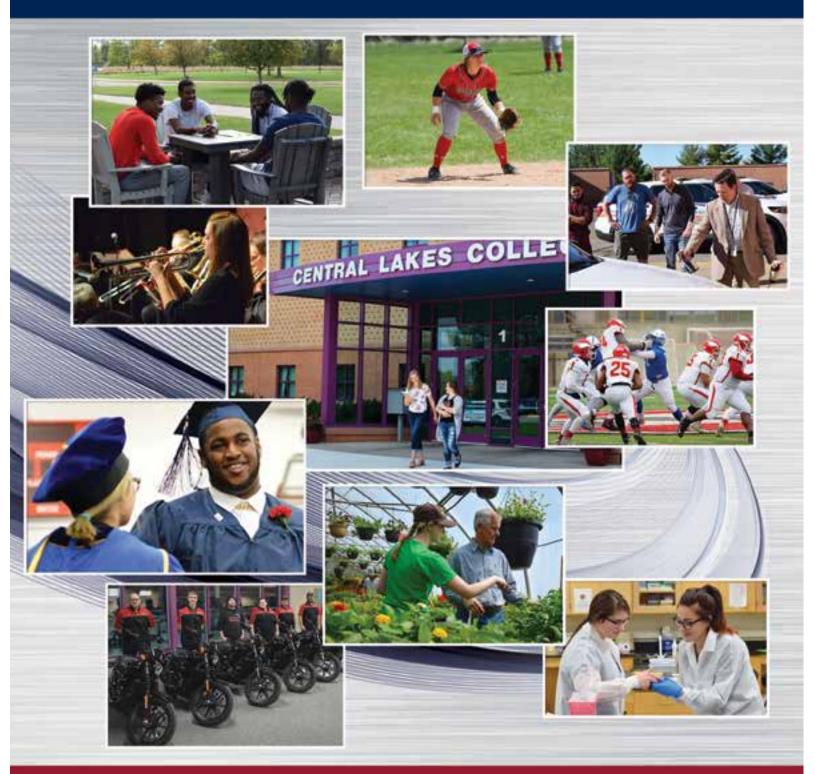
Central Lakes College Registration Guide



Brainerd Campus 2022-2023



We Build Futures.

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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



Page 1

On the Right Path

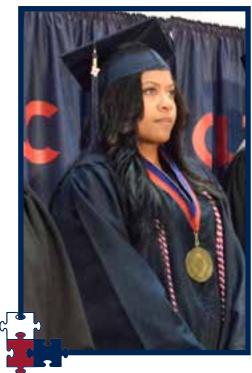
Associate of Arts (A.A.) Degree. Two year program designed to transfer into most four-year majors. However, some baccalaureate majors may require specific pre-major courses as part of their degree program.

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.

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.



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. Academic programs generally of 30 to 72 credits intended to provide students with skills leading directly to a specific job.

Certificate. Academic programs of 9 to 30 credits that are completed in a year or less by full-time students. Some programs provide specialized training for people who already have diplomas or degrees. Others are for those who want to quickly complete a program that leads to a specific job.

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

Course Delivery Options

COURSE DELIVERY OPTIONS

Flexible Learning Options at Central Lakes College

CLC has course delivery methods that include face-to-face and virtual options for greater flexibility for students. Virtual options may use Zoom, Microsoft Teams, or other technologies. To access online and virtual courses, students should have regular access to a computer, webcam, and a reliable internet connection.

Please review the descriptions of course delivery methods below. Not every course is offered in each delivery method, so please check the delivery method column on the course schedule for details. **Click on the title of the course to see important notes about delivery method, meeting information, etc.**

Need help creating a schedule tailored just for you? Make an appointment with an Advisor! pg 5-6

COURSE DELIVERY OPTIONS EXPLAINED

On Campus

All course meetings are on campus.

Online Synchronous

The instructor will teach live virtually. All instruction is delivered online with required, real-time (synchronous) meeting days/times that are listed in the schedule. Students attend virtually.

Online Asynchronous

All instruction is delivered online with no required scheduled meetings or attendance. Students complete coursework by accessing instructional materials online.

Blended/Hybrid

25-75% of instruction is online (asynchronous) with regularly-scheduled, mandatory, in-person meetings.

Video Conferencing Originating Site

The instructor will teach from the classroom. Students may attend the course in-person or live virtually. Click on the title of the course to see the course attendance policy and course recording information.

HyFlex

The instructor will teach from the classroom or live virtually. Students may attend the course inperson or live virtually. Click on the title of the course to see the course attendance policy, course recording information, and instructor location.

Mostly Online

Instruction is delivered online (asynchronous), with up to two possible in-person meetings and up to four required proctored exams.





Student Support Services

ABE (Adult Basic Education)

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

Location: B C104 and C105 S A143 Phone: B 218-855-8166 S 218-894 ext 1092 Web: brainerdce.ss12.sharpschool.com/ adult/adult_basic_education

ACCESSIBILITY SERVICES

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

Location: The Bridge Phone: 218-855-8175 Email: mallori.sheik@clcmn.edu Web: clcmn.edu/accessibility-services

BOOKSTORE

Books, apparel, supplies and snacks

Location: B C160 S B126 Phone: B 218-855-8248 S 218-894-5118 Email: clcbookstore@clcmn.edu Web: clcbookstore.com/brainerd/home

CAMPUS SECURITY

Provides a safe environment, houses the campus lost and found, and provides escorts to vehicles.

Location: C125 Phone: B 218-855-8888 S 218-894-5114 Email: joy.larson@clcmn.edu Web: clcmn.edu/security-safety

CAMPUS WELCOME CENTER

Your go-to place for all questions about CLC.

Location: B C144 S B108 Phone: B 218-855-8031 S 218-894-5114 Email: askclc@clcmn.edu Web: clcmn.edu

CAREER & TRANSFER CENTER

Provides career exploration and transfer information and assistance.

Location: C163 Phone: 218-855-8148 Email: careerservices@clcmn.edu Web: clcmn.edu/career-placement-2

COMPUTER COMMONS AND HELP DESK

Assisting students with all their technical needs.

Location: C170 (next to cafeteria) Phone: 218-855-8200 Email: helpdesk@clcmn.edu Web: clcmn.edu/tech-support

CHILD CARE

CLC partners with Annie's Child Care and Learning Center

Location: Next to Brainerd Campus Phone: 218-855-8274 Email: annieslearningcenter501@gmail.com Web: clcmn.edu/day-care

FOOD PANTRY

Provides fresh and frozen food for all CLC students.

Location: C225 Phone: 218-855-8260 Email: erich.heppner@clcmn.edu

LIBRARY

Houses resources for needs beyond the classroom with electronic database catalog and resource system; Laptop checkouts.

Location: B E400 S 123 Phone: B 218-855-8180 S 218-894-5183 Email: library@clcmn.edu Web: clcmn.edu/library

MENTAL HEALTH SERVICES AND COUNSELING

A Mental Health Ally is on campus to help support students.

Location: B C107 S F121 Phone: 218-855-8024 S 218-894-5114 Email: Kellee.rossina@clcmn.edu Web: clcmn.edu/advising-2/counseling

NEST MULTICULTURAL CENTER

A space specifically designed for our Black, Indigenous, LGBTQ, and students of color, but welcomes all campus community members who seek to be allies.

Location: C233 Phone: 218-855-8260 Email: nicholas.wiesmann@clcmn.edu

META 5 PROGRAM

Supports those who have lost their primary source of income.

Location: E134 Phone: 218-855-8010 Email: Kimberly.pilgrim@clcmn.edu Web: clcmn.edu/meta-5-program

STUDENT LIFE AND STUDENT SENATE

The student voice and government, clubs, and activities.

Location: C226 Phone: 218-855-8260 Email: erich.heppner@clcmn.edu Web: clcmn.edu/student-services

THE CLC PrintShop

Printing available for personal and professional needs or class projects. Design and print on paper, vinyl, laser etching, t-shirt, and embroidery.

Location: E417 Phone: 218-640-6694 Email: leon.dahlvang@clcmn.edu

TUTORING AND TESTING CENTER

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

Location: E400 (in the Library) Phone: 218-855-8265 Email: teri.duff@clcmn.edu Web: clcmn.edu/library/learning-commons-2

VETERANS RESOURCE CENTER

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

Location: C143 Phone: 218-855-8031 (CWC) Email: askclc@clcmn.edu Web: clcmn.edu/veterans-resource-center

WeARE CLINIC

Provides, advances, and advocates for evidence-based reproductive and sexual health care for all.

Location: C103 Phone: 218-454-1546 Web: wearebrainerd.org

Advising



IT'S ALL ABOUT CONNECTING...



Megan Bistodeau 218-855-8035 megan.bistodeau@clcmn.edu

Kate Johnson 218-855-8017 kate.johnson@clcmn.edu

Megan Kath 218-855-8019 megan.kath@clcmn.edu

Theresa Famoso 218-855-8009 theresa.famoso@clcmn.edu

Toy Ross-Sullivan 218-855-8003 latoya.ross-sullivan@clcmn.edu

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

Advising

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

All advisors can help students in the Associate of Arts and Transfer Pathway programs.

We recommend you meet with us *at least* once each semester.

BRAINERD CAMPUS

Dan Davidson

dan.davidson@clcmn.edu

Automotive Technology Horticulture Landscape Technology Marine & Power Sports EMT/Fire

Jodi Elness jodi.elness@clcmn.edu

Health Science Broad Field Nursing Nursing Assistant Practical Nursing

Janet Gontarek

218-855-8134

218-855-8036

janet.gontarek@clcmn.edu

Criminal Justice Natural Resources Technology Natural Resources Law Enforcement Welding

Erin Wilmot

218-855-8263 erin.wilmot@clcmn.edu

Accounting Bookkeeping **Business Management** Early Childhood Education Healthcare Administration Human Services Medical Scribe **Occupational Skills**

Deb Norlin

218-855-8156 deb.norlin@clcmn.edu

Computer Technology **Dental Assisting** Graphic Design Videography

218-855-8002 Natalia DePauw 218-855-8263 natalia.depauw@clcmn.edu College in the Schools (CIS) Post-Secondary Enrollment Option (PSEO)

Randy Tuper

randy.tuper@clcmn.edu Current/Former Military, Spouses & Dependents VA Certifying Official (SCO)

STAPLES CAMPUS

Jill Albie

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

Agriculture Science Culinary **Diesel Technology** Heavy Equipment Operation Maintenance Meat Cutting Medical Assisting/Phlebotomy Robotics

Anji Mousseau

218-894-5136

anji.mousseau@clcmn.edu Heavy Equipment Operation Maintenance





218-855-8279

Academic Honors:

Students with 12+ credits, no Incomplete courses (I grade), and a semester 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 66.67% of all credits they registered for, including all transfer credits. Students will be notified of their SAP status in their student email account and at the top of the Dashboard in E-Services.

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. Dates are specific to each course and listed in E-Services.

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 enter an FN grade. You will not receive any financial aid for an FN grade.



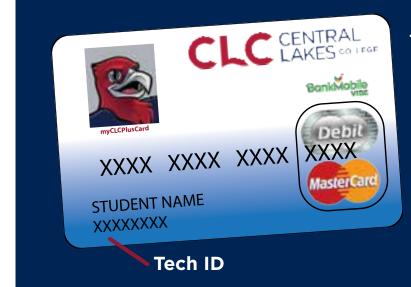
FW - If you have stopped attending, instructors will enter an FW grade. You may have to repay the financial aid dollars received for the FW course(s).



Know Your 3 IDs

- Star ID & Password Username & password for Minnesota State & CLC to access computers, E-Services, E-Mail, D2L Brightspace and Atomic Learning
- 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 Refund Selection Kit with your MyCLCPlus card from BankMobile Disbursements.
Follow the directions to activate the ID card and set up your refund and/or payment options.

YOUR 3 IDs

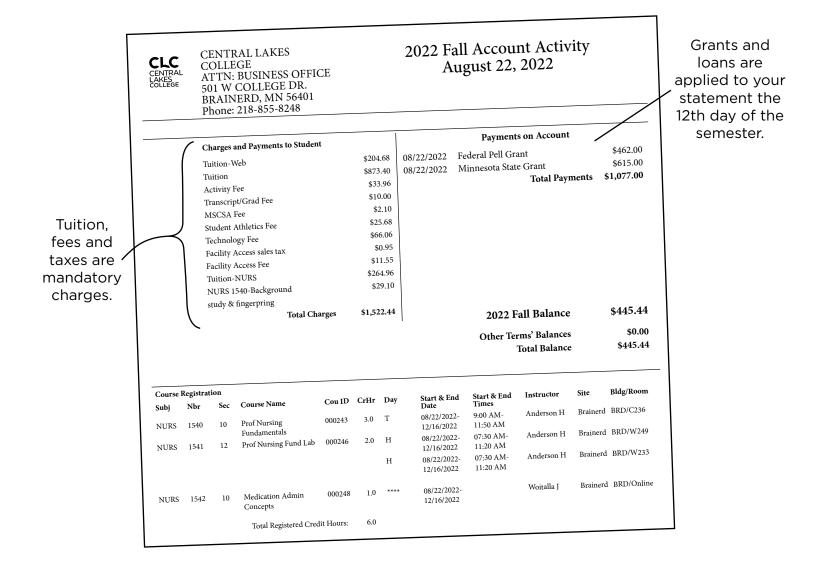


Tuition, Billing and Payment

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 online, by phone, in person, or through the mail.

Access your billing and payment information in E-Services.



Business Office - www.clcmn.edu/business-office

TO AVOID REGISTRATION CANCELLATION OF YOUR COURSES FOR NON-PAYMENT, CLC MUST HAVE ONE OF THE FOLLOWING:

- Notice in our Financial Aid office from the federal government that you have applied for FAFSA (Free Application for Federal Student Aid), **OR**
- Payment of your bill in full, **OR**
- Payment of \$300.00 or 15% minimum down on tuition and fees, OR
- A payment plan contract in place with Nelnet (additional information available at Nelnet Payment Plan, **OR**
- A 3rd Party authorization (CEP, DRS, Vets, PSEO, etc.) on file with the CLC Business Office, OR
- A consortium agreement completed with the Financial Aid Office if you are attending more than one college, OR
- An application for VA Education Benefits completed in the Veterans Center, **OR**
- A scholarship check received in the Business Office.
- **Unpaid Balance Hold** The Unpaid Balance Hold can prevent registering at any Minnesota State College or University and may prevent the release of official CLC transcripts. Please contact the Business Office if you have an unpaid balance hold. As required by state statute, past due balances are submitted to Department of Revenue for collections.

Bookstore

- More than just books! Buy your supplies, backpacks and CLC apparel here.
- Make payments to the college at the CLC Bookstore.
- Students who have met one of the criteria listed above may charge up to \$1,000 to their CLC account for books & supplies through day 5 of the semester.
- Picture ID and printed course schedule are required to charge.
- Books can also be purchased online at the CLC Bookstore website.
- CLC now offers no-cost or low-cost textbooks for the AA Degree!
- Pick up some CLC swag and show off your college pride!

Bookstore - www.clcbookstore.com

Financial Aid

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.

FINANCIAL AID STEPS:

- 1. Create FSA ID at studentaid.gov. Every dependent student & parent must have their own FSA ID.
- 2. Complete the FAFSA at studentaid.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 Offer 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 12.

Use 2020 filed taxes for 2022-23 FAFSA (Fall 2022 - Summer 2023)

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 usually doesn't need to be repaid

Loans - Funding you must repay along with interest. 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

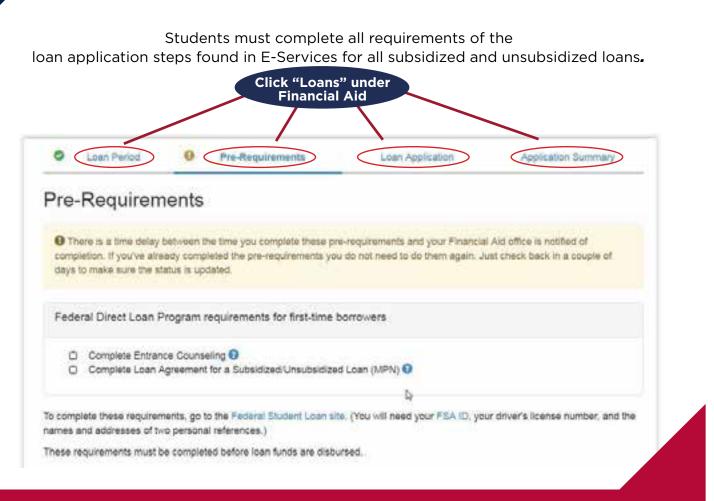
Work-study - Jobs both on and off campus

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

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

Financial Aid - www.clcmn.edu/financialaid

Student Loans



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: www.clcmn.edu/scholarships/

Fall Semester: Open May 1st to June 1st

Spring Semester: October 1st to November 1st

On average, nearly half students who apply for CLC Foundation scholarships are awarded a scholarship.



Technology Reference Guide

| Activate your StarID | Students will be using their StarID username and password to log into CLC computers, E-Services, D2L Brightspace, Student E-mail and their Infobase Learning Cloud account. To activate your StarId: Step 1: Visit the website https://starid.minnstate.edu Step 2: Click on Activate StarID Step 3: Click on one of the options lined (TechID, email address, verification code or library card) Step 4: Enter information and click continue ✓ Your StarID 2 Letter 4 Numbers 2 Letters Example: ab1234cd ✓ Your Password You create this password. This password is case sensitive and should contain upper and lower case letters, numbers, and a special character and be at least 8 digits long. This password expires every 180 days. | StarID + StarID Password You create this password |
|--------------------------------------|--|--|
| Office 365 (Student Email) | Email is the official means of communication with students. Inside Office 365, students can download the Office Suite for FREE. <u>To Login to Student Email:</u> Step 1: Visit the CLC website, <u>http://www.clcmn.edu</u> Step 2: Go to <u>Quicklinks</u> Step 3: Click on <u>Student Email</u> Step 4: Log in by typing your <u>StarID@go.minnstate.edu</u> and <u>Password</u> Your email is your <i>firstname.lastname@go.clcmn.edu</i> . For example, the name John Smith, would be <u>john.smith@go.clcmn.edu</u> www.This email de-activates 365 days after your last day of enrollment www. Once you are no longer a CLC student, the license will not be valid | StarID @go.minnstate.edu + Star ID Password You create this password |
| Multi Factor Authentication (MFA) | Multi-Factor Authentication (MFA), also called 2-Factor Verification, is a form of authentication which provides an added layer of protection, beyond just your password. This added authentication verification helps verify that a person logging in to an account is authorized to access that account. Step 1: Visit https://minnstate.edu/mfa Step 2: Log in by typing your Step 1: Visit https://minnstate.edu/mfa Step 2: Log in by typing your Step 3: Click Setup MFA Verification Options Step 4: Select: "Text code to my authentication phone" to receive a text. Step 5: Check the box by "Authentication phone" enter your phone number. Click save. Step 6: Enter the verification code sent to your phone and then close the open browser Step 7: Return to the Multi-Factor Authentication Request browser and Enable MFA for (your name) and then go ahead and sign out | StarID @go.minnstate.edu + Star ID Password You create this password |
| CLC Campus Computers | To use the campus computers: Your <u>StarID</u> Your <u>StarID Password</u> | YOUR StarID StarID Password you create this password |

| | D2L Brightspace is used in most courses at Central Lakes College and is the portal used for online and hybrid courses | StarID |
|----------------------------|---|--|
| D2L Brightspace | To Login to D2L: Step 1: Visit the CLC website, <u>http://www.clcmn.edu</u> . Step 2: Go to <u>Quicklinks</u> Step 3: Click on <u>D2L Brightspace</u> Step 4: Click Sign on with StarID Step 5: Log in by typing your <u>StarID</u> and <u>Password</u> | Star ID Password You create this password |
| sa | E-Services allow the student to register for courses, view academic records, financial aid status, account balances, and degree audit reports. | StarlD |
| E-Services | <u>To Login to E-Services:</u> Step 1: Visit the CLC website, <u>http://www.clcmn.edu</u> . Step 2: Go to <u>Quicklinks</u> Step 3: Click on <u>E-Services</u> Step 4: Log in by typing your <u>StarID</u> and <u>Password</u> | + Star ID Password You create this password |
| work | Eduroam Wireless Network is a secure global wireless access service for eduational and research community. We offer free Wi-Fi wireless network throughout our facilities. | StarID |
| Wireless Network | To connect to eduroam: Step 1: On your device, select the eduroam from the list of available Wi-Fi networks Step 2: You will be prompted to sign onto our network using the following credentials: <u>StarID@go.minnstate.edu</u> and <u>StarID password</u>. | @go.minnstate.edu + Star ID Password You create this password |
| ert | 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 enroll with your student email. Additional emails and phone numbers can be added. | Star Alert Username Student email address |
| CLC Star Alert Opt Out | <u>To Login to Star Alert Opt-out system:</u> Step 1: Visit the website, <u>http://centrallakescollege.bbcportal.com</u>. 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 | @go.minnstate.edu + Star Alert Password You create this password |
| irning | The Infobase Learning Cloud offers educational institutions access to complete training library of over 50,000 short, show-and-tell video training tutorials on over 205 of the most common applications. | StarlD |
| Infobase Learning Cloud | To Login to Infobase Learning Cloud: Step 1: Log into D2L Step 2: Click resources at the top Step 3: Click ACCESS to Infobase Learning Cloud Step 4: Log in by typing your <u>StarID</u> and <u>Password</u> | |

Student Quicklinks



COVID 18 ABOUT CLC ACADEMICS ENROLLING CAMPINS THE DUICKCINKS



D2L Brightspace

The academic platform used in virtually all courses at CLC, especially online and hybrid courses.

🔶 Student Email

(Office 365 account) The "official" communication tool used by the college to inform students.

Your personal account at CLC.

A directory to help students find and download forms. Forms are linked to various department pages.

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
- **3 Request a Degree Audit**
- 4 Login

E-Services

CENTRAL®

| Student e-services | | | | | Hy Profile Legou |
|--------------------------|---|---|---------------------------------|----------------------------|--|
| Dashboard | My Dashboard | | | | · · · · · · · · · · · · · · · · · · · |
| COVID-19 Attestation | Welcome to Minnesot | a State Colleges & Universities eServic | es. | | |
| COVID-19 Test Submission | Contract of the state of the state of the | NT EMPLOYEE WAGE NOTICE AVAIL | ANT. APLOTA | | FOURTE |
| | | TURN DOCUMENT AVAILABLE: 1096 | contracted where the last and a | | and a straight of the straight |
| Home | 1.100 CONTRACTOR 101 | TURN DOCUMENT AVAILABLE: W-2 | A 44 A 1 4 4 4 4 4 4 4 4 | A REAL PORT OF A REAL OF T | |
| Account Management | and white out they be | Test president Areases. It's | TINGE NOD IS | A STATEBERT | |
| Courses & Registration | Class Schedule | | | | |
| Academic Records | + Current Term: Spring | 2022 | | | |
| Financial Aid | School | Class | Days | Time | Bidg/Room |
| and the second second | Central Lake | Drawing | T,H | 10:00 AM - 11:50 AM | BRD/E425 |
| Bills and Payment | Central Lake | Graphic Design Production | w | 11:00 AM - 02:50 PM | BRD/E419 |
| Student Employment | Central Lake | Publication Design | w | 03:30 PM - 07:00 PM | BRD/E419 |
| Contact Us | Central Lake | Corporate ID | н | 03:30 PM - 06:20 PM | BRD/E419 |
| | Central Lake | Shop Internship | NA | | BRD/ARR |
| Campus | | | - 1 m | | C TRAVERS A |
| CLC Placement Levels | Nest Term, Summer | 2022 | | | |
| Bookstone | Financial Aid - Acad | demic Year 2022 | | | |
| Official Transcripts | Table Old Summer Stat | atus | | | |
| Transfer Information | Central Lake Av | ward Information is ready for you to | review. Click h | to review your Financial | Aid status. |

1 Dashboard:

Quick view of holds, action item, class schedule, financial aid status.

2 Account Management:

Update address and phone number, Tax Form 1098-T, text message alert sign up.

3 Courses and Registration:

View course offerings, register, drop/add/withdraw, view schedule, view registration window, course placement.

4 Academic Record:

View academic transcript and Degree Audit Report (DARS), request transfer review.



5 Financial Aid:

Check financial aid status, award amounts, loan application process.

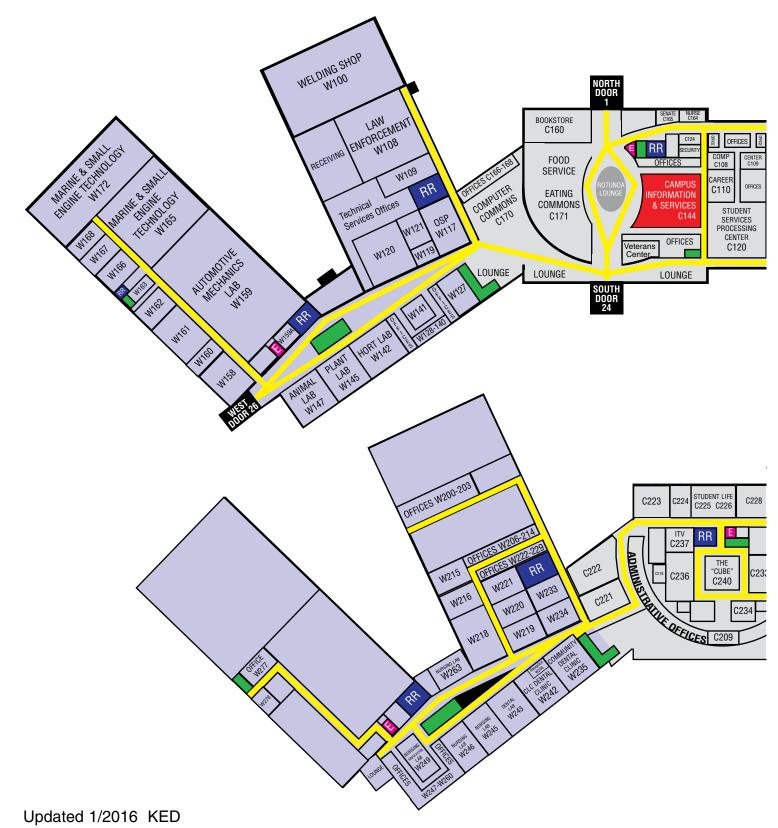
6 Bills and Payment:

Tuition and fees statement, make online payment, payment plan.

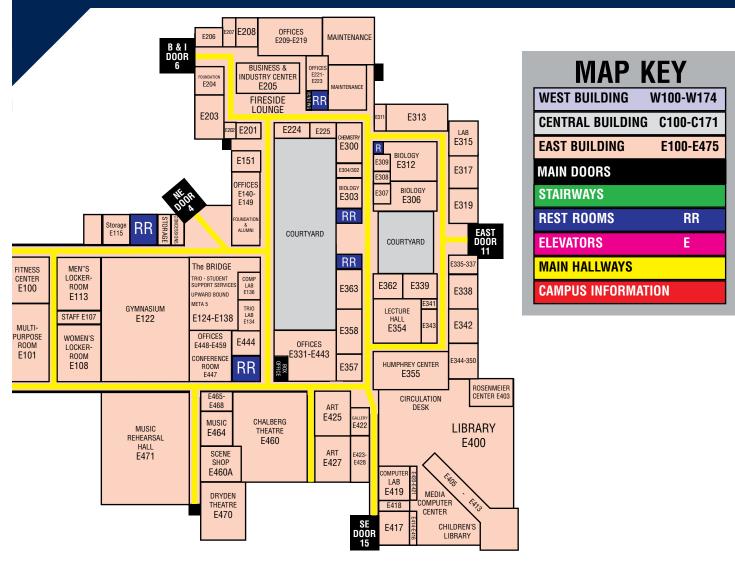
7 Bookstore:

Textbook and supplies information, along with bookstore policies.

Central Lakes College - Brainerd Campus Lower Level



CLC Map



Central Lakes College - Brainerd Campus Upper Level

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



Student Housing



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!









Floor Plans

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

Private Bedroom: \$440 | Shared Bedroom: \$345

Lease terms available - 10 & 12 month

Apartment Furnishings Include: Full couch, dining table and chairs, mattress and bed frame

College Calendar

2022-2023 ACADEMIC YEAR Student Calendar

| | , | AKES | |
|---|---|----------|--|
| 1 | 1 | ENTRAL I | |

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|--------------------|--|------------------|----------|-------|---------|--------------------|---------|----------------|----------------|-----------------|-----------|------------------|---|--------|--------------------|-----------|--------------|--------|----------|------------|------|--------------------|--------|----------------|----------------|----------|
| 1st Day of Class | f Class | Ā | August | | 2022 | ~ | | September 2022 | tem | pe | r 2(| 022 | | J | October 2022 | pei | • 20 | 22 | | Z | OVe | November 2022 | er | 202 | 22 | |
| Holidays Observed |)bserved Davs | S | ⊢ ⊻ | ≥ | F | S S | ပ | Σ | ⊢ | ≥ | ⊢ | с, Г | S | S S | + v | 3 | ⊢ | ш | S | S | Σ | > ► | ⊢ > | ш | S | |
| Summer Solution | Summer Session (39 Days) 1st Dav of the 2nd 1/2 of Semester | | 7 | e | 4 | 5 6 | | | | | - | 2 | n | 2 3 | 4 | 2 | 9 | 2 | ~ ∞ | | | 1 | с С | 4 | 2 | |
| | Grades Dues @ 12 Noon | 2 | ත හ | 10 | 1 | 12 13 | 4 | 2 | 9 | 7 | ω | 6 7 | 10 | 9 10 | 0 11 | 12 | 13 | 14 | 15 | ဖ | 7 | ත හ | 10 | 11 | 12 | <u>.</u> |
| Student St | Student Success Day (student contact day) | | 15 16 | 17 | 18 1 | 19 20 | - | 1 12 | 13 | 14 | 15 ` | 16 📕 | , , | | | | 20 | | 22 | 13 | 14 1 | 15 1 | 16 17 | 18 | 19 | - |
| Financial A | Financial Aid Disbursement | 21 2 | 22 23 | 3 24 | 25 2 | <mark>26</mark> 27 | | | | | | | 24 | | 4 25 | 26 | 27 | 28 | 29 | 20 | 21 2 | 22 <mark>23</mark> | 3 24 | 1 25 | 26 | |
| Last Day Drop o | constitution Day Last Dav Drop or Add Classes | 28 2 | 29 30 | 31 | | | 25 | 5 26 | 27 | 28 | 29 (| 30 | | 30 31 | - | | | | | 27 | 28 2 | 29 30 | 0 | | | |
| Tuition Due | Tuition Due New Student Orientation | De | Decembe | Ibei | r 20 | 2022 | | Jai | January | | 2023 | 23 | | Η€ | February 2023 | lar | V | 023 | | | Ma | March 2023 | 1 2(| 123 | | |
| | | | | | | | 0 | | F | , | | | | 4 | F | X | , F | | C | C | 2 | Š | F | L | | |
| 2023 GRAD | 2023 GRADUATION DATES | 2 | - ≥ | > | - | יא ד | 0 | Σ | - | \$ | - | | 0 | | - 2 | \$ | - | L | n | n | Σ | | - | L | n | |
| Staples - | Wednesdav, | | | | | 3 3 | - | 2 | <mark>ю</mark> | 4 | 2 2 | 6 7 | ~ | | | - | 2 | С | 4 | | | - | 2 | e | 4 | 1 |
| | 5/10/2023 | 4 | 5 | 7 | 0,00 | ` | ∞ | б | 9 | , | 12 | 13 | 4 | | 67 | ∞ | ი | 10 | 1 | S | 9 | 7 8 | ත ක | 1 0 | -1 | 1. |
| Brainerd - Friday, | - Friday, | 11 | 12 13 | 14 | 15 1 | 16 17 | 15 | 16 | 17 | , 18 | 19 2 | 20 21 | 1 | | _ | | | | 18 | 12 | 13 1 | 14 1 | 15 16 | 17 | 18 | |
| 5/12/202 | m | | | | | | 22 | 23 | 24 | 25 2 | 26 2 | 27 2 | 28 | 19 2 | 20 <mark>21</mark> | 22 | 23 | 24 | 25 | 19 | 20 2 | 21 22 | 2 23 | 24 | 25 | 10 |
| | | 25 20 | 26 27 28 | | | _ | 29 | 30 | 31 | Ħ | \square | $\left \right $ | | 26 2 | 27 28 | | | | | 26 | 27 2 | 28 29 | 9 30 | 31 | | 1 |
| | | , | April 2 | ·il 2 | 023 | | | | May | May 2023 | 023 | | | | Jui | June 2023 | 202 | 33 | | | JI | July 2023 | 202 | 3 | | |
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| | | 30 | | | | | 28 | 3 29 | 30 | 31 | | | | 25 | 26 27 | 7 28 | 29 | 30 | | 30 | 31 | ~ | | | | |
| | | CLC is committed | comm | | o legal | affirm | ative a | ction, | equal | oddo | rtunity. | v, acci | to legal affirmative action, equal opportunity, access and diversity of its campus community. This document is available in | diver | sity o | its ca | sndur | comr | nunity | . This | docu | ment | s avai | llable | .u | |

alternative formats, consumers with hearing or speech disabilities may contact us via their preferred Telecommunication Relay Service.

2022-2023 IMPORTANT DATES

(Calendar subject to change)

Fall Semester 2022



28 All Set for Fall

August

July

- 1 Bookstore charging begins
- 1 Fall tuition due
- 19 New Student Orientation
- 22 Classes begin
- 22-26 Free drop/add period
- 26 Last day to charge/return books
- 29 Drop for non-payment
- 31 Financial aid credit lock

September

- 5 Labor Day holiday
- 7 Financial aid disbursement
- 21 Student Success Day
- 26 Final tuition payments due
- 26 \$30 payment plan fees charged on unpaid accounts

October

1 Spring Scholarship application opens

- 3 Registration holds applied
- 4 Hold & payment plan fees assessed to accounts not paid-in-full
- 10 Spring & summer registration opens
- 20-21 MEA school break

November

| 1 | Spring Scholarship | application closes |
|---|--------------------|--------------------|
|---|--------------------|--------------------|

- 11 Veterans Day holiday observed
- 23-25 Thanksgiving holiday

December

| 12-15 | Final exams |
|-------|-------------------------------|
| 15 | \$50 payment late fee charged |
| | on unpaid accounts |
| 16 | Semester break begins |

Spring Semester 2023

December 2022

- 16 Bookstore charging begins
- 16 Spring tuition due

January

| 9 | Classes begin |
|------|---------------------------------|
| 9-13 | Free drop/add period |
| 13 | Last day to charge/return books |
| 16 | Martin Luther King Jr. holiday |

January

- 17 Drop for non-payment
- 19 Financial aid credit lock
- 25 Financial aid disbursement

February

- 13 Final tuition payments due
- 13 \$30 payment plan fees charged on unpaid accounts
- 20 President's Day holiday
- 21 No classes/faculty and staff in-service
- 22 Registration holds applied

March

- TBD Fall registration opens
- 10-17 Spring break

April

- 7 No classes/faculty in-service
- 15 Scholarship application opens

May

| 1 | Fall Scholarship application opens |
|------|--|
| 0-13 | Final exams |
| 12 | \$50 payment late fee charged on unpaid accounts |
| 29 | Memorial Day holiday |

Summer Session 2023

May

- 10 Bookstore charging begins
- 10 Summer tuition due

June 1

- Fall Scholarship application closes
- 1 Classes begin
- 1-7 Free drop/add period
- 7 Last day to charge/return books
- 8 Drop for non-payment
- 12 Financial aid credit lock
- 16 Financial aid disbursement
- 19 Juneteenth holiday observed

July

- 4 July 4th holiday observed
- 7 Final tuition payments due
- 14 \$30 payment plan fees charged on unpaid accounts
- 14 Registration holds applied
- 27 Last day of summer session
- 27 \$50 payment late fee charged on unpaid accounts