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
On the Right Path

For a complete listing of all of CLC’s programs, visit CLC’s Programs and Courses web page at www.clcmn.edu

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.

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.

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.

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
The Student Forms page serves as a directory resource to help students find and download forms. Forms are located on various department pages.

**Authorization for the Release of Student Information:**
Student records are classified as private and protected under Minnesota Statute and Federal Family Education Rights and Privacy Act (FERPA). Any student, regardless of age, who would like to authorize CLC 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.

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

**SUCCESS DOESN’T JUST COME TO YOU, YOU HAVE TO GO OUT AND GET IT.**

MARVA COLLINS

**Academic Honors:**
Students with 12+ credits, no Incomplete courses (I grade), and have earned 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*
ABE (Adult Basic Education)
Brainerd - 218-855-8166
Staples - 218-894-2439 ext. 1092
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
Provides not only 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 & 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 & 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.

LIBRARY
Brainerd - 218-855-8180
Staples - 218-894-5183
Houses resources for needs beyond the classroom with electronic database catalog and resource system.

META 5 PROGRAM
218-855-8010
Supports those who have lost their primary source of income.

RAIDER CONNECT COACHES
Coaches phone numbers are listed on page 6
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 phone numbers are listed on page 6
Home to academic advising and financial aid.

TUTORING AND TESTING CENTER
Brainerd - 218-855-8158
Staples - 218-894-5183
Free tutoring, test proctoring and computer lab for students.

TRIO STUDENT SUPPORT SERVICES PROGRAM
218-855-8014
Advisor phone numbers are listed on page 5
Providing individualized advising for qualifying low income, first generation or disabled college students.

VETERANS RESOURCE CENTER
218-454-1546
Serving any current or former military student, their spouses and/or dependents.

WE ARE THE CLINIC
218-855-8031
Provide, advance, and advocate for evidence-based reproductive and sexual health care for all.

CAMPUS WELCOME CENTER
Brainerd - 218-855-8031
Staples - 218-894-5114
Your go-to place for all questions about CLC.
Advising

IT’S ALL ABOUT CONNECTING...

STAPLES CAMPUS

Jill Albie 218-894-5138  jill.albie@clcmn.edu
Agriculture Science  Culinary  Diesel Technology  Heavy Equipment Operation Maintenance  Machine Tool Technology  Medical Assisting/Phlebotomy  Robotics

Anji Mousseau 218-894-5136  anji.mousseau@clcmn.edu
Heavy Equipment Operation Maintenance

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
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  218-855-8185
dan.davidson@clcmn.edu
Megan Mrkonjich  218-855-8002
megan.mrkonjich@clcmn.edu
  Automotive Technology
  Culinary Arts
  Horticulture
  Landscape Technology
  Marine & Power Sports

Natalia DePauw  218-855-8036
natalia.depauw@clcmn.edu
  Health Science Broad Field
  Nursing
  Nursing Assistant
  Practical Nursing

Janet Gontarek  218-855-8134
janet.gontarek@clcmn.edu
  Criminal Justice
  Natural Resources Technology
  Natural Resources Law Enforcement
  Welding

Joan Jenkins  218-855-8263
joan.jenkins@clcmn.edu
  Accounting
  Bookkeeping
  Business Management
  Early Childhood Education
  Healthcare Administration
  International Students
  Occupational Skills

Deb Norlin  218-855-8156
deb.norlin@clcmn.edu
  Computer Technology
  Dental Assisting
  Graphic Design
  Videography

Phil Olsen  218-855-8035
philip.olsen@clcmn.edu
  College in the Schools (CIS)
  Post-Secondary Enrollment Option (PSEO)

Theresa Harsha  218-855-8279
theresa.harsha@clcmn.edu
  Current/Former Military, Spouses & Dependents
  VA Certifying Official (SCO)

RAIDER CONNECT COACHES

Leah Boedigheimer  218-855-8009
leah.boedigheimer@clcmn.edu

Emily Buer  218-855-8017
emily.buer@clcmn.edu

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

Megan Mrkonjich  218-855-8002
megan.mrkonjich@clcmn.edu

Toy Ross-Sullivan  218-855-8003
latoya.ross-sullivan@clcmn.edu
Success Is Up To You!

**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 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 place 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 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).

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

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.

“The only place where SUCCESS comes before WORK is in the dictionary”

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

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Tuition & Fees: $8200 per credit

College is an investment for your future!

---

Multi Factor Authentication (MFA) is a form of authentication which provides an added layer of protection, beyond just your password.

**Step 1:**
Visit [https://login.microsoftonline.com](https://login.microsoftonline.com)

**Step 2:**
Log in by typing your StarID@go.minnstate.edu and Password

**Step 3:**
The MFA setup Wizard will appear, stating “More Information required.” Click Next

**Step 4:**
Step 1 of the MFA Setup will ask “How should we contact you?”

**Step 5:**
Select Authentication phone, enter your phone number and choose text or phone call.

If you select text, you will have a code sent to your device. Enter the verification code sent to your phone and close the browser.

If you select phone call, the MFA will display “Verifying phone: answer it to continue.” Answer the call, and follow the instructions.

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.

**To login to Star Alert Opt-Out:**

**Step 1:**
Visit the website [https://centrallakescollege.bbcportal.com](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

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Office 365

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.

**To Login to Student Email:**

**Step 1:**
Visit the CLC website [http://www.clcmn.edu](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

Your email address will be your firstname.lastname@go.clcmn.edu. For example, the name John Smith, would be john.smith@go.clcmn.edu

This email de-activates 365 days after your last day of enrollment

You will need to use your MFA to log in to your email starting Fall 2021

You will need to have Windows 7 or greater to install this. Macintosh is also available for download.

---

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.

---

Tuition, fees and taxes are mandatory charges.

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Access your billing and payment information in E-Services.

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Business Office - [www.clcmn.edu/business-office](http://www.clcmn.edu/business-office)
TO AVOID REGISTRATION CANCELLATION OF YOUR COURSES FOR NON-PAYMENT

- Pay your bill in full, OR
- Have received notice in our Financial Aid office from the federal government that you have applied for FAFSA (Free Application for Federal Student Aid), OR
- Have a payment plan contract in place with Nelnet (additional information available at Nelnet Payment Plan, OR
- Have a 3rd Party authorization (CEP, DRS, Vets, PSEO, etc.) on file with the CLC Business Office, OR
- Have consortium agreements completed with the Financial Aid Office if you are attending more than one college, OR
- Have application for VA Education Benefits completed in the Veterans Center, OR
- Have scholarship checks received in the Business Office, OR
- Pay $350.00 or 15% minimum down on tuition and fees.

Unpaid Balance Hold
The Unpaid Balance Hold will prevent registering at any Minnesota State College or University and may prevent 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.
- Make payments to the college at the CLC Bookstore.
- Students who have met one of the five criteria listed above (Drop for Non-Payment) may charge up to $1,000 to their CLC account for books & supplies.
- **Picture ID and printed course schedule are required to charge.**
- Books can also be purchased online at the CLC Bookstore website.
- Book charging and return dates are listed on the calendar and found on the Bookstore website. Book buyback dates will be posted, watch your email for information.

**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.
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.

**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.

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**Use 2019 filed taxes for 2021-2022 FAFSA (Fall 2021 - Summer 2022).**

**FINANCIAL AID STEPS:**

1. Create FSA ID at [studentaid.gov](http://studentaid.gov). Every dependent student & parent must have their own FSA ID.

2. Complete the FAFSA at [studentaid.gov](http://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 10.

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Estimate how much financial aid you may qualify for at [studentaid.gov](http://studentaid.gov). This is only an estimate. You must complete the FAFSA to apply for financial aid.

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Financial Aid - [www.clcmn.edu/financialaid](http://www.clcmn.edu/financialaid)
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.

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**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/

**Deadline dates** for the CLC scholarship application:

- June 1 for fall semester
- November 1 for spring semester

**On average, nearly 1 out of 2 students who apply for CLC Foundation scholarships are awarded a scholarship.**
Students will be using their StarID and password to log into CLC computers, E-Services, D2L Brightspace, student email and Atomic Learning.

**To activate your StarID:**
- **Step 1:** Visit the website [https://starid.minnstate.edu](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
  - Your **StarID**
    - 2 Letter 4 Numbers 2 Letters
    - Example: ab1234cd
  - 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.

E-Services allow the student to register for courses, view academic records, financial aid status, account balances, and Degree Audit Reports.

**To login to E-Services:**
- **Step 1:** Visit the CLC website [http://www.clcmn.edu](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**

Infobase Learning Cloud 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.

**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 Infobase Learning Cloud
- **Step 5:** Log in by typing your **StarID** and **Password**

D2L Brightspace is used in most courses at Central Lakes College and is the portal used for online and hybrid courses.

**To Login to D2L Brightspace:**
- **Step 1:** Visit the CLC website [http://www.clcmn.edu](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**
### Technology Reference Guide

<table>
<thead>
<tr>
<th>Office 365 (Student Email)</th>
<th>Multi Factor Authentication (MFA)</th>
<th>CLC Star Alert Opt Out</th>
</tr>
</thead>
</table>
| 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. **To Login to Student Email:**
Step 1: Visit the CLC website [http://www.clcmn.edu](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

Your email address will be your firstname.lastname@go.clcmn.edu. For example, the name John Smith, would be john.smith@go.clcmn.edu

This email de-activates 365 days after your last day of enrollment

You will need to use your MFA to log in to your email starting Fall 2021

You will need to have Windows 7 or greater to install this. Macintosh is also available for download.

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.

**Step 1:** Go to [https://login.microsoftonline.com](https://login.microsoftonline.com)
**Step 2:** Log in by typing your StarID@go.minnstate.edu and Password
**Step 3:** The MFA setup Wizard will appear, stating “More Information required”. Click **Next**
**Step 4:** Step 1 of the MFA Setup will ask “How should we contact you?”
**Step 5:** Select **Authentication phone** enter your phone number and choose text or phone call.

If you select text, you will have a code sent to your device. Enter the verification code sent to your phone and close the browser

If you select phone call, the MFA will display “Verifying phone: answer it to continue”. Answer the call, and follow the instructions.

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.

**To Login to Star Alert Opt-Out:**
**Step 1:** Visit the website [https://centrallakescollege.bbcportal.com](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**

---

**Student email address**
+ **Star Alert password**

You create this password
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.

E-Services - Your personal account at CLC.

Student Forms - 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 Report
3 - Request a Degree Audit
4 - Login
Success Is Up To You!

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 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 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).

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

E- Services

My Dashboard
Welcome to Minnesota State Colleges & Universities eServices.

Class Schedule
- Current Term:

<table>
<thead>
<tr>
<th>School</th>
<th>Class</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Lake</td>
<td>Graphic Design II</td>
<td>M</td>
<td>01:00 PM - 04:50 PM</td>
</tr>
<tr>
<td>Central Lake</td>
<td>Drawing</td>
<td>T,H</td>
<td>10:00 AM - 11:50 AM</td>
</tr>
<tr>
<td>Central Lake</td>
<td>Art Direction</td>
<td>W</td>
<td>08:00 AM - 11:50 AM</td>
</tr>
<tr>
<td>Central Lake</td>
<td>Portfolio Production</td>
<td>W</td>
<td>01:00 PM - 04:50 PM</td>
</tr>
<tr>
<td>Central Lake</td>
<td>The Art of Digital Photography</td>
<td>NA</td>
<td>NA-NA</td>
</tr>
</tbody>
</table>

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

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

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

Courses and Registration:
View course offerings, register, drop/add/withdraw, view schedule, view registration window.

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

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

Bills and Payment:
Tuition and fees statement, make online payment, payment plan.

Bookstore:
Textbook and supplies information, along with bookstore policies.
CLC CENTRAL LAKES COLLEGE

Advising
BRAINERD CAMPUS

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Culinary Arts
Horticulture
Landscape Technology
Marine & Power Sports

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Nursing Assistant
Practical Nursing

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Natural Resources Technology
Natural Resources Law Enforcement
Welding

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Business Management
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Dental Assisting
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Toy Ross-Sullivan 218-855-8003
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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.

Tobacco Free Campus

Staples Campus Directory

To get to these second level rooms go inside the lab and up the steps.

10/1/19 jal

Tobacco Free Campus
The Student Forms page serves as a directory resource to help students find and download forms.

Forms are located on various department pages.

Authorization for the Release of Student Information:
Student records are classified as private and protected under Minnesota Statute and Federal Family Education Rights and Privacy Act (FERPA). Any student, regardless of age, who would like to authorize CLC 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.

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

SUCCESS DOESN'T JUST COME TO YOU, YOU HAVE TO GO OUT AND GET IT.
MARV A. COLLINS

Academic Honors:
Students with 12+ credits, no Incomplete courses (I grade), and have earned 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
**Important Dates**

**2021-2022 IMPORTANT DATES**
(Calendar subject to change)

**Fall Semester**

<table>
<thead>
<tr>
<th>July</th>
<th>26</th>
<th>Bookstore charging begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>2</td>
<td>Fall tuition due</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Classes begin</td>
</tr>
<tr>
<td></td>
<td>23-27</td>
<td>Free drop/add period</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Last day to charge/return books</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Drop for Non-Payment</td>
</tr>
</tbody>
</table>

| September | 6 | Labor Day holiday |
| | 4 | Financial aid credit lock |
| | 8 | Financial aid disbursement |
| | 21 | 1st time borrowers financial aid disbursement |
| | 22 | Student Success Day |
| | 28 | Hold & payment plan fees assessed to accounts not paid-in-full |

| October | Spring & summer registration opens |
| | 19 | 2nd 1/2 of loan disbursement |
| | 21-22 | MEA school break |

| November | 1 | Foundation scholarship deadline for Spring 2022 semester |
| | 11 | Veterans Day holiday |
| | 25-26 | Thanksgiving holiday |

| December | 13-16 | Final exams |
| | 17 | Fall late fee applied to accounts not paid-in-full |
| | 17 | Semester break begins |

**Spring Semester**

| December | 13 | Bookstore charging begins |
| | 17 | Spring tuition due |

| January | 10 | Classes begin |
| | 10-14 | Free drop/add period |
| | 14 | Last day to charge/return books |
| | 17 | Martin Luther King Jr. holiday |
| | 18 | Drop for Non-Payment |
| | 20 | Financial aid credit lock |
| | 26 | Financial aid disbursement |

| February | 8 | 1st time borrowers financial aid disbursement |
| | 15 | Hold & payment plan fees assessed to accounts not paid-in-full |
| | 21 | President’s Day holiday |
| | 22 | No classes/faculty and staff in-service |

| March | Fall registration opens |
| | 4 | Bridges Career Day - no classes |
| | 7-13 | Spring break |
| | 17 | 2nd 1/2 of loan disbursement |

| April | 15 | No classes/faculty in-service |

| May | 10-13 | Final exams |
| | 16 | Spring late fee applied to accounts not paid-in-full |
| | 30 | Memorial Day holiday |

**Summer Session**

| May | 4 | Bookstore charging begins |
| | 9 | Summer tuition due |

| June | 1 | Foundation scholarship deadline for Fall 2022 semester |
| | 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 |
| | 28 | 1st time borrowers financial aid disbursement |
| | 30 | 2nd 1/2 of loan disbursement |

| July | 4 | July 4th holiday observed |
| | 8 | Hold & payment plan fees assessed to accounts not paid-in-full |
| | 26 | Last day of summer session |
| | 27 | Summer late fee applied |
CLC is committed to legal affirmative action, equal opportunity, access and diversity of its campus community. This document is available in alternative formats, consumers with hearing or speech disabilities may contact us via their preferred Telecommunication Relay Service.
PARKWAY APARTMENTS

NOW LEASING!

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 1 Bath

Private Bedroom: $435 | Shared Bedroom: $340

Lease terms available - 10 & 12 month

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

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