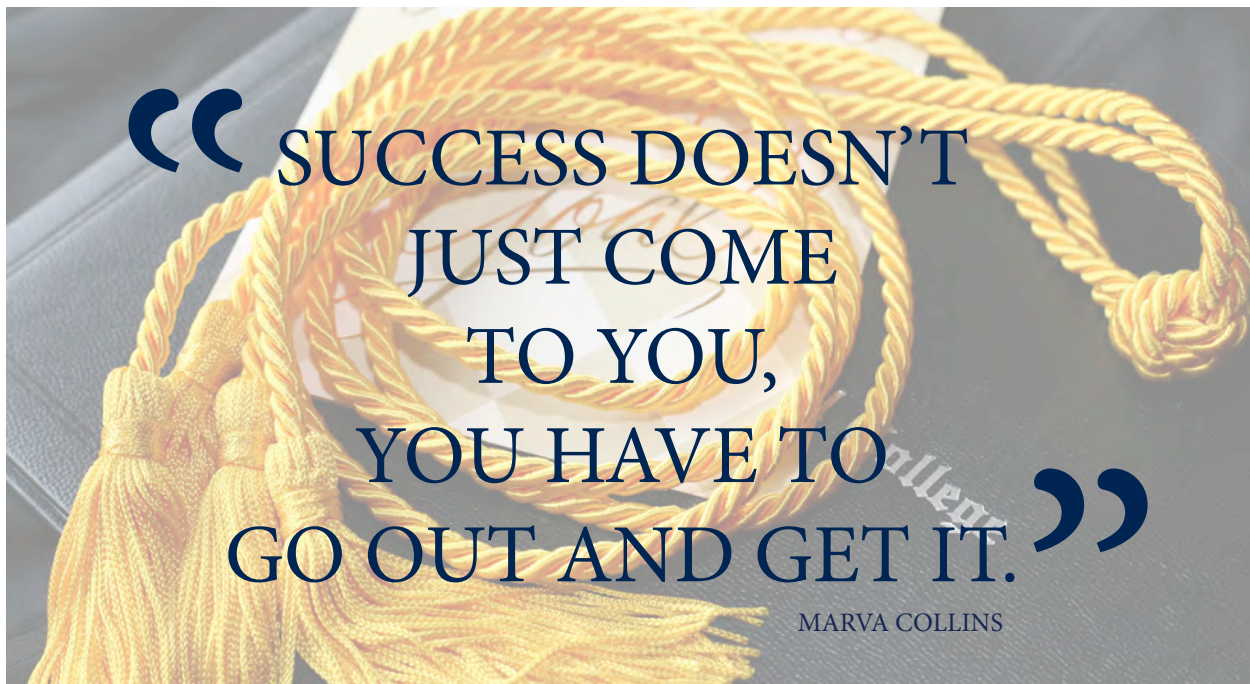
Used to add or remove major/programs from a student's area of study.

Transfer Credits to CLC:

From a Minnesota State College/University, complete the eTranscript Request form.
From a school outside of the Minnesota State College/University system, request they send an official transcript to the CLC Registrar's office.

Student Concern Process:

Students who have concerns regarding academics, service, discrimination, behavior or conduct issues can access the CLC Student Concern Process.



Academic Honors:

Students with 12+ credits, no Incomplete courses (I grade), and have earned a Grade Point Average (GPA) of 3.25 or above will be placed on one of the academic achievement lists at the end of each semester.

President's List: 3.75-4.0

Dean's List: 3.25-3.74

Satisfactory Academic Progress (SAP):

Students must maintain both a cumulative GPA of 2.0 and a cumulative completion rate of 67% of all credits they registered for, including all transfer credits. Students will be notified in their student email account and at the top of the Dashboard in eServices.

Academic Warning - Students who do not maintain the academic requirements are placed on warning for one semester.

Academic Suspension - If the student is not able to meet the academic requirements at the end of the following semester, they are suspended, and will need to appeal to continue in their program of study.

Academic Probation - If a student's appeal is accepted, they are placed on probation until they are able to reach the academic requirements.

Add/Drop/Withdraw Policy:

Add/Drop/Withdraw dates are specific to each course and listed in E-Services in the course's full description.

Free Add/Drop Period:

For most courses, you will have the first five days of the semester to freely add and/or drop one or all of the courses you have registered for.

Withdraw:

After the Free Add/Drop Period, withdrawing from a course will affect the completion rate, but not the GPA. A Withdraw (W grade) will be noted on your transcript. Withdrawing could affect your financial aid, so please see an advisor before you withdraw from any course!

Partial Withdraw - Withdrawing from some, not all, of your courses. You will be responsible for full payment for the course(s) you withdrew from.

Total Withdraw - Withdrawing from all courses at the same time. Please see an advisor first to determine how this will affect your academic and financial standing.

Failure for Non-Attendance (FN) or Unofficial Withdraw (FW) Policy:

An FN or FW grade will be noted on your transcript, and will not affect your GPA but will affect your completion rate.

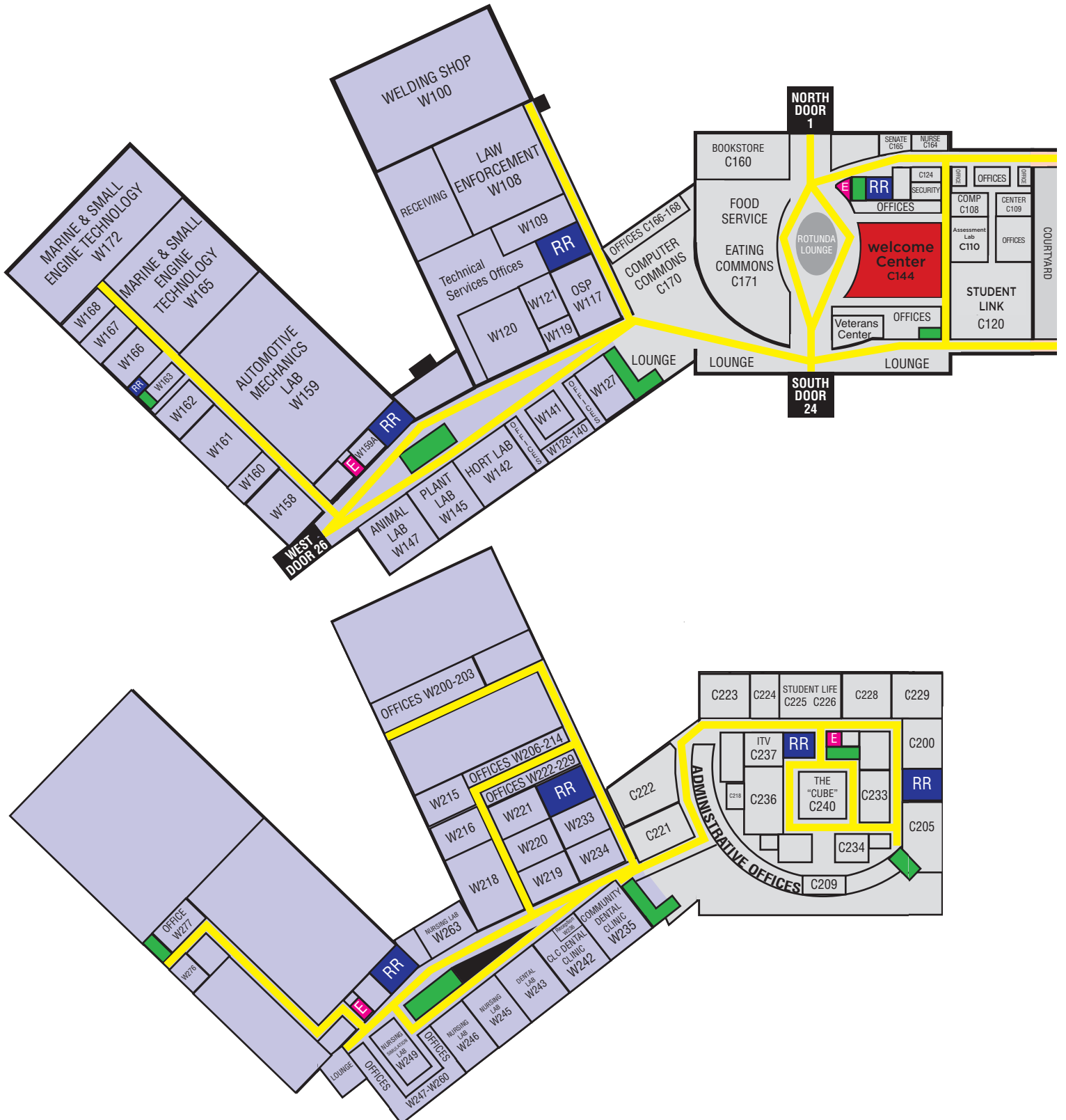
FN - At the end of week one for most classes, instructors are required to report if you never attend class and will award you an FN grade. You will not receive any financial aid for an FN grade.

FW - If you have stopped attending, instructors will withdraw you from the course, and you will receive an FW grade. You may have to repay the financial aid dollars received for the FW course(s).

We highly recommend you attend class, after all you are paying for it!

CLC Map

Central Lakes College - Brainerd Campus Lower Level





MAP KEY

| | |
|--------------------|-----------|
| WEST BUILDING | W100-W174 |
| CENTRAL BUILDING | C100-C171 |
| EAST BUILDING | E100-E475 |
| MAIN DOORS | |
| STAIRWAYS | |
| REST ROOMS | RR |
| ELEVATORS | E |
| MAIN HALLWAYS | |
| CAMPUS INFORMATION | |

Central Lakes College - Brainerd Campus Upper Level

MAP KEY

| | |
|------------------|-----------|
| WEST BUILDING | W200-W278 |
| CENTRAL BUILDING | C200-C240 |
| STAIRWAYS | |
| REST ROOMS | RR |
| ELEVATORS | E |
| MAIN HALLWAYS | |



Student Support Services

ABE (Adult Basic Education) - 218-855-8165

- Offering free educational opportunities and support that leads to college level success.

Accessibility Services - 218-855-8175

- Ensures equal access, accommodations and opportunity to qualified students.

Campus Security - 218-855-8888

- Not only provides a safe environment, but also home of the campus lost and found and escorts to vehicles.

Child Care - 218-855-8274

- CLC partners with *Annie's Child Care and Learning Center* located next to the Brainerd campus.

Community Dental Clinic - 218-855-8272

- Provides dental services to community members with developmental disabilities, mental illness and traumatic brain injuries.

Computer Commons and Help Desk - 218-855-8200

- Assisting students with all their technical needs.

Counseling - 218-855-8015

- Helps support and guide students with a variety of personal, academic and career needs.

Equity and Inclusion - 218-855-8159

- Provides a supportive environment for students from diverse backgrounds.

Learning Commons - 218-855-8158

- Free tutoring, test proctoring and computer lab for students.

Library - 218-855-8180

- Houses resources for needs beyond the classroom with electronic database catalog and resource system.

Meta 5 Program - 218-855-8010

- Supports those that have lost their primary source of income.

Raider Connect Coaches - Coach contact information is listed on page 4

- Offering students mentorship, support and connections.

Student Life and Senate - 218-855-8260

- The student voice and government, clubs, activities as well as providing a food pantry.

Student Link - Advisor contact information is listed on page 4

- Home to academic advising and financial aid.

TRIO Student Support Services Program - Advisor contact information is listed on page 3

- Providing individualized advising for qualifying low income, first generation or disabled college students.

Veterans Resource Center - 218-855-8279

- Serving any current or former military student, their spouses and/or dependents.

Campus Welcome Center - 218-855-8031

- Your go-to place for all questions about CLC.



LOOKING FOR A ROOMMATE?

On the CLC Facebook page visit the roommate finder to connect with other students who are looking for roommates too!



AMENITIES INCLUDE

Laundry Room, Social Room, Outdoor Picnic Tables & Grills, On-Site Parking, walking distance from Central Lakes College, On-Site Management, and so much more...

Utilities Included FREE!



internet



Electricity



Heating/
Cooling



Water



Garbage
Disposal

Floor Plans

2 Bed x 1 Bath | 4 Bed x 1 Bath | 5 Bed x 2 Bath

Private Bedroom: \$430 | Shared Bedroom: \$335

Lease terms available - 10 & 12 month

Apartment furnishings include:

couch, dining table and chairs, mattress and bed frame

WWW.CLCMN.EDU/PARKWAY | (218) 866-2305

Community Map

For a complete listing visit the **Student Handbook**



Important Dates

2020-2021 IMPORTANT DATES (Calendar subject to change)

Fall Semester

August

| | |
|-------|---------------------------------|
| 3 | Fall tuition due |
| 3 | Bookstore charging begins |
| 21 | New Student Orientation |
| 24 | Classes begin |
| 24-28 | Free drop/add period |
| 26 | Book buyback |
| 28 | Last day to charge/return books |
| 31 | Drop for non-payment |

September

| | |
|----|----------------------------------------------------------------|
| 2 | Financial aid credit lock |
| 7 | Labor Day holiday |
| 9 | Financial aid disbursement |
| 22 | 1st time borrowers financial aid disbursement |
| 23 | Student Success Day |
| 29 | Hold & payment plan fees assessed to accounts not paid-in-full |

October

| | |
|-------|------------------------------------|
| 15-16 | MEA school break |
| 20 | 2nd 1/2 of loan disbursement |
| 27 | Spring & summer registration opens |

November

| | |
|-------|----------------------|
| 11 | Veterans Day holiday |
| 25-27 | Thanksgiving holiday |

December

| | |
|-----------|-----------------------|
| 14-17 | Final exams |
| 18 | Fall late fee applied |
| 18-Jan 10 | Semester break |

Spring Semester

December

| | |
|----|---------------------------|
| 18 | Spring tuition due |
| 18 | Bookstore charging begins |

January

| | |
|-------|---------------------------------|
| 11 | Classes begin |
| 11-15 | Free drop/add period |
| 15 | Last day to charge/return books |
| 18 | Martin Luther King Jr. holiday |
| 19 | Drop for non-payment |
| 21 | Financial aid credit lock |
| 27 | Financial aid disbursement |

February

| | |
|----|----------------------------------------------------------------|
| 9 | 1st time borrowers financial aid disbursement |
| 15 | President's Day holiday |
| 16 | No classes/faculty and staff in-service |
| 18 | Hold & payment plan fees assessed to accounts not paid-in-full |

March

| | |
|------|---------------------------------|
| 5 | Bridges Career Day - no classes |
| 8-12 | Spring break |
| 16 | Fall registration opens |
| 18 | 2nd 1/2 of loan disbursement |

April

| | |
|---|-------------------------------|
| 2 | No classes/faculty in-service |
|---|-------------------------------|

May

| | |
|-------|-------------------------|
| 11-14 | Final exams |
| 17 | Spring late fee applied |
| 31 | Memorial Day holiday |

Summer Semester

May

| | |
|----|---------------------------|
| 10 | Summer tuition due |
| 10 | Bookstore charging begins |

June

| | |
|-----|-----------------------------------------------|
| 1 | Classes begin |
| 1-7 | Free drop/add period |
| 7 | Last day to charge/return books |
| 8 | Drop for non-payment |
| 10 | Financial aid credit lock |
| 16 | Financial aid disbursement |
| 30 | 1st time borrowers financial aid disbursement |

July

| | |
|----|----------------------------------------------------------------|
| 1 | 2nd 1/2 of loan disbursement |
| 5 | July 4th holiday observed |
| 7 | Hold & payment plan fees assessed to accounts not paid-in-full |
| 26 | Last day of summer session |
| 27 | Summer late fee applied |



What Will Transfer?

For a complete listing of all of CLC's programs, visit CLC's Programs and Courses web page.

Associate of Arts (A.A.) Degree. Two year program designed to transfer into most four-year majors; however, some baccalaureate majors may require specific pre-major courses as part of the degree program.

Associate of Fine Arts (A.F.A.) Degree. Two-year program designed for transfer into a specific four-year major and will likely require completing additional general education courses at a university.

Associate of Science (A.S.) Degree. Two-year program designed for transfer into a specific four-year major and will likely require completing additional general education courses at a university.

Associate of Applied Science (A.A.S.) Degree. Two-year program designed for entry into the workforce for a specific occupation. While not primarily designed for transfer, individual colleges and universities may accept these courses.

Diplomas & Certificates. Industry-driven and defined programming designed for immediate entry into the workplace. These are not designed to transfer.

Transfer Pathway. Transfer Pathways allow you to complete a specific associate degree and transfer to any of the seven Minnesota State Universities. When you complete a Transfer Pathway degree at CLC and are admitted to a state university, you will be guaranteed junior status and given assurance that all 60 college credits will count toward the related bachelor's degree.

“The only place where

SUCCESS comes before *WORK*

is in the dictionary”

Vince Lombardi

CLC's Commitment to Nondiscrimination/ADA Statement:

Central Lakes College is an affirmative action, equal opportunity employer and educator. We are committed to a policy of nondiscrimination in employment and education opportunity and work to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. Please contact Accessibility Services (AS), accessibilityservices@clcmn.edu, office E138 or at 218-855-8175, to meet and discuss reasonable and appropriate accommodations. This document is available in alternate formats by AS upon request.

For more information contact:

Title IX Designated Sexual Harassment Officer: Mary Sam, 218-855-8159, Office E132

Accessibility Services: Mallori Sheik, 218-855-8175, Office E138

ADA Compliance Officer: Mary Sam, 218-855-8159, Office E132

www.clcmn.edu

Designed and produced by the CLC Graphic Design program

printed March, 2020