

Central Lakes College

New Student Registration Guide



Staples Campus 2022-2023

CLC CENTRAL
LAKES COLLEGE

We Build Futures.

Table of Contents

On the Right Path - pg 2

**Course Delivery
Options - pg 3**

**Student Support
Services - pg - 4**

Advising - pg 5-6

Success is Up to You! - pg 7

Know Your 3 IDs - pg 8

Business Office - pg 9-10

Financial Aid - pg 11

**Student Loans
& Scholarships - pg 12**

**Technology Reference
Guide - pg 13-14**

Student Quicklinks - pg 15

E-Services - pg 16

CLC Map - pg 17-18

Community Map - pg 19-20

Student Housing - pg 21

College Calendar - pg 22

Important Dates - pg 23

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



For a complete listing of all of CLC's programs, visit
The Academics 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.

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

COURSE DELIVERY METHODS

In-Person

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.

LiveOnline

The instructor will teach from the classroom. Students may attend the course in-person or live virtually. To find LiveOnline courses in the course schedule, set the Delivery Method to "In-Person" and look for "Videoconferencing Originating Site" in the Delivery Method column. 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 in-person 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.



CONNECT with CLC











Facebook: www.facebook.com/centrallakescollege
YouTube: www.youtube.com/user/centrallakescollege
Twitter: @clcmnedu
Instagram: @centrallakescollege
LinkedIn: Central Lakes College
Snapchat: clcmnedu
TikTok: @centrallakescollege



MINNESOTA STATE

Central Lakes College,
A member of Minnesota State

ABE (Adult Basic Education)

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

Location: C104 and C105

Phone: 218-855-8166

Web: brainerdce.ss12.sharpschool.com/adult/adult_basic_education

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

META 5 PROGRAM

Supports those who have lost their primary source of income.

Location: E

Phone: 218-855-8010

Email: Kimberly.pilgrim@clcmn.edu

Web: clcmn.edu/meta-5-program

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

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

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

BOOKSTORE

Books, apparel, supplies and snacks

Location: C160

Phone: (Brainerd) 218-855-8248

Email: clcbookstore@clcmn.edu

Web: clcbookstore.com/brainerd/home

FOOD PANTRY

Provides fresh and frozen food for all CLC students.

Location: C225

Phone: 218-855-8260

Email: erich.heppner@clcmn.edu

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

CAMPUS SECURITY

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

Location: C125

Phone: 218-855-8888

Email: joy.larson@clcmn.edu

Web: clcmn.edu/security-safety

LIBRARY

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

Location: E400

Phone: 218-855-8180

Email: library@clcmn.edu

Web: clcmn.edu/library

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/learningcommons-2

CAMPUS WELCOME CENTER

Your go-to place for all questions about CLC.

Location: C144

Phone: (Brainerd) 218-855-8031

Email: askclc@clcmn.edu

Web: clcmn.edu

MENTAL HEALTH SERVICES AND COUNSELING

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

Location: C107

Phone: 218-855-8024

Email: Kellee.rossina@clcmn.edu

Web: clcmn.edu/advising-2/counseling

VETERANS RESOURCE CENTER

Serving and 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

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

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

WeARE CLINIC

Provide, advance, and advocate for evidence-based reproductive and sexual health care for all.

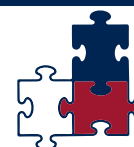
Location: C103

Phone: 218-454-1546

Web: wearebrainerd.org



IT'S ALL ABOUT **CONNECTING...**



RAIDER CONNECT COACHES

Megan Bistodeau 218-855-8009
megan.bistodeau@clcmn.edu

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

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

Theresa Famoso 218-855-8002
theresa.famoso@clcmn.edu

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

TRIO STUDENT SUPPORT SERVICES

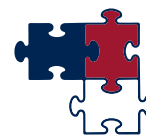
Julie Jo Larson 218-855-8045
julie.larson@clcmn.edu

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

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



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 218-855-8002
dan.davidson@clcmn.edu

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

Jodi Elness 218-855-8036
jodi.elness@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

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

Natalia DePauw 218-855-8263
natalia.depauw@clcmn.edu

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

@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



Success Is Up To You!

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.

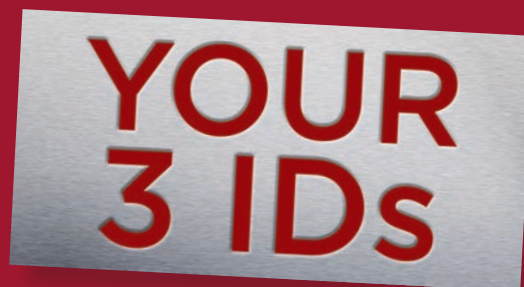
FN - At the end of week one for most classes, instructors are required to report if you never attend class and will enter an FN grade. You will not receive any financial aid for an FN grade.



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).

A big part of success is showing up for class

- **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



Tech 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.

LOOK FOR
THIS
ENVELOPE

PO BOX 7242
SICUX FALLS SD 57177-7242

STEPHANIE JONES
115 SOMESTREET STREET
APT. 2008
YOUR TOWN, CT 06511

Presorted
First Class
Mail
US Postage
Paid
\$10
Return Service Requested


Your school may have
money for you.

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.

Access your billing and payment information in E-Services.



CENTRAL LAKES COLLEGE
ATTN: BUSINESS OFFICE
501 W COLLEGE DR.
BRainerd, MN 56401
Phone: 218-855-8248

2022 Fall Account Activity

August 22, 2022

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

Charges and Payments to Student				Payments on Account			
Tuition-Web	\$204.68	08/22/2022	Federal Pell Grant	\$462.00			
Tuition	\$873.40	08/22/2022	Minnesota State Grant	\$615.00			
Activity Fee	\$33.96						
Transcript/Grad Fee	\$10.00						
MSCSA Fee	\$2.10						
Student Athletics Fee	\$25.68						
Technology Fee	\$66.06						
Facility Access sales tax	\$0.95						
Facility Access Fee	\$11.55						
Tuition-NURS	\$264.96						
NURS 1540-Background study & fingerprint	\$29.10						
Total Charges	\$1,522.44						
				Total Payments	\$1,077.00		
				2022 Fall Balance		\$445.44	
				Other Terms' Balances		\$0.00	
				Total Balance		\$445.44	

Course Registration										
Subj	Nbr	Sec	Course Name	Cou ID	CrHr	Day	Start & End Date	Start & End Times	Instructor	Site Bldg/Room
NURS	1540	10	Prof Nursing Fundamentals	000243	3.0	T	08/22/2022-12/16/2022	9:00 AM-11:50 AM	Anderson H	Brainerd BRD/C236
NURS	1541	12	Prof Nursing Fund Lab	000246	2.0	H	08/22/2022-12/16/2022	07:30 AM-11:20 AM	Anderson H	Brainerd BRD/W249
						H	08/22/2022-12/16/2022	07:30 AM-11:20 AM	Anderson H	Brainerd BRD/W233
NURS	1542	10	Medication Admin Concepts	000248	1.0	****	08/22/2022-12/16/2022		Woitalla J	Brainerd BRD/Online
Total Registered Credit Hours:					6.0					

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 \$350.00 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 doesn't need to be repaid usually.

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.

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

Click "Loans" under Financial Aid

Loan Period Pre-Requirements Loan Application Application Summary

Pre-Requirements

ⓘ 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.

Federal Direct Loan Program requirements for first-time borrowers

- ☐ Complete Entrance Counseling ⓘ
- ☐ Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN) ⓘ

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:
www.clcmn.edu/scholarships/

Deadline dates for the CLC scholarship application:

October 1st for fall semester

April 15th for spring semester

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



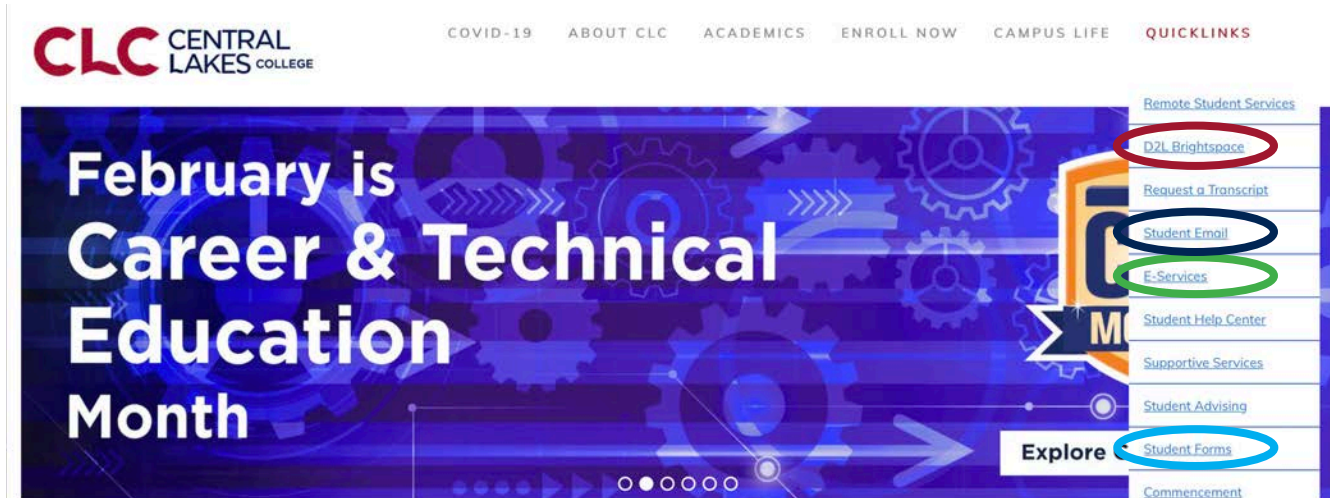
Technology Reference Guide

Activate your StarID	<p>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.</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 one of the options lined (TechID, email address, verification code or library card) Step 4: Enter information and click continue</p> <p><input checked="" type="checkbox"/> Your StarID 2 Letter 4 Numbers 2 Letters Example: ab1234cd</p> <p><input checked="" type="checkbox"/> Your Password</p> <p>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.</p>	<p>StarID</p> <p>-----</p> <p>+</p> <p>StarID Password</p> <p>You create this password</p>
Office 365 (Student Email)	<p>Email is the official means of communication with students. Inside Office 365, students can download the 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 Quicklinks Step 3: Click on Student Email Step 4: Log in by typing your StarID@go.minnstate.edu and Password</p> <p>Your email is your <i>firstname.lastname@go.clcmn.edu</i>. 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>Once you are no longer a CLC student, the license will not be valid</p>	<p>StarID</p> <p>-----</p> <p>@go.minnstate.edu</p> <p>+</p> <p>Star ID Password</p> <p>You create this password</p>
Multi Factor Authentication (MFA)	<p>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.</p> <p>Step 1: Visit https://minnstate.edu/mfa Step 2: Log in by typing your StarID@minnstate.edu and Star ID Password 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</p>	<p>StarID</p> <p>-----</p> <p>@go.minnstate.edu</p> <p>+</p> <p>Star ID Password</p> <p>You create this password</p>
CLC Campus Computers	<p>To use the campus computers:</p> <p><input checked="" type="checkbox"/> Your StarID</p> <p><input checked="" type="checkbox"/> Your StarID Password</p>	<p>YOUR StarID</p> <p>-----</p> <p>StarID Password</p> <p>you create this password</p>

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

D2L Brightspace	<p>D2L Brightspace is used in most courses at Central Lakes College and is the portal used for online and hybrid courses</p> <p>To Login to D2L: Step 1: Visit the CLC website, http://www.clcmn.edu. Step 2: Go to Quicklinks Step 3: Click on D2L Brightspace Step 4: Click Sign on with StarID Step 5: Log in by typing your StarID and Password</p>	<p>StarID</p> <p>— — — — — +</p> <p>Star ID Password You create this password</p>
E-Services	<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 Quicklinks Step 3: Click on E-Services Step 4: Log in by typing your StarID and Password</p>	<p>StarID</p> <p>— — — — — +</p> <p>Star ID Password You create this password</p>
Wireless Network	<p>Eduroam Wireless Network is a secure global wireless access service for educational and research community. We offer free Wi-Fi wireless network throughout our facilities.</p> <p>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: StarID@go.minnstate.edu and StarID password.</p>	<p>StarID</p> <p>— — — — — @go.minnstate.edu +</p> <p>Star ID Password You create this password</p>
CLC Star Alert Opt Out	<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 enroll with your student email. Additional emails and phone numbers can be added.</p> <p>To Login to Star Alert Opt-out system: Step 1: Visit the website, http://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</p>	<p>Star Alert Username Student email address</p> <p>— — — — — @go.minnstate.edu +</p> <p>Star Alert Password You create this password</p>
Infobase Learning Cloud	<p>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.</p> <p>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 StarID and Password</p>	<p>StarID</p> <p>— — — — — +</p> <p>Star ID Password You create this password</p>

Student Quicklinks



→ 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 your 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 - **x** 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

CLC CENTRAL LAKES COLLEGE

Student e-services

Dashboard

COVID-19 Attestation

COVID-19 Test Submission

Home

Account Management

Courses & Registration

Academic Records

Financial Aid

Bills and Payment

Student Employment

Contact Us

Campus

CLC Placement Levels

Bookstore

Official Transcripts

Transfer Information

My Dashboard

Welcome to Minnesota State Colleges & Universities eServices.

Action Items

IMPORTANT STUDENT EMPLOYEE WAGE NOTICE AVAILABLE: REVIEW AND ACKNOWLEDGEMENT REQUIRED

IMPORTANT TAX RETURN DOCUMENT AVAILABLE: 1098-T TUITION STATEMENT

IMPORTANT TAX RETURN DOCUMENT AVAILABLE: W-2 WAGE AND TAX STATEMENT

Class Schedule

Current Term: Spring 2022

School	Class	Days	Time	Bldg/Room
Central Lake	Drawing	T,H	10:00 AM - 11:50 AM	BRD/E425
Central Lake	Graphic Design Production	W	11:00 AM - 02:50 PM	BRD/E419
Central Lake	Publication Design	W	03:30 PM - 07:00 PM	BRD/E419
Central Lake	Corporate ID	H	03:30 PM - 06:20 PM	BRD/E419
Central Lake	Shop Internship	NA		BRD/ARR

Next Term: Summer 2022

Financial Aid - Academic Year 2022

School	Status
Central Lake	Award Information is ready for you to review. Click here 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.





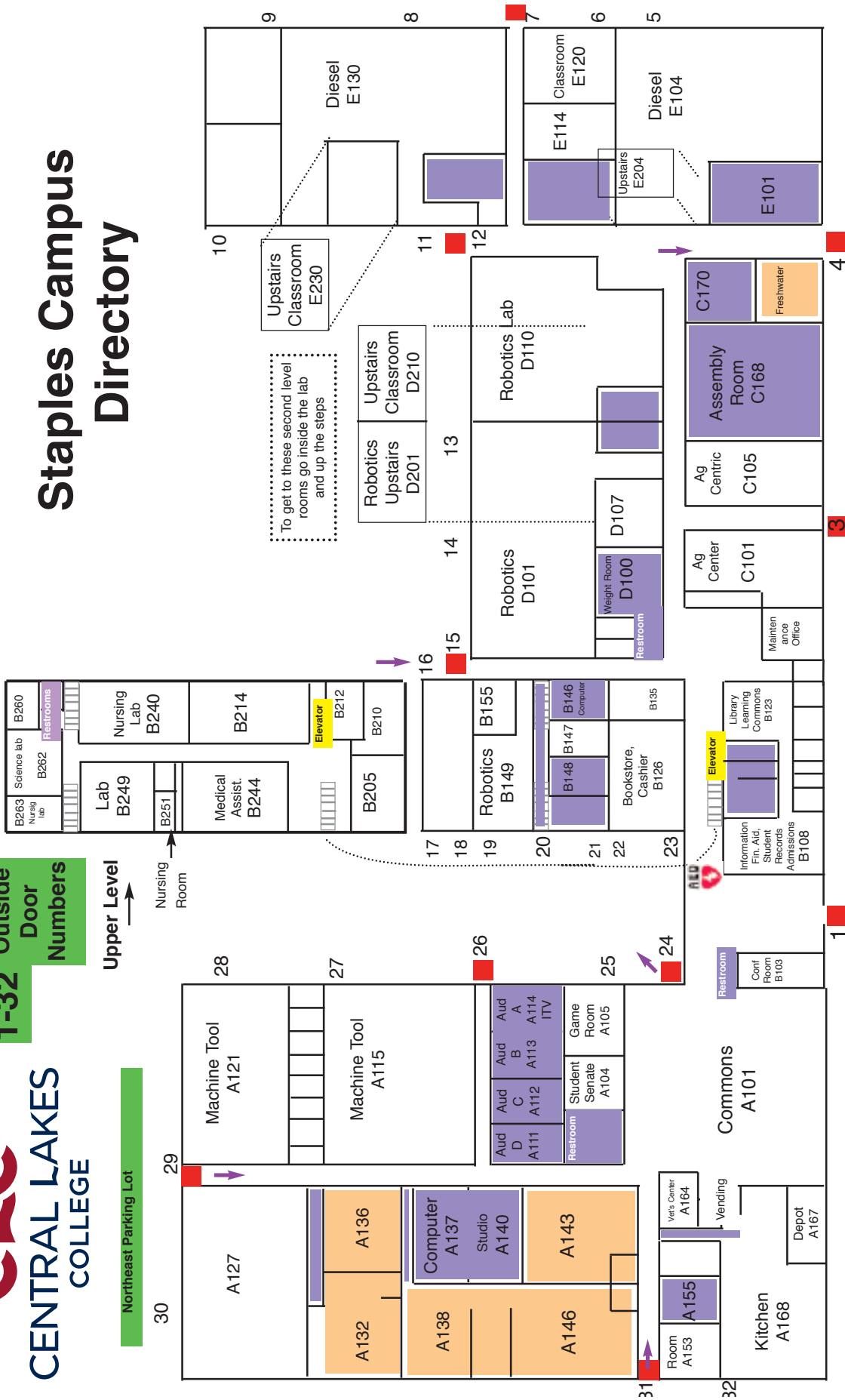
Staples Campus Directory

1-32 Outside Door Numbers

Upper Level

Nursing Room

Northeast Parking Lot

The logo for Central Lakes College (CLC) is located in the bottom right corner. It features the letters "CLC" in a large, bold, red font. To the right of "CLC", the words "CENTRAL LAKES" and "COLLEGE" are stacked vertically in a smaller, blue, sans-serif font.

North Parking Lot

South Parking Lot

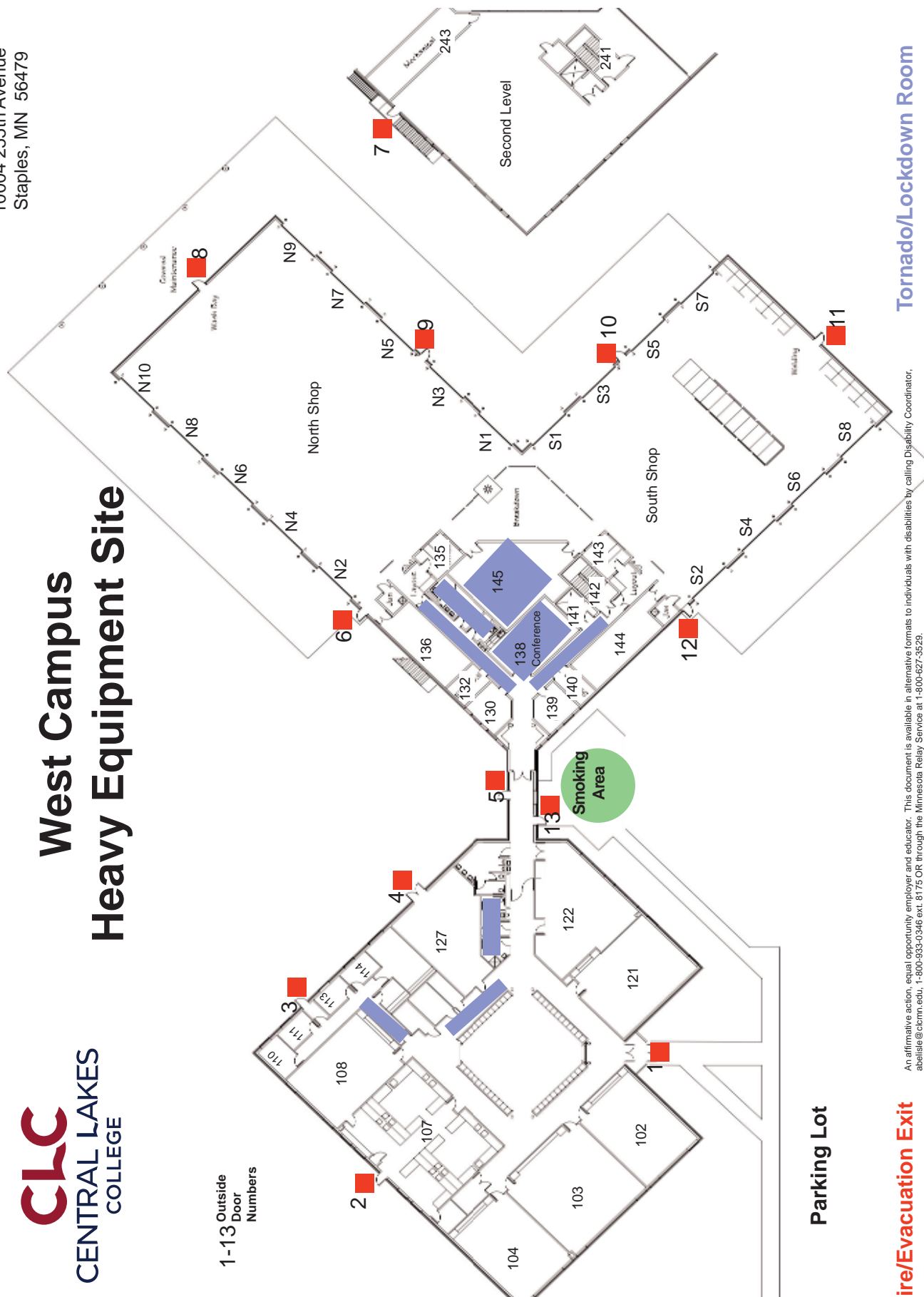
Fire/Evacuation Exit

Tornado/Lockdown Room

Freshwater

10004 255th Avenue
Staples, MN 56479

West Campus Heavy Equipment Site

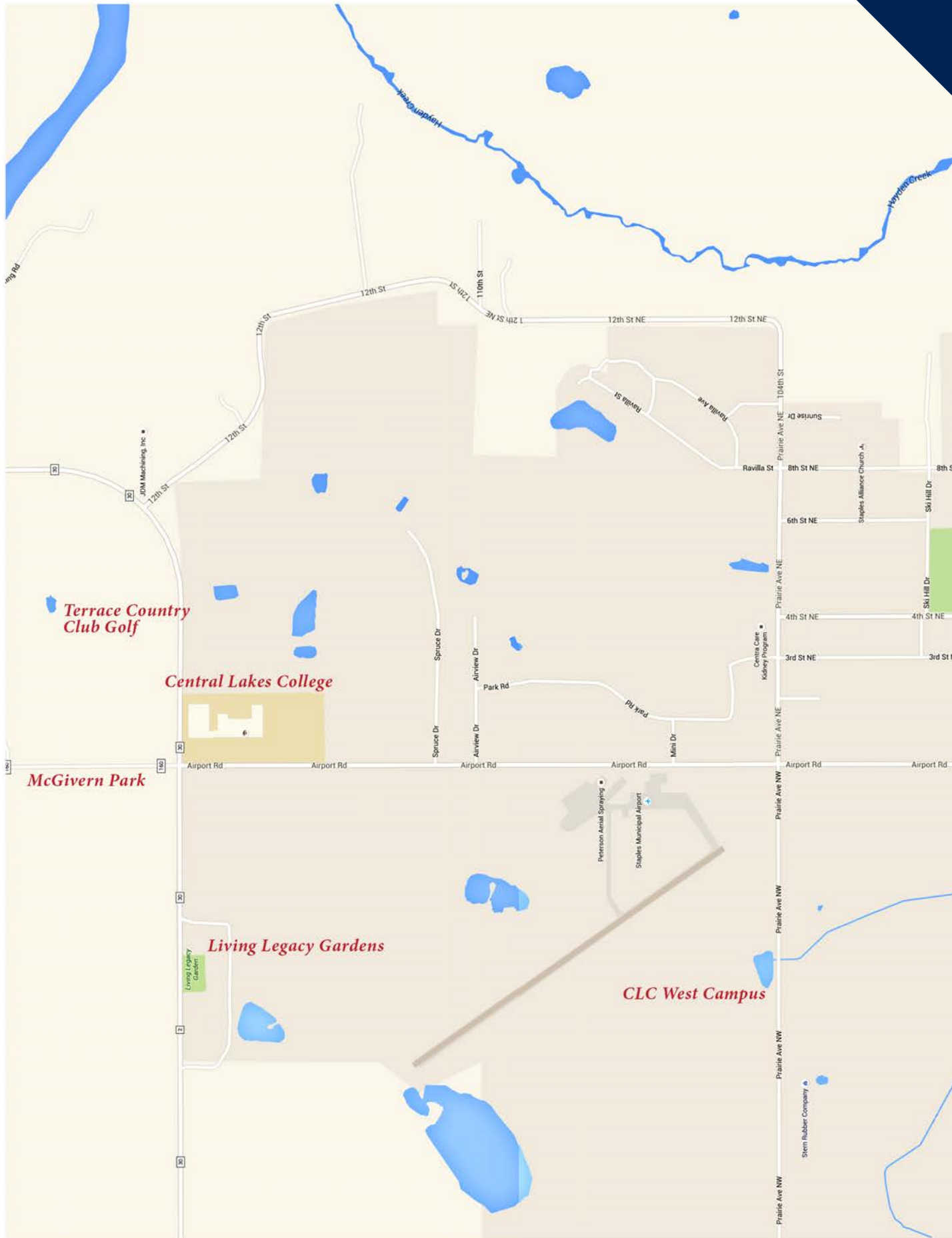


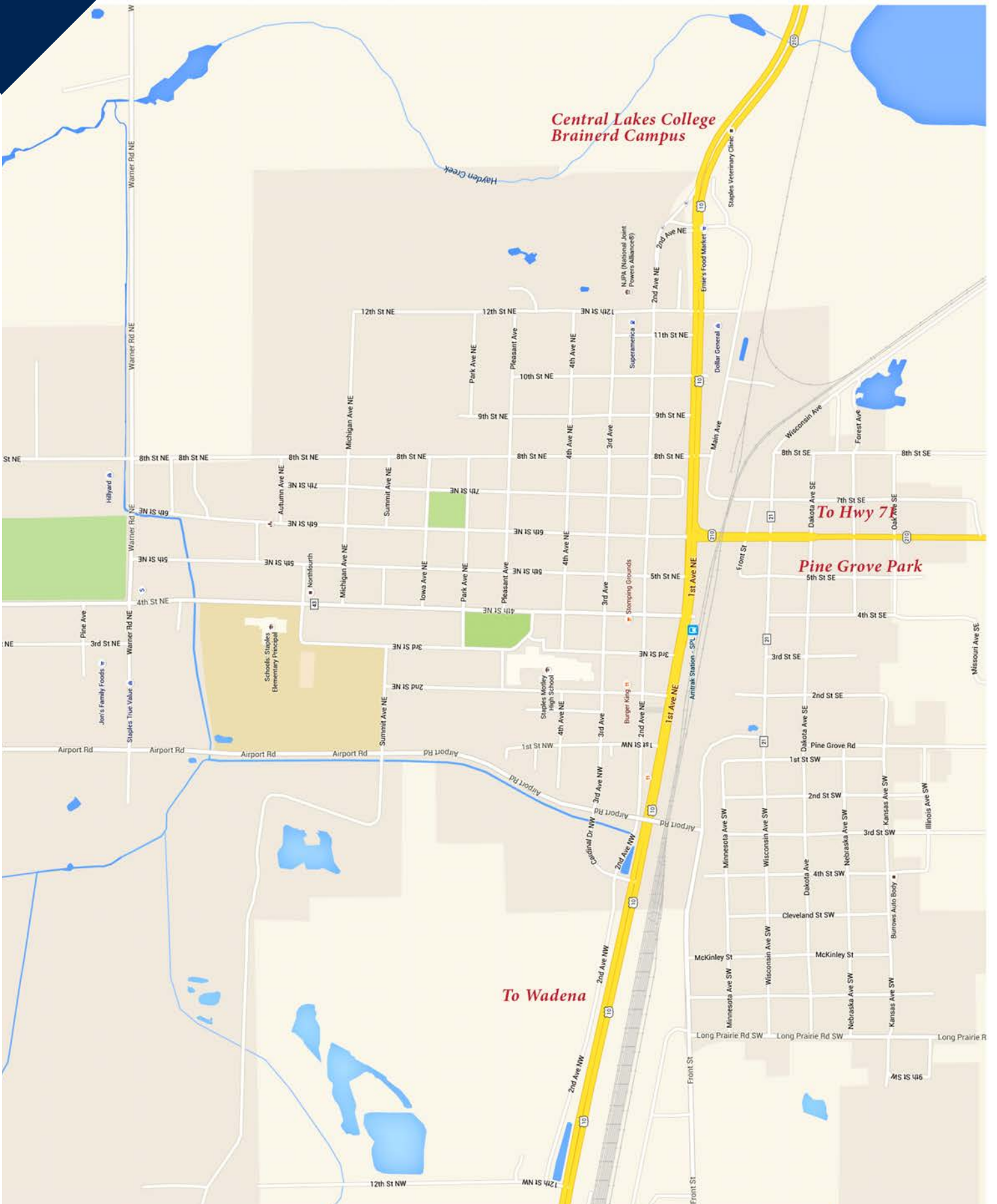
Fire/Evacuation Exit

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Tornado/Lockdown Room

Community Map





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!



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: \$440 | Shared Bedroom: \$345

Lease terms available - 10 & 12 month

Apartment Furnishings Include:

Full couch, dining table and chairs, mattress and bed frame



2022-2023 ACADEMIC YEAR Student Calendar

Final 12/13/2021

	1st Day of Class
	Test Days
	Holidays Observed
	Non-class Days
	Summer Session (39 Days)
	1st Day of the 2nd 1/2 of Semester
	Grades Dues @ 12 Noon
	Student Success Day (student contact day)
	Financial Aid Disbursement
	Constitution Day
	Last Day Drop or Add Classes
	Tuition Due
	New Student Orientation

2023 GRADUATION DATES

Staples - Wednesday,
5/10/2023

Brainerd - Friday,
5/12/2023

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2022

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September 2022						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October 2022						
S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

June 2023

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November 2022						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 2023

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2023

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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.

2022-2023 IMPORTANT DATES

(Calendar subject to change)

Fall Semester

August

- 1 Bookstore charging begins
- 1 Fall tuition due
- 20 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 Scholarship application opens
- 3 Registration holds applied
- 4 Hold & payment plan fees assessed to accounts not paid-in-full
- 10 Spring registration opens
- 20-21 MEA school break

November

- 1 Foundation Scholarship Deadline for Spring 2023 semester
- 11 Veterans Day holiday observed
- 24-25 Thanksgiving holiday

December

- 12-15 Final exams
- 15 \$50 payment late fee charged on unpaid accounts
- 19 Semester break begins
- 21 Grades due at 12 noon

Spring Semester

December

- 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

- 13-17 Spring break

April

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

May

- 9-12 Final exams
- 12 \$50 payment late fee charged on unpaid accounts
- 18 Grades due at 12 noon
- 29 Memorial Day holiday

Summer Session

May

- 10 Bookstore charging begins
- 10 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
- 12 Financial aid credit lock
- 16 Financial aid disbursement

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
- 27 Summer late fee applied

August

- 1 Grades due at 12 noon

