Dear Students

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 road map 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 Charlter, Ph.D.
Central Lakes College President

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**NEXT STEPS**

**After You Have Registered:**

- My CLC ID Card – complete directions in lime green envelope. CLC recommends having funds deposited into your personal bank account. Refer to page 5
- Apply for CLC Foundation Scholarships
  - Fall Scholarships - May 1 - June 1
  - Spring Scholarships - Oct 1 - Nov 1
- Complete 24-25 FAFSA. Respond to emails received from CLC Financial Aid Office.
- Read CLC email
- Secure housing

**Attend “All Set For Fall” July 18, 2024:**

- Find your classrooms
- Learn about important dates

**View your bill and discuss payment options**
- See your Financial Aid status
- Apply for loans if applicable
- Get your technology in order – Email, D2L, Pulse App, etc
- Find your textbooks at the Bookstore
- Undecided – Visit Career Center

**August:**

- Bookstore charging begins
  - August 5, 2024
- Attend **Orientation** – August 23, 2024
- **August 26, 2024 Classes Begin**
  - Attend and/or Log into D2L for all classes and complete assignments during week one
**Star ID**
The StarID and password are used to log into CLC computers, E-Services, D2L Brightspace, Student E-mail, scholarship application, etc.

**TO ACTIVATE YOUR STARID:**
Step 1: [https://starid.minnstate.edu](https://starid.minnstate.edu)
Step 2: Activate StarID
Step 3: Select one option:
   - TechID, email address, verification code or library card
Step 4: Enter requested information
   - Your **StarID** - 2 Letters 4 Numbers 2 Letters
   - Your **Password** - You create by following the guidelines. This password expires every 180 days.

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**Student Email (Office 365)**
READ your email! It is the official means of communication with students.

**TO LOGIN TO STUDENT EMAIL:**
Step 1: CLC Webpage: [http://www.clcmn.edu](http://www.clcmn.edu)
Step 2: Hover over QUICKLINKS
Step 3: Select Student Email
Step 4: Click blue link
Step 5: Username is **StarID@go.minnstate.edu**
   then your Star ID Password
Step 6: Follow the prompts to set up your Multi Factor Authentication (MFA) by selecting either text, phone or app for verification.
Step 7: Once in Office 365, click “Outlook” to view email

**NOTES:**
1. Email Login username (**StarID@go.minnstate.edu**) is different than your Email Address which is **Firstname.Lastname@go.clcmn.edu**
2. Download Microsoft Office Suite for FREE
3. This email de-activates 365 days after your last day of enrollment.
All advisors help Associate of Arts and Transfer Pathway students. We recommend you meet with an advisor at least once each semester.

### STAPLES CAMPUS

**JILL ALBIE**  
218-894-5138  
jill.albie@clcmn.edu  
- AG CROP PRODUCTION & MANAGEMENT  
- AGRICULTURE SCIENCE  
- CULINARY  
- DIESEL TECHNOLOGY  
- HEAVY EQUIPMENT OPERATION MAINTENANCE  
- MACHINE TOOL TECHNOLOGY  
- MEAT CUTTING  
- POST-SECONDARY ENROLLMENT OPTION (PSEO) - Staples Motley High School  
- ROBOTICS

**STAPLES CAMPUS**

**JANET GONTAREK**  
218-855-8134  
janet.gontarek@clcmn.edu  
- EMERGENCY MEDICAL TECHNICIAN  
- HORTICULTURE  
- LANDSCAPE TECHNOLOGY  
- NATURAL RESOURCES TECHNOLOGY  
- OCCUPATIONAL SKILLS  
- WELDING

### BRAINERD CAMPUS

**CASH ROBINSON**  
218-855-8035  
cash.robinson@clcmn.edu  
- AUTOMOTIVE TECHNOLOGY  
- HUMAN SERVICES/PRE-SOCIAL WORK  
- MARINE & POWER SPORTS  
- MUSIC  
- MUSIC TECHNOLOGY

**BRAINERD CAMPUS**

**NATALIA DEPAUW**  
218-855-8263  
natalia.depauw@clcmn.edu  
- COLLEGE IN THE SCHOOLS (CIS)  
- POST-SECONDARY ENROLLMENT OPTION (PSEO)  

**BRAINERD CAMPUS**

**JODI ELNESS**  
218-855-8036  
jodi.elness@clcmn.edu  
- HEALTH SCIENCE BROAD FIELD  
- NURSING ASSISTANT (CNA)  
- PRACTICAL NURSING (PN)  
- NURSING (RN)

**BRAINERD CAMPUS**

**KATE JOHNSON**  
218-855-8017  
kate.johnson@clcmn.edu  
- POST-SECONDARY ENROLLMENT OPTION (PSEO) - Brainerd High School

**BRAINERD CAMPUS**

**DEB NORLIN**  
218-855-8156  
deb.norlin@clcmn.edu  
- COMPUTER TECHNOLOGY  
- DENTAL ASSISTING  
- GRAPHIC DESIGN

**BRAINERD CAMPUS**

**ERIN WILMOT**  
218-855-8137  
erin.wilmot@clcmn.edu  
- ACCOUNTING  
- BUSINESS MANAGEMENT  
- CONSERVATION OFFICER PREPARATION  
- CRIMINAL JUSTICE  
- EARLY CHILDHOOD EDUCATION  
- HEALTHCARE ADMINISTRATION

### TRIO SUPPORT SERVICES

**TRIO SUPPORT SERVICES**

**JULIE JO LARSON**  
218-855-8045  
 julie.larson@clcmn.edu

**TRIO SUPPORT SERVICES**

**AUBREY BEADELL**  
218-855-8014  
aubrey.beadell@clcmn.edu

**TRIO SUPPORT SERVICES**

**BRIANNA RAJKOWSKI**  
218-855-8228  
brianna.rajkowski@clcmn.edu
1 - 2 weeks after you register for classes, you will receive a lime green envelope from BankMobile in the mail with your CLC ID Card.

READ and follow the directions:

#1. Activate the card with the enclosed pin number.

#2. Select your refund and/or payment options.

NOTE: CLC recommends you have your refunds/payments deposited into your personal bank account.
QUICKLINKS

- **D2L Brightspace**
  - *Class Information - See below*

- **Student Email**
  - All college communications are sent to this email!

- **E-Services**
  - Your personal account.

- **Student Forms**
  - Forms students utilize.

- **Academics - Course Schedule**
  - How to find classes.

**D2L**

Sp24 GDES 2102-10 Graphic Design II

- **Content**
  - To find class assignments/information

- **Assignments**
  - To view and turn in assignments

- **Course List**
  - Click here to list your classes.

- **Communication**
  - Discussion & Email instructor or classmates.
1 DASHBOARD
View holds, action item, class schedule, financial aid status.

2 ACCOUNT MANAGEMENT
Update address/phone number, sign up for Tax Form 1098-T, text message alert.

3 COURSES AND REGISTRATION
View course offerings, register, drop/add/withdraw, view schedule, course placement.

4 ACADEMIC RECORD
View unofficial transcript, Degree Audit Report (DARS), request transfer review.

5 FINANCIAL AID
See financial aid status, award amounts, apply for loans.

6 BILLS AND PAYMENT
View tuition and fees statement, payment plan information, make online payment.

7 BOOKSTORE
Textbook, supplies and bookstore policies.
Financial Aid is intended to help students and their families pay for educational costs. 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 Notification shows eligible amounts for grants, loans, and workstudy based on credits per semester.

6. To borrow loan money, YOU MUST complete the loan application steps in E-Services.

Use 2022 filed taxes for 2024-25 FAFSA (Fall 2024 - Summer 2025)

TYPES OF FINANCIAL AID

- **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

Financial Aid - www.clcmn.edu/financialaid
CLC FOUNDATION SCHOLARSHIPS

Thanks to the support and generosity of individuals, companies, and organizations, Central Lakes College Foundation awards approximately $375,000 in scholarships to deserving and qualified students each academic year. Scholarships are available to assist with tuition, fees, books, and other educational expenses.

SCHOLARSHIP FAQs

How do I apply for scholarships?
Apply for hundreds of scholarships by completing one application. Log into https://clcmn.academicworks.com with your StarID username and password.

When should I apply for scholarships?
Application Opens:
Fall Semester 2024
May 1, 2024
Spring Semester 2025
October 1, 2024

Application Deadlines:
Fall Semester 2024
June 1, 2024
Spring Semester 2025
November 1, 2024

What is needed to be considered for a scholarship?
Be currently accepted into a CLC Program of Study as an undergraduate student
- Register for a minimum of 6 credits at Central Lakes College
- Recommend (not required) to complete the FAFSA
- Submit general scholarship application each semester (fall and spring)
- PSEO students are not eligible to apply

If selected to receive a scholarship, when will I receive the funds?
Scholarship payments are applied to your bill on the Financial Aid Disbursement date.

How to apply for External Scholarships?
Many high schools, professional associations and service organizations offer scholarships. Contact that organization for application information.

On average, nearly half of the students who apply for CLC Foundation scholarships are awarded a scholarship.
# SUPPORT SERVICES

**ABE (Adult Basic Education)**
Offers free educational opportunities and support that leads to college level success.

- **Location:** B C104 and C105  S A143
- **Phone:** B 218-855-8166  S 218-639-7292
- **Email:** Jessica.Cass@isd181.org
- **Web:** sites.google.com/isd181.org/brainerd-abe/home

**ACCESSIBILITY SERVICES**
Ensures equal access, accommodations, and opportunity to qualified students.

- **Location:** B The Bridge
- **Phone:** 218-855-8775
- **Email:** accessibilityservices@clcmn.edu
- **Web:** clcmn.edu/accessibility-services

**BOOKSTORE**
Books, apparel, supplies, snacks and the cashier. Order books online.

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

**SECURITY**
Provides escorts to vehicle and houses the campus lost and found.

- **Location:** C125
- **Phone:** B 218-855-8888  S 218-894-5100
- **Email:** troy.schrefels@clcmn.edu
- **Web:** clcmn.edu/security-safety

**WELCOME CENTER**
Your go-to place for all questions about CLC.

- **Location:** B C144  S B108
- **Phone:** B 218-855-8000  S 218-894-5100
- **Email:** askclc@clcmn.edu
- **Web:** clcmn.edu

**CAREER & TRANSFER CENTER**
Provides career exploration and transfer information.

- **Location:** B C163
- **Phone:** 218-855-8148
- **Email:** careerservices@clcmn.edu
- **Web:** clcmn.edu/career-transfer-center/

**COMPUTER COMMONS AND HELP DESK**
Assisting students with all their technical needs.

- **Location:** B C170 (next to cafeteria)
- **Phone:** B 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:** B E134
- **Phone:** 218-855-8010
- **Email:** Kimberly.pilgrim@clcmn.edu
- **Web:** clcmn.edu/meta-5-program

**CHILD CARE**
CLC partners with Annie’s Child Care and Learning Center.

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

**STUDENT LIFE AND STUDENT SENATE**
The Student Life Center houses the Outdoor Adventures, and the E-Sports Lounge, B C226  S A105

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

**THE HUB**
Food Pantry and Pet Pantry - open to all students with free food, home goods, and pet products. Offers housing and transportation assistance along with many other community services.

- **Location:** B E205  S A164
- **Phone:** B 218-855-8260
- **Email:** erich.heppner@clcmn.edu

**THE CLC PrintShop**
Printing services available for business, personal or class projects. Design and print for paper, vinyl, laser etching, t-shirts, embroidery & 3D printing.

- **Location:** B E417
- **Phone:** 218-855-8157
- **Email:** leon.dahlvang@clcmn.edu

**LIBRARY**
Houses resources with electronic database catalog and resource system; Laptop checkouts.

- **Location:** B E400  S A123
- **Phone:** B 218-855-8180  S 218-894-5183
- **Email:** library@clcmn.edu
- **Web:** clcmn.edu/library

**TUTORING AND TESTING CENTER**
Free tutoring, test proctoring for students.

- **Location:** B E400 (in the Library)
- **Phone:** 218-855-8265
- **Email:** eztutor@clcmn.edu
- **Test Proctor Email:** testingcenter@clcmn.edu
- **Web:** clcmn.edu/library/tutoring-center

**VETERANS RESOURCE CENTER**
Serving current or former military student, their spouses and/or dependents.

- **Location:** B C161
- **Phone:** 218-855-8279 218-855-8279 Randy Tuper
- **Email:** clcmn.edu/veterans-resource-center

**MENTAL HEALTH SERVICES AND COUNSELING**
A Mental Health Ally on campus to help support students.

- **Location:** B E204  S F121
- **Phone:** B 218-855-8024
- **Email:** keilee.rossina@clcmn.edu
- **Web:** clcmn.edu/advising-2/counseling

**NEST MULTICULTURAL CENTER**
Designed for our Black, Indigenous, LGBTQ, and students of color, but welcomes all campus community allies.

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

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

- **Location:** B E204b
- **Phone:** 218-454-1546
- **Web:** wearebrainerd.org

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B = Brainerd Campus  S = Staples Campus
"The beautiful thing about learning is that no one can take it away from you."

– B.B King
## 2024-2025 IMPORTANT DATES  (Calendar subject to change)

### July 2024
- **18**: All Set for Fall

### August 2024
- **5**: Fall Tuition Down Payment Due
- **5**: Fall Bookstore Charging Begins
- **21**: Deadline for Fall Academic Appeals
- **23**: New Student Orientation
- **26** **Fall Classes Begin**
- **26-30**: Free Drop/Add
- **28**: Deadline for Fall Secondary Academic Appeals
- **30**: Last Day to Charge/Return Books

### September 2024
- **2**: No Classes-Labor Day
- **3**: Drop for Non-Payment
- **5**: Financial Aid Credit Lock
- **11**: Financial Aid Disbursement
- **25**: Student Success Day
- **30**: Final Fall Tuition Payment Due

### October 2024
- **1**: CLC Foundation Spring Scholarship Application Opens
- **7**: $30 Fee & Holds Assessed to Unpaid Fall Accounts w/ no Nelnet
- **17-18**: No Classes-Fall Break
- **21**: Spring Registration/Priority
- **22**: Spring Registration/30+ earned credits
- **23**: Spring Registration/15+ earned credits
- **24**: Spring Registration/14- earned credits
- **25**: PSEO Spring Registration/30+ earned credits 12:00 AM
- **25**: PSEO Spring Registration/29- earned credits 12:01 PM

### November 2024
- **1**: CLC Foundation Spring Scholarship Application Closes
- **11**: No Classes-Veterans Day
- **27-29**: No Classes-Thanksgiving

### December 2024
- **16-19**: Fall Final Exams
- **19**: Last day of Fall Semester
- **19**: $50 Fee & Holds Assessed to Unpaid Fall Accounts w/ no Nelnet
- **19**: Spring Tuition Down Payment Due
- **19**: Spring Bookstore Charging Begins

### January 2025
- **8**: Deadline for Spring Academic Appeals
- **13** **Spring Classes Begin**
- **13-17**: Free Drop/Add
- **15**: Spring Semester Deadline for Secondary Academic Appeals
- **17**: Last Day to Charge/Return Books
- **20**: No Classes-Martin Luther King
- **21**: Drop for Non-Payment
- **23**: Financial Aid Credit Lock
- **29**: Financial Aid Disbursement

### February 2025
- **17-18**: No Classes-Presidents Day
- **18**: Final Spring Tuition Payment Due
- **26**: $30 Fee & Holds Assessed to Unpaid Spring Accounts w/ no Nelnet

### March 2025
- **7-14**: No Classes-Spring Break
- **17**: Classes Resume
- **21**: Summer & Fall Registration/Priority
- **24**: Summer & Fall Registration/30+ earned credits
- **25**: Summer & Fall Registration/15+ earned credits
- **26**: Summer & Fall Registration/14- earned credits
- **27**: PSEO Fall Registration/30+ earned credits 12:00 AM
- **27**: PSEO Fall Registration/29- earned credits 12:01 PM

### April 2025
- **4**: No Classes-Faculty Assessment Day
- **TBA**: Grad Wrap

### May 2025
- **1**: CLC Foundation Fall Scholarship Application Opens
- **9**: Summer Tuition Down Payment Due
- **9**: Summer Bookstore Charging Begins
- **13-16**: Spring Final Exams
- **16**: Last day of Spring Semester
- **16**: $50 Fee & Holds Assessed to Unpaid Spring Accounts w/ no Nelnet
- **26**: No Classes-Memorial Day
- **28**: Deadline for Summer Academic Appeals

### June 2025
- **1**: CLC Foundation Fall Scholarship Application Closes
- **2**: **Summer Classes Begin**
- **2-6**: Free Drop/Add
- **4**: Deadline for Summer Secondary Academic Appeals
- **6**: Last Day to Charge/Return Books
- **9**: Drop for Non-Payment
- **11**: Financial Aid Credit Lock
- **17**: Financial Aid Disbursement
- **19**: No Classes - Juneteenth
- **26**: No Classes-Memorial Day
- **28**: Deadline for Summer Academic Appeals

### July 2025
- **4**: No Classes-July 4th
- **8**: Final Summer Tuition Payment Due
- **15**: $30 Fee & Holds Assessed to Unpaid Summer Accounts w/ no Nelnet
- **28**: Last Day of Summer Session
- **28**: $50 Fee & Holds Assessed to Unpaid Summer Accounts w/ no Nelnet
Academic Honors:
Must be registered for 12+ semester credits with no incomplete courses ("I" grade).  
**PRESIDENT’S LIST: 3.75-4.0**  
**DEAN’S LIST: 3.25-3.74**

ACADEMIC REQUIREMENTS

Satisfactory Academic Progress (SAP):
Maintain both a 6 credit cumulative GPA of 2.0 AND a cumulative completion rate of 66.67% of all credits registered for, including all transfer credits.

Free Add/Drop:
For most courses, you have the first five days of the semester to add and/or drop one or all of the courses. Dates are specific to each course and listed in E-Services.

Withdraw:
After Free Add/Drop, see an advisor if you want to withdraw from a course(s) as there could be academic and/or financial aid implications.

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

**FN** = Instructors reported you did not attend class, participate and/or complete an assignment during days 1-5. You will not receive financial aid for FN course(s) and you may have to pay the tuition & fees.

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

DROP FOR NONPAYMENT

To avoid having your courses dropped, 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 $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.
## ACCESS YOUR BILL IN E-SERVICES

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.

**Estimated Tuition & Fees for 2024-2025 are $220 per credit**
(Some programs have additional tuition and fees costs)

### Payments on Account

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<tr>
<td>08/30/2023</td>
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<td>08/30/2023</td>
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<td>09/15/2023</td>
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<td>09/15/2023</td>
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**Total Payments to Student**: $1,254.38

**Total Balance**: $147.90

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**Fall Account Activity**

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<td>Minnesota State Grant</td>
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<tr>
<td>09/15/2023</td>
<td>Private Scholarship</td>
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**Activity Fee**: $5.60

**MSCSA Fee**: $178.88

**Technology Fee**: $5.80

**Transcript Grad Fee**: $55.82

**Health Services Fee**: $32.00

**Facility Access Fee**: $9.93

**Facility Access sales tax**: $86.25

**Sale of Used Books**: $88.00

**Sale of New Books**: $86.88

**Total Charges**: $3,967.62

**Total Payments**: $5,216.00

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**Course Registration**

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<th>Subj</th>
<th>Nbr</th>
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<td>08/30/23</td>
<td>3.0</td>
<td>08/21/2023-12/14/2023</td>
<td>Fuhrman B</td>
<td>Brainerd</td>
<td>BRD/Online</td>
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<tr>
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<td>08/21/2023-12/14/2023</td>
<td>Kokosinski R</td>
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**Total Registered Credit Hours**: 16.0

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

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