



LAKER CONNECT

LAKE LAND COLLEGE DUAL CREDIT PROGRAM

Coordinator and Instructor Laker Connect Manual

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Welcome!

Welcome to the Lake Land College Laker Connect Program! We are excited to partner with your institution in offering college-level courses to students through the Laker Connect Dual Credit Program.

Dual credit is a great way for students to get a jump start on their college education and can significantly reduce higher education expenses. Whether pursuing a certificate or degree, preparing to transfer to a four-year institution, or exploring various college classes, Laker Connect can help students make the transition from high school to college. Our goal is student success. This manual will provide you with the basic policies and procedures of the Laker Connect Program so that, together, we can support our students in their academic and career aspirations.

The college reserves the right to revise, modify, delete, or add to the Manual. Any written changes to this manual will be distributed to all high school dual credit counselors and instructors.

This Manual is intended as a guide to the Laker Connect Program, and in any instance where it is determined that the Manual is not compatible with Lake Land College Board Policy, board policy shall prevail.

What is the Laker Connect Dual Credit Program?

The Dual Credit Quality Act is a piece of Illinois legislation designed to expand student access to higher education while promoting equity and accessibility by allowing student to earn college credit while earning high school completion credit. It ensures that dual credit courses maintain the same high-quality standards as college-level instruction, helping students reduce financial barriers, accelerate their path to a degree or certificate, and enhance college readiness by exposing them to college coursework. The Act supports career exploration, strengthens partnerships between high schools and colleges to provide cohesive academic paths for students, and addresses workforce needs by equipping students with valuable skills for their future.

Lake Land College partners with area school districts so you can earn both high school and College credit within the convenience of your high school classroom. With permission from your high school administration, you can even take courses on the Lake Land College campus or online. The program offers both dual credit and dual enrollment opportunities to high school students.

Transfer vs. Career and Technical Education

Transfer

Transfer courses have been articulated with senior institutions. Many transfer courses are part of the Illinois Articulation Initiative (IAI), which will fulfill general education requirements. Students enrolling in courses that are not part of the IAI should check with their college(s) of choice to ensure transferability. Students who are unsure of their intended program of study, but want to pursue a Bachelor's degree, should be encouraged to enroll in only IAI courses.

At Lake Land College, transfer courses are numbered -100 and above, e.g. BIO-100 (Bio Science I), COM-111 (Introduction to Speech), and MAT-241 (Calculus I).

CTE

Career and Technical courses can be applied to Certificate and/or Associate in Applied Science (AAS) degree programs, often called "workforce ready" programs. Typically, these courses will not transfer to four-year institutions; however, there are many exceptions. These courses are very specific to their discipline and should only be taken by students with a strong interest in that discipline.

Students who will continue at Lake Land College in pursuit of a transfer degree may use up to nine hours of Career and Technical courses as electives in transfer programs.

At Lake Land College, Career and Technical courses are numbered 040 to 099, e.g. AHE-040 (Basic Nurse Assisting), CAD-056 (CAD I), and WEL-057 (Welding Fundamentals).

Course Options

Laker Connect Dual Credit Option 1

Option 1 courses are college courses offered (1) at partner high schools, (2) during the regular school day, and (3) are taught by an approved high school teacher serving as a college adjunct. Students receive both high school and college credit for these courses. Because the high school pays the teacher's salary, the college waives tuition and related fees for these courses; however, a dual credit fee is assessed to partner institutions. The dual credit fee is subject to change. Schools will be notified of any changes and the Dual Credit Agreements will reflect anticipated changes.

Advantages that Laker Connect Dual Credit Option 1 provides to students include:

- registration is facilitated by the high school
- courses are offered in the convenience of the high school location
- courses are offered during the regular high school day
- considerably lower cost compared to on-campus sections

Laker Connect Dual Credit Option 2

Option 2 courses are taught by a qualified Lake Land College instructor, offered in the convenience of the high school classroom, or at a location the high school and college agree upon. Courses could be online, hybrid, or face-to-face. This option includes any current Lake Land College course where applicable and appropriate based upon the need of the high school. Locations could include the Lake Land College campus, the Kluthe Center in Effingham, or our extension centers in Marshall or Pana.

Advantages that Laker Connect Dual Credit Option 2 provides to students include:

- a stepping stone for students from high school to college level credit
- registration is facilitated by the high school
- student services from the high school and the college to ensure student success
- courses are offered at a fraction of the cost of on-campus sections

* All Laker Connect Option 2 courses adhere to the Lake Land College academic calendar, including start and end dates, holidays, and college closure days. High schools may have additional dismissals or holidays beyond the LLC calendar. However, students enrolled in Laker Connect Option 2 courses are required to attend classes whenever LLC is in session.

Laker Connect Option 3 (Dual Enrollment)

Courses are taught by a qualified Lake Land College instructor, based on availability, are offered at a Lake Land College facility or in modality that is based on the college schedule and are subject to Lake Land's current tuition and fee structure. See current college schedule for course availability. (<https://www.lakelandcollege.edu/schedules/>)

The cost for tuition and fees is the current lake Land College tuition rate that can be found on the Lake Land College website at: www.lakelandcollege.edu/tuition-and-fees/

Students may or may not receive high school credit for dual enrollment Option 3 courses. The decision to receive high school credit is made by the high school administration and

should be discussed prior to the student enrolling in the course. Any course for which a student is expected to receive high school credit should be noted on the course form and the student will need to submit a High School Special Admissions Form.

Students registering for dual enrollment courses will follow qualifications set by the college for all students. If students who are not older than sixteen (16) years of age register for dual enrollment courses, they will need to have a Gifted Student Form and meet all qualifications or have a High School Special Admissions Form. High school students seeking to be admitted as a Gifted Student will need to demonstrate college readiness by meeting college-level placement in two (2) of the following three (3) areas: reading, English and mathematics as determined by ACT, SAT, or college placement test. They must also meet any minimum placement requirements identified for a specific course.

Advantages that Laker Connection Dual Credit Option 3 provides to students include:

- the transition to college is aided by immersion in the college atmosphere and all of the services that it offers
- there is more flexibility in the times that courses are offered
- there is a greater selection of course opportunities

*All Laker Connect Option 3 courses adhere to the Lake Land College academic calendar, including start and end dates, holidays, and college closure days. High schools may have additional dismissals or holidays beyond the LLC calendar. However, students enrolled in Laker Connect Option 3 courses are required to attend classes whenever LLC is in session.

Cost

The Laker Connect Program does not bill students individually. Instead, high schools receive the bill and may pass on a fee to the students for implementing dual credit.

Laker Connect Option 1 Cost (high school instructors):

2025-2026: Cost for schools who are partnered in the Laker Connect Program, offering courses in a Lake Land College current program model for certificate or degree pathways: \$0

2025-2026: Cost for schools who are partnered in the Laker Connect Program, offering courses outside of a Lake Land College current program model for certificate or degree: \$50/student

Laker Connect Option 2 Cost (Lake Land Instructor teaching to the high schools):

2025-2026: \$50/credit hour per student

Laker Connect Option 3 Cost (High school student in regular college class):
2025-2026: Current tuition rate, plus course fees

Laker Connect Membership

Pathway

The Laker Connect Program provides students with a clear academic pathway, helping them take college courses that fit into an existing degree or certificate program at Lake Land College. A pathway is a current course that aligns with a structured program model, ensuring students make intentional choices that support their future goals. This approach helps students avoid potential issues with full-time enrollment requirements or financial aid limits down the road.

If a student attends a school that is part of the Laker Connect Program, they are considered a Laker Connect Member. By enrolling in dual credit courses, students show initiative in planning for college and career success. Lake Land College recognizes and supports these academically driven students by offering additional benefits to encourage continued growth and future opportunities. Student participation is completely optional.

Level 1 Membership

Students who complete 6 dual credit hours in a Laker Connect Pathway or the completion of a high school and ISBE approved College and Career Pathway Endorsement receive:

- A welcome packet including important information, student ID, and LLC promotional item
- Graduation recognition (pin)
- \$250 tuition and fee waiver to be used the following semester at LLC (no cash value)
- Priority registration

*Outside graduation regalia might not be allowed at high school graduation, but will still be awarded to recognize the additional work the student has completed.

Level 2 Membership

Students who complete a checklist of college engagement initiatives are tier two members. This checklist is located on the student's HUB where they can record each completed task. This task list includes:

- Complete an academic plan (Navigate plan) with a Lake Land academic counselor or the Laker Connect Counselor
- Complete a Career Coach assessment online
- Attend a Laker Visit Day or scheduled campus visit
- Submit completed FAFSA to Lake Land College
- Complete 6 dual credit hours in a Laker Connect Pathway or the completion of a high school and ISBE approved College and Career Pathway Endorsement receive

Students completing the checklist by the month before their high school's graduation date will receive:

- A welcome packet including important information, student ID, and LLC promotional item
- Graduation recognition (stole)
- \$500 tuition and fee waiver to be used the following semester at LLC (no cash value)
- Priority registration

*Outside graduation regalia might not be allowed at high school graduation, but will still be awarded to recognize the additional work the student has completed.

Student Information

Eligibility

Students may be registered for Laker Connect Dual Credit classes if they are:

- high school students with junior or senior status
- currently have a 2.0 high school GPA
- passed all required placement tests before the final enrollment period
- complete a profile and application before the final enrollment period

Registration

Profile and Application

High school students seeking college credit will be enrolled as college students and their coursework will become part of their permanent academic transcript. Laker Connect students need to fill out the online Profile and Application prior to taking a dual credit course. www.lakelandcollege.edu/laker-connect/students-and-parents/

Please make sure students use a personal email account. Following completion of both forms, a college identification number and Laker email will be assigned, and students are then eligible to placement test. A college identification number is required in order to placement test. These forms should be completed at your earliest convenience. They only need to be completed once, not each year.

Registration Deadline

For Laker Connect Option 1 courses taught by a high school, the last day to accept registration adds/drops and placement scores is the 10th academic day of the Lake Land College calendar. Laker Connect Option 2 deadline will be set for a day on the week before the first day of Lake Land College classes. Laker Connect Option 3 registration deadline is the second instructional day according to the Lake Land College academic calendar.

Placement Testing

As part of the registration process, dual credit students enrolling in an English or Math course must place into those courses by one of two approved methods:

- Submission of ACT/SAT scores meeting or exceeding college-approved cut-off scores for that subject area, or by
- Taking the Next-Generation ACCUPLACER placement test and meeting or exceeding the college-approved cut-off scores for that subject area.

Students who place below the college-mandated scores for a Math or English course must either complete all prerequisites or retest. College credit will not be granted to a student who does not place into a Math or English course. To ensure enrollment in college-level Math or English courses, all placement testing and student qualifying scores must be completed prior to the college's tenth (10th) instructional day for the semester on which the course starts or for yearlong courses by the tenth (10th) day of the spring semester.

Using ACT Scores for Placement

In order to use ACT scores, ACT scores should be sent directly to the college from ACT. For this reason, it is important for students to include Lake Land College as a college of

choice when taking the ACT; otherwise, students will need to pay ACT to have the scores sent to the college. ACT scores do not expire at Lake Land College.

Using SAT Scores for Placement

Students may access SAT score reports (and print) from their online account and submit to Lake Land College. SAT scores may also be sent directly to the college from SAT. For this reason, it is important for students to include Lake Land College as a college of choice when taking the SAT. With SAT, students may have SAT send up to four additional reports after the test (a total of eight (8) free SAT reports). SAT scores do not expire at Lake Land College.

Using ACCUPLACER Scores for Placement

Students will generally take the ACCUPLACER test on campus or at the high school (if scheduled by the coordinator). Students may submit ACCUPLACER test scores from another institution; however, the Lake Land College cutoffs will be used to determine placement. The ACCUPLACER test is administered through the Lake Land College Tutoring and Testing Center. A minimal fee is charged for each retest.

Students may choose to take the Accuplacer exam at Lake Land College through the Testing and Tutoring Center or may present a copy of ACCUPLACER test scores completed at another college. Students may also present, or have on file in Admissions and Records, a copy of ACCUPLACER test scores completed at another college.

ACCUPLACER Placement Guide— A placement guide and rubric listing cut-off scores are available online at: <https://www.lakelandcollege.edu/placement-testing/>. Students are strongly encouraged to review the study guide prior to taking the placement test and take their time when testing.

Cut-Off Scores

A rubric listing cut-off scores for ACT/SAT and ACCUPLACER testing may also be obtained by contacting the LCP or the Tutoring and Testing Center. (Appendix B)

Retesting with ACCUPLACER

Students may retest twice per academic year, at a minimal fee, but must wait a minimum of 48 hours between retests.

Currently, the minimal fee remains \$5.00 for a retest.

Academic Standing

Students must maintain a minimum 2.0 cumulative college GPA to meet satisfactory progress in the Laker Connect Dual Credit Program or are subject to warning or dismissal.

Warning and Dismissal

The warning and dismissal evaluation process is complete mid-January for fall, and mid-June for summer and yearlong. During this process a GPA report is ran on each dual credit student. For any student with a GPA at the lower limit of the program, 2.0, they will receive a warning letter in the mail. This is just to inform the student that there is a required college GPA to remain in the dual credit program. The student can remain in the program unless the GPA drops below 2.0. If the student is below the 2.0 they will receive a program dismissal letter and the instructor will be notified that the student is being removed from the dual credit portion of the course. The GPA is based on all previous completed college level courses that have received a final grade. Due to the fall final grade submission process this may occur after a student has already been entered into a spring or yearlong course. For this reason, we ask the coordinators and instructors to evaluate students on a regular basis to be sure that they remain in good academic standings or dropped from the course.

Student Transcripts

Lake Land College does not charge students for transcripts. All courses are identified on the college transcript as regular college-level courses. Upon a student's request, the college will provide an official Lake Land College transcript showing credit for completed college-level course work to the student or college/university of transfer. To request a Lake Land College transcript, students should log into www.parchment.com, create a learner account and submit their transcript request.

Laker Connect Student Grade Appeals

Lake Land College procedures should be followed by Laker Connect students who wish to appeal the college grade by contacting the high school Laker Connect Coordinator or the Laker Connect Program at the college.

Student Code of Conduct

Lake Land College Dual Credit Student Conduct Policy

Purpose:

Lake Land College is committed to fostering a positive, safe, and academically enriching environment for all students. Dual credit students, as participants in college-level courses,

are expected to adhere to the same standards of behavior as all Lake Land College students.

As set forth in Lake Land College's Board Policy 07.28.01 – Student Code of Conduct and Disciplinary Procedures, the Student Code of Conduct seeks to support student engagement in learning and leadership and prevent interference with educational opportunities by maintaining an orderly and safe educational environment. The policy outlines behavioral expectations and the consequences for violations of these standards. The Student Code of Conduct and Disciplinary Procedures is on page 348.

Lake Land College's Student Conduct Policy sets clear expectations for students and ensures a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. Lake Land College sanctions are independent of any sanctions that may be imposed by other agencies.

If a student is enrolled in a dual credit course that is taught at the high school and by a high school faculty member, the high school code of conduct will be followed. An exception will be made for coursework that involves clinicals, internships, or occupational experiences outside of the high school classroom. In these cases, conduct violations will be reported to the Lake Land College Dual Credit Office and the Chair of Counseling and Student Conduct. Lake Land College sanctions for conduct violations related to clinicals, internships, or occupational experiences will be independent of any sanctions that may be imposed by other agencies.

If a student is enrolled in a dual credit course at the high school but taught by a Lake Land College faculty member, the Lake Land College Student Code of Conduct applies, and any violations will be reported to the Dual Credit Office and the Chair of Counseling and Student Conduct along with the appropriate conduct administrator at the high school.

If a student is enrolled in a dual credit course taught at Lake Land College by a Lake Land College faculty member, the Lake Land College Student Code of Conduct applies, and any violations will be reported to the Dual Credit Office and the Chair of Counseling and Student Conduct.

Whenever a student is enrolled at Lake Land College as a dual credit student and is reported to the Dual Credit Office and the Chair of Counseling and Student Conduct for an alleged conduct violation, the appropriate conduct administrator at the high school.

Violations of the Lake Land College Student Conduct Policy may result in a range of consequences, including but not limited to verbal or written warnings, probation,

suspension, or dismissal from the dual credit program. Severe or repeated offenses may lead to removal from Lake Land College and could affect the student's academic record.

Contact Information:

For any questions regarding this policy or to report a violation, students and parents can contact the Director of Dual Credit or the Chair of Counseling and Student Conduct.

Credit Hour Limitations

Students may not register for more than 20 semester hours in the fall or spring semester term, which would include yearlong, without first petitioning via the Vice President for Academic Services. A petition form can be obtained by contacting the Laker Connect Program.

- The maximum number of college credit hours that can be obtained by a student is 32. Lake Land College Board Policy 06.19

Class Attendance

Per Board Policy 06.24, the college encourages regular, punctual classroom attendance. An instructor may withdraw a student from class if the number of absences is detrimental to the student's ability to meet the course objectives. For this reason, instructors are encouraged to have detailed attendance policies in their syllabi.

In case of prolonged absence because of illness, accident, or hospitalization, students must notify their instructors so that proper accommodations, if appropriate, can be made.

Academic Integrity

The Laker Connect Program encourages all instructors to include statements of academic integrity in their course syllabi. Appropriate actions for academic dishonesty in dual credit courses should be addressed at the high school. Academic dishonesty in dual enrollment classes will be addressed by the college as outlined in the Student Handbook and Board Policy 07.28.2.

Accessibility

In accordance with 110 ILCS 27/16, the college and the District have engaged in a collaborative process to ensure that individual students with disabilities have access to college credit courses. As a result of this collaborative process, the college and the District have agreed upon the following criteria to ensure that students with disabilities have access to Laker Connect courses, provided that those students are able to meet the criteria for

entry into a Laker Connect course: (1) a Laker Connect student shall have access to the supplementary aids and accommodations included in the student's individualized education program under Article 14 of the School Code or Section 504 plan under the federal Rehabilitation Act of 1973 while the student is accessing a college credit course instructed by a qualified high school instructor; (2) a dual enrollment student taking courses taught by Lake Land College faculty at a college location or at the high school location outside of the regular school day shall have access to the college's Student Accommodations services, as necessary.

Family Educational Rights and Privacy Act (FERPA)

The college adheres to the Family Educational Rights and Privacy Act. It is permitted to share some student information with partner institutions. Please contact the Laker Connect Program for more information.

Course Textbooks

All Laker Connect courses will require the use of the same textbook editions as the courses offered on the college campus. The only exception is for software-based courses that are allowed to be physical copy of the digital access with permission from the Division Chair. For any curriculum changes the high schools are permitted a one-year grace period to align curriculum.

The college has a textbook rental system (more commonly referred to as the "Bookstore"). To rent your textbooks, you will need to access the HUB through the Lake Land College website. For this, the Laker Connect Coordinator must have completed all of the Human Resource paperwork which includes bringing in-person ID and SS card.

The Laker Connect Office will notify Coordinator and Instructors of any changes in the books or material for the course Spring or Summer for the upcoming academic year.

Computer Software in Laker Connect Courses

Software-based college credit courses—including, but not limited to Word, PowerPoint, and Photoshop—must use the same version as offered on the college campus. Schools may petition to be one version behind software that is being used by the same classes on campus. This should be indicated on the Computer Software Form that is to be completed by the Coordinator (Appendix D). The LCP must be notified well in advance to ensure that textbooks and other support materials are available for instructors and students.

The college Bookstore will not deliver textbooks for software-based courses unless the Computer Software Form has been completed and returned to the LCP. Please note there are additional fees to software-based courses.

Course Textbook Delivery and Pick-up

The college delivers and picks up textbooks for Option 1 Laker Connect courses and Option 2 dual enrollment courses to its partner high schools. Specific pickup days are agreed upon by the high school and Bookstore and use the following guidelines:

- The first delivery will occur before the start of the fall semester
- A second pick-up/delivery will be arranged for some time before the college goes on holiday break after the conclusion of the fall semester
- The third pick-up date will be near the closing of the high school's academic year

High schools may pick up books for Laker Connect sections if advance notice is given to the Bookstore.

The Director of Laker Connect will request tentative course offerings and rosters prior to each semester from the high school Coordinator using the course form (Appendix C). Additional textbooks will be accumulated and delivered according to the scheduled times. Textbooks that are not needed by the school will be picked up on those dates. Books not returned by the end of the semester or books that are damaged will be paid for by the high school at the replacement rate.

Dual Enrollment Courses Material– Option 3

Students registering for Option 3 dual enrollment courses through the LCP will have their textbooks delivered to their respective high schools if they signed up through the Laker Connect program; however, advance notice is required to ensure delivery before the class begins.

Students registering for Option 3 dual enrollment without going through the LCP are responsible for picking up and returning their own books. This is one reason we encourage high schools to work with the Laker Connect Program when possible.

Students in Option 3 dual enrollment courses, whether registered through the LCP or not, are responsible for returning their books to the Bookstore by the set and published deadline.

Failing to do so will result in a fee determined by the replacement cost of the textbook(s).

Special Books (Snap Codes, Workbooks, Consumables etc.)

Although the college uses a textbook rental system, a few courses require students to purchase textbooks or other ancillary supplies. High schools will be billed accordingly when these types of materials are used. Option 3 dual enrollment students registered for a course that uses purchased material should contact the Bookstore for delivery information

Laker Connect Personnel

Coordinator

Hiring Process

To offer college credit, each school will assign a Laker Connect Coordinator to act as a liaison between the high school and the Laker Connect Coordinator. The Coordinator will be hired as a Lake Land College employee and receive a stipend from the college. The Coordinator will be required to fill out a demographic form and complete the Human Resources required paperwork. This would include bringing in two forms of ID to the HR department on Lake Land College Mattoon campus.

Laker Connect Coordinator Compensation

The Coordinator will receive a stipend for each fall and spring semester in which college credit sections are offered at their respective schools and/or dual enrollment is facilitated through the LCP. The stipend is \$250 for the first five sections of courses offered at the high school in each of the fall and spring semesters. An additional \$25 per section will be paid starting with the sixth section. In the case of yearlong courses, the stipend is paid for the spring semester only.

Laker Connect Program Coordinators also earn a 1 credit hour tuition waiver per semester to be used within one year of accumulation. Please contact Human Resources for more information, (217) 234-5410.

New coordinators must submit the Coordinator Demographic Form and complete a hiring packet provided by Human Resources before the stipends can be processed.

Responsibilities

Including, but not limited to:

- are the primary contact between the Laker Connect Dual Credit Program and the high school
- assist facilitating new instructor hiring process
- submit course form and new course requests
- submit student course rosters
- request textbooks
- coordinate textbook delivery and pickup
- ensure students complete the online profile and application
- schedule placement testing for students
- review preview bill for accuracy
- ensure that all instructors at their school verify 10th day, midterm rosters, and submit final grades
- ensure Laker Connect agreement is signed by the high school principal and returned by the due date
- additional approvals, student petitions, gifted forms, and other necessary paperwork for student enrollment in the program
- communication with the parents on the program changes

Typically, a guidance counselor is assigned the role of Coordinator at high schools; however, this decision is solely up to the high school administration. There are no degree requirements or other special credentials required to become a Coordinator.

Semester and Yearlong Course Rosters

Laker Connect high school course rosters should be submitted by the Coordinator to the Laker Connect Program by July 1st for fall/yearlong courses. The LCP would like to encourage all coordinators to have students complete the online application prior to leaving for summer vacation so that the Lake Land College may start on the registration and problems list processes in a timely manner. Coordinators should not include on the roster students that are not seeking college credit. For option 2 and 3, coordinators should indicate if the school intends to award high school credit for the course.

The Laker Connect Program will create a “problems list” of students who have:

- not submitted a profile or application
- not submitted placement test scores for math or English courses
- who placed below the college-mandated scores for math or English courses
- who have not met the prerequisites for a course

The Laker Connect Program will send the list to coordinators via email to contact students. Students not meeting requirements will not receive college credit.

Placement Testing at High Schools

Placement testing can be offered at district high schools, the Kluthe Center, or on campus. Testing is usually offered from March through May for students enrolling in English or Math classes in the fall, or October through December for those students enrolling in English or Math courses in the spring. Students enrolling in year-long English or Math courses can place in the fall semester while the course is in progress; however, the student should be made aware that, if not placing, they will not receive college credit for the course.

Lake Land College will provide an admissions representative to proctor on a date acceptable to both the college and the high school. If a student is unable to test on the agreed date, the student will need to schedule with the college's testing center for any subsequent testing. The Tutoring and Testing Center requires a complete list of student names and course(s) testing for at least two weeks ahead of the test date.

Scheduling and Requirements

To schedule placement testing, contact the Tutoring and Testing Center at (217) 234-5301. When scheduling a testing date at the high school, please have at least two possible dates available. The following must be provided by the high school:

- One computer per student
- Internet accessibility for each computer
- Printing capabilities for each computer
- Universal password for each computer
- Pop-up blockers on each computer should be disabled

To check to see if computers meet minimum specifications required to administer ACCUPLACER tests, go to www.accuplacer.org and click 'Verify System.' Placement testing may be done on chrome books only if they are appropriately configured to meet ACCUPLACER's testing and security policies. Check with the Tutoring and Testing Center if interested in testing on Chromebooks.

Adding, Dropping, and Withdrawing Students from Courses

At Lake Land College, students can be "added," "dropped," or "withdrawn" from courses. All adds, drops, and withdraws must go through the Laker Connect Coordinators at the high school then through the Laker Connect Dual Credit office at the college. While

Instructors may have the options to drop or withdraw a student on the HUB rosters, we ask that they DO NOT remove a student from a course this way.

Adding Students:

- Option 1 courses: Adding a student must take place by the 10th day of the Lake Land College semester for the student to be registered for the course.
- Option 2 courses: Adding student must be completed by the first day of Lake Land College semester for the student to be registered for the course.
- Option 3 courses: Final registration dates for Dual Enrollment students are subject to the final add dates of Lake Land College's regular course registration schedule.

Dropping Students:

Dropping a student by the drop deadline removes the student from the course, does not reflect on the student's transcript, and removes any course fees.

- Option 1 courses: A student drop must be submitted to the Laker Connect Dual Credit office by the 10th day of the Lake Land College semester.
- Option 2 courses: A student drop must be submitted to the Lake Land College Dual Credit office by the announced drop date set for a day in the week prior to the start of classes. Each academic year the date is subject to change to coordinate with the semester start dates. If a student is dropped after this date the school will be charged, but the student's transcript will not reflect the course until after 10th day.
- Option 3 courses: Final drop dates for Dual Enrollment students are subject to the final drop dates of Lake Land College's regular course registration schedule.

Withdrawing

A student removed from a roster after the drop date for the course will result in a withdraw and removal from the class.

- Any Option 2 or 3 courses will remove the students from Canvas and digital accesses.
- Withdraw leaves a grade of "W" on the student's transcript
- All applicable charges will still apply.
- The Lake Land College Board approved timeframes in which a student can be withdrawn from a course is 4 instructional days BEFORE LAKE LAND COLLEGE'S SCHEDULED FINAL TESTING START DATE.
- Please be mindful that withdraws can affect student's financial aid completion rate

Financial Aid Consequences

Laker Connect and dual enrollment students are not eligible for federal financial aid; however, there are three areas they must be mindful of regarding future financial aid consequences as a result of participation in these types of courses. All three areas pertain to the college's Financial Aid Standards of Satisfactory Progress, which is detailed in the college catalog. Prior to offering Laker Connect or dual enrollment courses, high schools should consider Lake Land College courses that places students FURTHER in their college education before graduating from high school. The LCP will work with high schools in order for students to achieve the best path to either transfer or technical degrees.

Completion Rate

Students must successfully complete at least 67% of the courses they attempt. The completion rate is cumulative, meaning that all courses taken through the college (including Laker Connect and dual enrollment) are calculated. Once the student becomes a "regular" college student, all grades of "F", "W", "I", or "U" in college credit courses could cause the minimum completion rate to fall below the minimum standard.

Laker Connect Instructor Information

Instructors teaching Laker Connect dual credit courses must meet minimum qualifications as determined by the Lake Land College Policy 05.02.04, ICCB, Dual Credit Quality Act, and HLC. Instructors must be approved by the college to teach college credit courses.

Faculty Qualifications

According to the Higher Learning Commission:

"...faculty members teaching dual credit courses should hold the same minimal qualifications as required by the institution of its own faculty...This requirement is not intended to discount or in any way diminish the experience that the high school teacher brings into a dual credit classroom. Such classroom experience alone, however lengthy or respected, is not a substitute for the content knowledge needed for college credit."

Transfer Courses

In order to teach 100-level or higher college credit coursework, instructors must hold a master's degree in the discipline or a master's degree and at least 18 graduate hours in the discipline.

Career and Technical Education Courses

In order to teach career and technical level coursework (levels 040-099), instructors must hold a bachelor's degree and at least 2,000 hours of work experience in the field.

Master of Education Degrees

In compliance with the Higher Learning Commission, Lake Land College recognizes that:

"...dual credit faculty members who have obtained a Master of Education degree, but not a master's degree in a discipline such as English, Communications, History, Mathematics, etc., may have academic preparation to satisfy HLC's expectations. In this context, the curricula of graduate degrees in the field of Education, when inclusive of graduate-level content in the discipline and methods courses that are specifically for the teaching of that discipline, satisfy HLC's dual credit faculty expectations. In other words, the attainment of a Master of Education degree does not demonstrate a qualification to teach dual credit courses in a particular discipline unless it is demonstrated that the content of that faculty member's Master of Education degree is sufficiently related to the discipline of the dual credit course."

This is determined at the discretion of each of the college's academic divisions.

Instructors entertaining a desire to teach college credit courses should consult with the appropriate division chair for a transcript evaluation.

Hiring Process

Faculty Qualification Approval Process

The process of being approved to teach college credit begins with the Laker Connect Program at the college. Interested instructors should provide official academic transcripts to the Laker Connect Dual Credit Program, where an approval packet will be prepared.

College Division Chairs will review transcripts, resume, and CTE forms of respective candidates in their divisions. The instructor, coordinator at the respective high school, and principal will be notified of the outcome. Instructors and schools should plan to keep a record of all qualification forms and contact information of instructors. Instructors will need to submit a list of Lake Land College course they would like to be reviewed for.

A high school teacher who wants to be approved to teach college credit courses for Lake Land College will need to submit the following:

- Instructor Demographic Form
- CTE Instructor Work Experience Form (if teaching CTE courses)

- Official Transcripts Showing Confirmation of Degree
- Updated resume

The Laker Connect Dual Credit Program will send approved instructors ICCB-approved outlines for the courses, textbooks, syllabus template, ancillary material (if available), and an invitation for required orientation.

Faculty Development and Orientation

The new Laker Connect process for newly hired instructors required an orientation meeting with Director and/or Division Chair to go over program and college requirements prior to teaching dual credit courses. The purpose of the orientation is to:

- ensure that the Laker Connect Dual Credit Program and Division Chairs have received all necessary documentation from the instructor
- introduce the instructor to Laker Connect Dual Credit Program personnel and responsibilities
- introduce the instructor to division personnel and responsibilities, including but not limited to lead instructors
- provide an overview of the HUB and Self-Service
- provide an overview of drop/withdrawal policies and procedures
- provide an overview of professional and staff development opportunities offered by the Laker Connect Dual Credit Program, college, and/or divisions
- outline and explain the course review process
- provide any other information that may be useful

Instructors are invited to all college professional, staff development activities, and dual credit specific events. Additionally, the Laker Connect Dual Credit Program will host professional development activities specifically for dual credit staff throughout the year.

Responsibilities

Dual Credit Faculty Rights and Responsibilities

Pursuant to the Laker Connect Agreement signed by the high school and in accordance with the policies set forth by the Illinois Community College Board, the Illinois State Board of Education, the Dual Credit Quality Act, the Higher Learning Commission, and the policies and procedures established by Lake Land College Board Policy, dual credit faculty will follow the teaching guidelines and expectations set forth in the Coordinator and Instructor Laker Connect Manual.

Course Content

Instructors will teach courses in accordance with the requirements as detailed in the course description and outlines. Using the provided syllabus template, instructors will develop a syllabus for each course taught that shall include an outline of course goals, methods of instruction, course content, reading materials, grading practices, attendance policy, etc.

Required and optional content is noted on the template. (The syllabus will be distributed to each student in the course during the first week of classes.)

Course Outlines

Because courses are approved by the ICCB, course outlines utilized for dual credit must be the same as for courses offered on the college campus. Course prerequisites, descriptions, outlines, requirements, learning outcomes, contact hours, and methods of evaluating students are listed on course outlines. Failure to follow approved course outlines is a violation of ICCB and college policy and may result in the revocation of dual credit approval.

The Laker Connect Dual Credit Program will provide a course outline for each course taught by a new Laker Connect instructor or upon request of a continuing Laker Connect instructor; however, the instructor is responsible for following the outline and monitoring for the most recent updates to outlines.

Course Syllabus

Laker Connect instructors are required to prepare a course syllabus as outlined in Board Policy 05.05.0 Course syllabi should follow the standardized syllabus as provided in the syllabus template. Questions regarding syllabus content and format should be directed to the instructor's respective academic Division Chair.

Required Course Length

Per ICCB policy, courses must be scheduled to meet for at least 750 minutes per contact hour value of the course. Contact hours may not match credit hours. For example, Bioscience I (BIO-100) is a four-credit course; it meets for three lecture hours and two lab hours each week. That equates to five contact hours, requiring 3,750 minutes of scheduled instruction.

Semester and Yearlong Course Length

Each high school will determine whether their college credit offerings will be offered for one semester or over the course of an entire academic year. This information, along with

calendar start and end dates, will be reported to the Laker Connect Dual Credit Program by the Coordinator prior to the start of the high school academic year using the course form.

Monitoring Quality of Course/Instruction

In order to align curricula of dual credit courses with their on-campus counterparts, dual credit instructors will submit course reviews on a schedule determined by the Laker Connect Dual Credit Program. The process is intended to provide recommendations, suggestions for best practices, constructive feedback and support to strengthen dual credit courses for continuous improvement at the program and course level.

A consistent structure and process for college credit course evaluation continues to be a focus for the Laker Connect Program. The Division Chairs, along with Vice President of Academic Services, make the final determination on college credit faculty qualifications and curricular alignment. The Director of Dual Credit plays a pivotal role in communication between Lake Land College and our dual credit partners. When variances in quality or alignment occur, the Director of Dual Credit, working collaboratively with the Division Chair, will be the lead communicator to College Credit partners.

1. The Higher Learning Commission requires that, "...accredited institutions awarding college credit by means of dual credit arrangements must assure the quality and integrity of such offerings and their comparability to the same college credit offered on the institution's main campus or at the institution's other locations. As such, the faculty members teaching dual credit courses should hold the same minimal qualifications as required by the institution of its own faculty. These expectations extend to minimally qualified dual credit faculty, as stated in Criterion Three (3.A., 3.C.2.), Criterion Four (4.A.4.), and Assumed Practice B.2." From an alignment perspective, the college favors a corrective process based on stronger curriculum alignment.
2. The Dual Credit Quality Act also offers guidance on how to better align curriculum before reaching a point in which recourse and consequences are needed. For example, Section 20.6 indicates that college credit instructors should receive an "orientation in course curriculum, assessment methods, and administrative requirements before high school instructors are permitted to teach dual credit courses." Effectively implementing this crucial step minimizes the potential for course misalignment.

- 3 The LCP and divisions chairs are firmly committed to ensuring an objective, fair, and unbiased course review process. The name of the college credit instructor is to remain anonymous during the evaluation process.
- 4 The Laker Connect Course Review should be based on the following submissions by the college credit faculty.
 - a Syllabus
 - b Three (3) graded assignments consisting of a full range of grades
 - c Three (3) graded exams consisting of a full range of grades
 - d Optional submissions to help in the review process could include:
 - a teacher rationale for assessment practices
 - b assessment practices (grading practices, use of rubrics and/or scoring guides, use of formative and summative assessment)
- 5 Student course evaluations for college credit faculty would only be provided to the division chair through the Laker Connect program.
- 6 Should a site visit be requested by the high school college credit Coordinator or college credit faculty member in order to enhance quality and alignment, the Director of Laker Connect will coordinate the site visit.

Assessment

Instructors will participate in assessment activities as arranged by their respective divisions. Each course is assigned a lead instructor for assessment. The lead instructor will contact the Laker Connect Instructor each semester about assessment activities and follow-up with assessment results once data has been tabulated.

Instructors teaching yearlong courses will not be contacted about assessment until the spring semester.

Student Course Evaluations

According to Lake Land College Board Policy 05.05, the college requires Laker Connect students to complete course evaluations. The information received from the course evaluations is confidential, is for college and instructor use only, and is not released to anyone in the teacher's school district.

Student course evaluations are now being conducted in the HelioCampus software platform, rather than in the old IRIS system. HelioCampus uses the term "survey," so

please note that for the purpose of these instructions, survey and evaluation are synonymous.

Course evaluation surveys are accessible for a two-week period, commencing two weeks prior to the final instructional day. The survey period concludes at 11:59 PM on the last day of scheduled classes, preceding final examinations and grade submission deadlines, as specified in the official academic calendar.

1. Instructors will receive an email from Lake Land Assessment (learning_outcomes@lakelandcollege.edu) notifying them that course evaluations are available to students.
2. Students will receive an email from the same address notifying them that course evaluations are now available to complete, along with a hyperlink to access the evaluation form. *Students must use their Laker HUB login credentials to access the evaluations.
3. Students will receive reminder emails every other day during the survey period until either the evaluation is completed or the survey period ends.
4. After the survey period has ended, instructors will also receive an email from the same address notifying them that course evaluation results are available to them, along with a hyperlink to access those results

The Laker HUB – Self-Service

In the Laker HUB, the link called Self-Service is used by faculty to check enrollment in their courses, verify midterm rosters, and submit final grades. The HUB is accessed from the college's website (www.lakelandcollege.edu).

The Laker HUB usernames and passwords are provided to instructors when hired. We ask you keep these credentials as they will be needed on a regular basis. The user might be prompted to change the password after the first login.

If an instructor does not know their username or if he/she is unable to recall the password, contact the college's Information Systems and Services department at (217) 234-5261.

Class Roster 10th Day Check

After the 10th day of the semester of the Lake Land College Academic Calendar, instructors should verify their rosters. **DO NOT DROP A STUDENT THROUGH THIS SYSTEM.** All drops and adds must go through the Laker Connect Coordinator to the Laker Connect Dual Credit Program office. Communication from the Laker Connect

Dual Credit Program will be sent to Laker Connect instructors regarding 10th day check. The college rosters are sent to the high school coordinators prior to 10th day, and are available to the instructor via the HUB.

It is important to check your roster often, particularly during the first two weeks of classes, at midterm and before the final withdrawal date. Only students receiving college credit for each section will be registered in the course.

Class Roster Midterm Verification

Instructors are required to verify midterm rosters through the HUB. There are NO GRADES entered at this time. Around midterm each semester (October for fall semester; March for spring semester), instructors will verify college rosters using the Self-Service in the HUB system. The Laker Connect Dual Credit Program will contact the instructors and/or coordinators at each participating secondary school when that time approaches. ICCB requires midterm verification for college apportionment.

After the college's midterm, students can be withdrawn. Please contact the high school coordinator to withdraw a student. One of those services is to utilize coordinators to work with the college on student records.

Final Exams

Instructors will administer a final examination in each course taught.

Option 1 – Laker Connect course final exams may be administered in accordance to the high school schedule and policies. However, instructors need to submit student's final grades in the HUB according to the final grade due date.

Option 2 and 3 – Dual Enrollment course final exams shall be administered in accordance to the Lake Land College schedule, unless other arrangements are made with the instructor.

Grading/GPA

Grades are extremely important. Students are expected to have developed certain skills upon completion of courses. The grades given should reflect each student's skills and knowledge. Although each instructor may grade differently, there should be some continuity.

Students' Lake Land College grade point average (GPA) is based on a four-point scale:

A = 4.00, B = 3.00, C = 2.00, D = 1.00, and F = 0.00

A student's course work will be evaluated according to the following system:

<u>Grade</u>	<u>Performance</u>
A	Superior
B	Good
C	Average
D	Poor
F	Failure
W	Withdrawal
I	Incomplete

Each instructor will determine how the grades will be assigned. This should be addressed in the course syllabus.

Only overall course grades will be submitted for each Laker Connect student. Final course grades are posted to each individual student's record at the end of the academic term in which the course was completed and become part of the student's permanent academic transcript.

Instructors are encouraged to contact their respective Division Chair if there are questions about the grading process.

Final Grade Submission

Instructors are required to report final course grades to both the local school district and to the college according to the policies and procedures of each district. The college course grades are submitted using the HUB system. Course grades should be submitted for each student as soon as possible after the final exam. Instructors must submit all grades for a course at one time. Please be aware the Self-Service system will time-out after approximately fifteen minutes.

Issuing of transcripts is on hold for graduating seniors until all college credit grades have been entered.

To submit final grades, access the HUB. Upon opening grade rosters for each section, place the overall letter grade in the column next to each student's name. Acceptable grades are: A, B, C, D, F, and I.

Incompletes

When assigning an **Incomplete (I), you must contact the Laker Connect Dual Credit Program before entering to complete the Request for Incomplete (Appendix O) and have an action plan for the student to complete the grade.** If the student fails to complete the work or no action is taken, the (I) will become an (F) at midterm of the next semester. The Request an Incomplete form is located on the college's Admissions and Records page. (<https://www.lakelandcollege.edu/admissions/>)

Incomplete processes per Lake Land College Board policy 07.17.01 Incomplete Grade - A student who is unable to complete the requirements for a course during the scheduled time period due to illness or other extreme circumstance may request to be assigned a grade of "I" (Incomplete) and be allowed to complete the course during the next scheduled term (excluding summer). To receive a grade of "I", the student must have been maintaining a passing grade at the time of the documented illness or extreme circumstance, the instructor must agree that this is an appropriate grade for the specific circumstance, and the student and the instructor must complete and submit a Request to Obtain an Incomplete form to the instructor's Division Chair with final submission to the Admissions and Records Office no later than the grades-due date of the term. The student must then complete the requirements for the course prior to the mid-term date of the next scheduled semester. After the requirements have been completed, the instructor will determine the grade the student earned (A, B, C, D, F, or P) and report it to the Admissions and Records Office. Once an "I" grade is assigned, the student may not withdraw from the course. Any "I" grade remaining after the mid-term date will automatically be changed to an "F" grade. Students should be aware that an assignment of "I" grade may impact their financial aid. Students affected by this procedure are referred to the grade appeal section of the catalog.

Changing the Incomplete Grade

Once the incomplete course material has been completed the instructor must fill out an Incomplete Grade Change Form and submit it to the Laker Connect Dual Credit Program office. The instructor will not have the ability to change the "I" in the grading system.

Incorrect Grade Posting

Should an instructor submit an incorrect grade, the coordinator or instructor should contact the Laker Connect Dual Credit Program and ask for a "Grade Correction" form. If there are any issues meeting the grade deadline, please contact the Laker Connect Dual Credit Program office.

Course Review (assessment and evaluations)

The course review process is intended to provide recommendations, suggestions for best practices, constructive feedback, and support to strengthen college credit courses for continuous improvement at the program and course level. The Laker Connect Course Review Form and Implementation Guide will serve as a framework to guide Laker Connect instructors, principals, division chairs, and Lake Land College faculty liaisons. The LCP and divisions chairs are firmly committed to ensuring an objective, fair, and unbiased course review process. The name of the Laker Connect instructor is to remain anonymous during the evaluation process.

State Laws, Regulations, and Accreditation Standards

In creating LCP Policies and Procedures, the following regulations are taken into consideration:

- Lake Land College Board of Trustees Policy 06.19
- Illinois Community College Board Administrative Rule 1501.507.b.11, p.42-43
- State of Illinois Dual Credit Quality Act (110 ILCS 27/20), and
- Higher Learning Commission's "Dual Credit for Institutions and Peer Reviewers."

Laker Connect Agreement

In accordance with state laws, regulations, and accreditation standards, participating high schools will enter into an agreement with the college in offering college credit courses. Pursuant to this signed agreement, the high school agrees to participate according to Laker Connect Dual Credit Program and policies and procedures as provided in the agreement and the Coordinator and Instructor Laker Connect Manual. The agreement will be signed annually by the high school principal and the appropriate college fiscal representative prior to the next academic year.

Dual Credit Agreement (Non-Laker Connect IGA)

For high schools that do not sign the Laker Connect IGA, or for partnerships not covered under its terms, a separate signed agreement is still required per the Dual Credit Quality Act and Lake Land College policies. Standard fees may apply. Students will not be eligible to receive the Laker Connect Program benefits unless their high school and or program has signed the Laker Connect IGA.

Disclaimer

Adherence to the Dual Credit Quality Act, Lake Land College Board Policy, and the Laker Connect IGA shall take precedence over any language contained in the Coordinator and Instructor Laker Connect Manual.

Lake Land College Support and Resources

Two-Step Verification

when you log in to your Virtual Machine or the Laker Hub from an off-campus site, you will be redirected to a new login page as part of the college's commitment to protecting personal information.

VIRTUAL MACHINES (VM)

When you log in to a Virtual Machine (viewportal.lakelandcollege.edu) you will experience the following:

- You will be redirected to a Microsoft login screen.
- Log in to Microsoft's site using your full email address and password. (The same information you are using now with your email.)
- Depending on the last time that you authenticated, you may have to complete the multi-factor authentication process.
- Then, you'll be prompted to log in to your VM. Please use your staff/student VM user name and password.

LAKER HUB

Laker Hub/Student Self Service

When you login to the Laker Hub from an off-campus device you will experience the following:

- When you select the Laker Hub link, you will be redirected to a Microsoft login screen.
- Log in to Microsoft's site using your full email address and password. (The same information you are using now with your email.)

- Depending on the last time that you authenticated, you may have to complete the multi-factor authentication process.
- Then, log in using your Laker Hub username and password.

Instructional and Technology Support

Virtual Machine

Registered students and approved Laker Connect instructors will have access to the Lake Land College Virtual Machine Access <https://viewportal.lakelandcollege.edu> This allows students to access the Lake Land desktop information from remote locations. This would allow for use of software such as Word, Excel, and PowerPoint for free. The login information is the same as their HUB information unless they have changed it. For help access the login information please call ISS at 217-234-5261.

Information Systems and Services Helpdesk

All Laker Connect students and instructors will have a Laker Hub account to access online services. With the Laker Hub account, students and instructors can access the Laker Hub, Laker Mail, Canvas LMS, and Library resources.

Additionally, students and instructors will have access to a Virtual Machine (VM) computer that can be accessed from any computer with internet access.

Students can check out WiFi hotspot devices called MiFis and computers at the Circulation Desk of the Virgil H. Judge Learning Resource Center/Library (JLRC on the map.). Students can contact 217-234-5367 or libcirc@lakelandcollege.edu to set up an appointment.

Information Systems and Services is located in Learning Resources Center (Library) in the lower level and welcomes walk-in campus support Monday - Friday from 8:00 am to 5:00 pm during the spring and fall semesters. During the summer, the college is open from Monday - Thursday from 8:00 am to 5:00 pm.

You can contact the helpdesk with technology issues.

- 217-234-5261
- helpdesk@lakelandcollege.edu

Academic Operations Instructional Support

Academic Operations instructional support staff provides support using the Canvas learning management system (LMS) and integrated software. Below is a brief overview of

the Canvas and integrated software options. Please contact staff below for help and guidance on developing content in Canvas.

Susan Nugent

Online Support & Instructional Tech. Specialist
217-234-5571 | snugent@lakelandcollege.edu
WEBB 25

Jessica Wohlschlaeger

Instructional Designer
217-234-5273 | jwohlschlaeger@lakelandcollege.edu
WEBB 24

Canvas LMS (Learning Management System)

Canvas is a cloud-based program that allows instructors to build content for course delivery online. This allows students access to the course materials, submit assignments, and view grades online. Instructors can choose to design courses differently for the different course formats and pedagogical approaches. Contact instructional support staff or view the Canvas guides for help using Canvas and setting up courses.

- Canvas Instructor Guide
- Canvas Student Guide

Canvas Integrated Software

Several integrated tools are available through Canvas. Below is a brief overview of each.

TurnItIn

TurnItIn is a plagiarism detection system that is available with Canvas assignments. Instructors can use TurnItIn with writing assignments to help students to improve writing and avoid plagiarism. Assignments can setup as Plagiarism Review using Canvas student submission process or as External Tool (LTI) using the TurnItIn student submission process.

- External tool vs. Plagiarism Framework
- Canvas Plagiarism Framework Instructor Guides
- Canvas LTI Instructor Guides

Hypothesis

Hypothesis is social annotation tool that is available with Canvas assignments. Instructors can use a public facing webpage or PDF document for students to annotate together.

- Using the Hypothesis LMS App with Assignments in Canvas

Studio

Studio is platform for creating, upload, and storing audio and video content. Content in Studio can be embedded on Canvas pages in courses. Each student and instructor will have a Studio account. Studio can be accessed from the global menu in Canvas. It can also be accessed from the rich content editor toolbar. Students can also access it from assignment submission process.

- Studio Guides

Design Tools

Design Tools is a set of integrated tools for streamlining course development.

- **Multi-Tool** is available in the course menu and has options creating templates and building module content.
- **Upload/Embed Image** is available in the rich content editor toolbar from the External Tool app icon.
- **Design Tool panel** is available when you edit a page. Click the Rocket icon in the upper right corner of the screen to load the Design Tools panel.

View the guides for instruction on using Design Tools

- Design Tool Guides

UDOIT Cloud

UDOIT Cloud is available in the course menu and is an accessibility checker that scans your content for accessibility errors. A report is generated from the scan and you can fix the accessibility errors directly in UDOIT.

- UDOIT guides

Library

All Laker Connect students and instructors have access to online library services with their Laker Hub login and password. Online library services include access to over sixty databases containing scholarly journals, ebooks, newspapers, and magazines. Some databases are available in the Canvas course menu and rich content editor toolbar from external apps icon.

Classes are more than welcome to schedule a day and time to visit the Lake Land College Library in order to use the electronic materials and check out books. The Information Services Librarian can visit your school for a college-level library resources presentation that matches the needs of your curriculum. Please contact Andrew Cougill at 217-234-5533 or acougill@lakelandcollege.edu to schedule a visit or request additional information.

AI

Academic Integrity Code

Lake Land College is committed to the fundamental values of preserving academic integrity as defined in this policy. It is assumed that students will honor the tradition of academic honesty. Promoting and protecting academic honesty and integrity are the responsibility of every member of the College community. As such, students have the responsibility to:

1. Be fully knowledgeable of the Academic Integrity Code;
2. Produce their own work; and
3. Encourage academic honesty among their fellow students.

Academic dishonesty is a serious offense that is investigated and sanctioned through Board Policy 07.28.01, Student Code of Conduct and Disciplinary Procedures. Acts of academic dishonesty include but are not limited to:

1. Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. As such, no student shall, during the course of a graded academic exercise, (1) offer information of any kind to another student; (2) receive information of any kind from another student or from the responses made by another student; or (3) have in their possession any tool, written material, or other device which may be of assistance to them in completing the exercise and which has not been authorized by the instructor or person proctoring the academic exercise. No student shall procure, possess, or provide in any unauthorized manner any materials or pieces of materials which contain the questions or answers to any graded academic exercise scheduled to be given to any individual or group enrolled in any course of study by the College. No student shall submit the same assignment in more than one class without instructor approval. Inappropriate use of artificial intelligence (AI) can be deemed as cheating.
2. Plagiarism: Representing the word or ideas of another as one's own in any academic exercise. As such: No student shall submit as their own material to an instructor any work which contains ideas or materials taken from another without full acknowledgment of the author and the source including appropriate citations and documentation. This includes submitting a paper, or portions of a paper, obtained

- from a professional service, website, AI, or written by another individual.
3. Fabrication: Falsification of information or citation of an academic exercise. No student shall seek credit for a group assignment in which they did not participate or claim that an assignment was submitted when it was not. No student shall fabricate sources or misrepresent secondary sources within a paper.
 4. Unauthorized Collaboration: Sharing or working together in an academic exercise without approval. No student shall work with another student to complete a graded assignment without prior approval from the course instructor. Work completed through authorized collaboration must clearly identify the contributions of each individual.
 5. Facilitating Academic Dishonesty: Helping or attempting to help another student to violate any provision of this Code.

Use of Artificial Intelligence (AI)

At Lake Land College, we recognize the increasing use of artificial intelligence in different fields and everyday applications. While we encourage the use of AI, we expect compliance with this policy on the ethical use of this evolving technology.

1. Students must adhere to the instructor's policies (found in the course syllabus) on using AI-generated content in their work.
2. Students must check any AI content for accuracy and bias. Students are responsible for the integrity of all AI-generated content used.
3. Students must not use AI to cheat or plagiarize by submitting AI-generated content as original work.

Procedures Following Academic Dishonesty

1. The instructor who has witnessed academic dishonesty or who has evidence that academic dishonesty has occurred will contact the student to inform the student of the allegation and the instructor's intended actions.
2. The instructor may assign the student a reduced or failing grade on the assignment or in the course. The instructor will submit an Academic Integrity Incident Report to the Vice President for Student Services describing the incident and the intended actions.
3. Additional disciplinary sanctions may be imposed in accordance with the Student Code of Conduct and Disciplinary Procedures.

(See Policy 07.28.01.) The student will be provided written notification of the charges and actions to be taken and be given ten (10) calendar days to notify the Vice President for Student Services if the student wishes to dispute the charges.

4. If a student disputes the allegation of academic dishonesty, a hearing will be

provided according to the Student Code of Conduct and Disciplinary Procedures.

5. A student accused of academic dishonesty in a course may not drop the course until such time as disciplinary action, if any, is imposed. If a grade of "W" is recorded for the course, it may be changed to reflect the disciplinary sanctions imposed as a result of academic dishonesty. In the event that the alleged violation occurs at the end of a term, an incomplete grade shall be assigned pending conclusion of the disciplinary process.

Lake Land College may contract with an electronic service to detect originality of materials submitted by students. By registering for courses offered by Lake Land College, students consent that all assignments are subject to submission for textual originality reviewed by an electronic service. Assignments submitted to an electronic service source may be included in the service's restricted database solely for the purpose of detecting plagiarism.

Contact Information

Laker Connect Program Contact

dcp@lakelandcollege.edu

Tessa Wiles, Director of Laker Connect and Honors Experience
(217) 234-5044 / twiles@lakelandcollege.edu

Abigail Allen, Laker Connect Specialist
(217) 234-5562 / aallen12488@lakelandcollege.edu

Ashlyn Paige, Laker Connect Events and Onboarding Specialist
(217) 234-5396 / apaige@lakelandcollege.edu

Division Chairs Contact

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Erin Swingler, Chair of Allied Health
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eswingler@lakelandcollege.edu

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ethomas6875@lakelandcollege.edu

Mike Rudibaugh, Chair of Math and Science
(217) 234-5309
mrudibau@lakelandcollege.edu

Services Contact

Admissions and Records

(217) 234-5434

admissions@lakelandcollege.edu

Accounting

(217) 234-5214

accounting@lakelandcollege.edu

Bookstore

(217) 234-5420

bookstore@lakelandcollege.edu

Counseling Services

(217) 234-5232

counsel@lakelandcollege.edu

Information Systems and Services

(217) 234-5261

helpdesk@lakelandcollege.edu

Tutoring and Testing Center

(217) 234-5287

tutoringandtesting@lakelandcollege.edu

Learning Resource Center (Library)

(217) 234-5440

libcirc@lakelandcollege.edu

Student Accommodations

(217) 234-5259

accommodations@lakelandcollege.edu

Appendixes

Appendix A: Laker Connect IGA

INTERGOVERNMENTAL AGREEMENT BETWEEN LAKE LAND COLLEGE AND [HIGH SCHOOL PARTNERS] TO ESTABLISH LAKER CONNECT MEMBERSHIP

This Intergovernmental Agreement (the "Agreement") is entered into by and between Lake Land College, community college district 517, a community college district organized and existing under the laws of the State of Illinois (hereinafter referred to as "College"), and [High School Partner Name(s)], a high school district organized and existing under the laws of the State of Illinois (hereinafter referred to as "High School Partner(s)").

WHEREAS, the College and the High School Partner(s) (collectively, the "Parties") recognize the importance of providing enhanced educational opportunities to high school students through dual credit programs; and

WHEREAS, the Parties desire to establish a partnership to promote and facilitate the participation of high school students in dual credit courses offered by the College, thereby becoming members of the Laker Connect; and

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to 110 ILCS 27/1 Dual Credit Quality Act, the Illinois Community College Board (ICCB), the Higher Learning Commission (HLC), and Lake Land College Board Policy.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

ARTICLE I: PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which the High School Partner(s) will collaborate with Lake Land College to offer dual credit courses to high school students, thereby becoming members of the Laker Connect.

ARTICLE II: TERMS AND CONDITIONS

Section 2.1: Membership and Collaboration

1. The High School Partner(s) agree to collaborate with Lake Land College to offer dual credit courses to eligible high school students. College credit may be earned through the Dual Credit Program for any course numbered 040 and above as approved by the appropriate division chair and in accordance with Lake Land College policy. Specifically, courses numbered 040

to 099 are career/technical courses; courses numbered 100 and above are college transfer courses.

2. High school students participating in dual credit courses through this partnership will be recognized as members of the Laker Connect.
3. The High School Partner(s) will agree to adhere to the terms and conditions set forth by the Laker Connect, as outlined in this agreement.

Section 2.2: First Right of Refusal

1. Lake Land College shall have the first right of refusal to provide dual credit courses within the High School Partner(s) district.
2. The High School Partner(s) agree not to enter into any agreement with another dual credit provider without first offering Lake Land College the opportunity to provide such courses.
3. Should Lake Land College decline to provide the requested dual credit courses, the High School Partner(s) may seek alternative providers in alignment with the Dual Credit Quality Act.

Section 2.3: Student Eligibility and Enrollment

1. High school students must meet the eligibility criteria established by Lake Land College to enroll in dual credit courses.
2. The High School Partner(s) will assist in identifying eligible students and facilitating their enrollment in dual credit courses.
3. The Laker Connect program will provide counseling and support to students, assisting them in developing and aligning their academic plans with dual credit opportunities. This program will ensure that students are informed about the best course options to meet their educational goals.
4. Lake Land College will allow high school students who do not otherwise meet the College's academic eligibility requirements for receipt of college credit to enroll in dual credit courses taught at the high school for high school credit only.

Section 2.4: Financial Arrangements

1. Tuition and fees for dual credit courses will be determined annually by Lake Land College and communicated to the High School Partner(s). The High School Partner(s) will receive and be responsible, in full, for all tuition and fees billed for dual credit services in alignment with Section 6.1. All fees and costs assessed for dual credit courses shall be reasonable and promote student access to those courses.
2. The High School Partner(s) and Lake Land College acknowledges the new billing structure upon accepting the Laker Connect agreement.

ARTICLE III: TERM AND TERMINATION

Section 3.1: Term This Agreement shall commence on the date of execution and shall continue through the dates identified below, unless terminated earlier in accordance with Section 3.2 or altered through mutual agreement by the parties.

Section 3.2: Termination

1. This Agreement may be terminated by either Party with written notice no later than 90 days prior to the start of an academic year, provided that such termination notice is accompanied by written justifications outlining the reasons for termination.
2. High School Partner(s) that choose to terminate the Laker Connect agreement will continue in the regular dual credit programming.
 - a) Dual credit option 1 – The high school will be charged the published annual dual credit fees per student. Yearlong book rental will be charged in the Fall at the published credit hour rate per student.
 - b) Dual credit option 2- The high school will be charged published annual dual credit 2 fees per course. Cost does not include digital course material, workbooks, and additional course fees.
3. **Termination Acknowledgement** High Schools should be mindful that students receiving too many college credits while in high school may affect their post-secondary career by not being able to maintain full-time status for scholarships and financial aid. Financial aid also applies to a limited number of hours based on the published degree completion hours. Laker Connect pathways are designed to provide focused credits toward degree options. By completing dual credit courses not aligned with a Laker Connect pathway, students may take credit not required for their desired degree field and may exhaust credits available for financial aid too soon with a higher number of dual credit hours earned or attempted.
4. This agreement may be terminated by either party with a 30-day notice should amendments to the Dual Credit Quality Act or other applicable state or federal laws prevent continued execution of any section of this agreement.

ARTICLE IV: PROGRAM REQUIREMENTS AND EXPECTATIONS

Section 4.1: Academic Standards

1. Dual credit courses offered through this Agreement must adhere to the academic standards and requirements established by Lake Land College, the Dual Credit Quality Act, HLC, and ICCB.
2. Qualified high school instructors teaching dual credit courses must meet the credentialing standards set forth by Lake Land College, the Dual Credit Quality Act, HLC, and ICCB.
3. Course curriculum, syllabi, textbooks, and materials will be consistent with those used by Lake Land College.
4. Lake Land College shall take the appropriate steps to ensure that dual credit courses are equivalent to those courses offered at the community college in quality and rigor to qualify for college credit

5. The Parties shall work to ensure that individual students with disabilities have access to dual credit courses, provided that those students are able to meet the criteria for entry into a dual credit court.

Section 4.2: Enrollment and Participation

1. The High School Partner(s) will identify eligible students and facilitate their enrollment in dual credit courses. Including but not limited to GPA requirements and placement tests.
2. Student eligibility will be determined by Lake Land College Board Policy.
3. Student enrollment will adhere to deadlines and procedures established by Lake Land College.
4. Students must comply with the academic and conduct policies of both Lake Land College and the High School Partner(s).
5. Dual Credit Program Board Policy, 06.19 Board Policy Manual. The college's board policy states that the maximum number of dual credit hours a student can obtain is 32. The 32 maximum is strictly enforced, and student enrollment in courses over the 32 may be denied.

Section 4.3: Attendance and Performance

1. Students are required to maintain regular attendance and active participation in dual credit courses.
2. Students must meet the academic performance standards set forth by Lake Land College to remain enrolled in the dual credit program.
3. The High School Partner(s) will monitor student performance and provide necessary support to ensure academic success.
4. Students are subject to Lake Land College Board Policy 07.28.01 Student Code of Conduct and Disciplinary Procedures, and all related Lake Land College Board policies.

Section 4.4: Communication and Reporting

1. The High School Partner(s) will designate a liaison to serve as the dual credit coordinator who will coordinate communication with Lake Land College regarding program requirements and student progress.
2. Regular meetings and communication will be held between the designated liaison and Lake Land College representatives to review program implementation and address any issues.
3. The High School Partner(s) will provide periodic reports to Lake Land College on student enrollment, performance, and other relevant metrics.
4. Qualified high School dual credit instructors will adhere to required Lake Land College assessment and reporting deadlines.
5. Lake Land College and The High School Partner(s) shall retain educational records in accordance with Illinois statues and record retention regulations. Lake Land College will use its standard procedures according to Illinois Community College Board (ICCB) guidelines for credit hour claims.

Section 4.5: Data Sharing

1. To administer and assess the impact of this Agreement, the Parties agree to:

1. Exchange student information, grades, and other appropriate data as permitted by FERPA and other applicable laws.
2. Disclose education records for students concurrently enrolled in the district and the college in accordance with FERPA.
3. Mutually share data on the performance of students in a meaningful and timely manner.

Each party designates the other as its agent with a legitimate educational interest in students' educational records for purposes of FERPA. The parties further agree to:

1. Follow all applicable policies and procedures related to the privacy and protection of student education records.
2. Develop and implement policies and procedures, where not already in place, to ensure compliance with FERPA and other relevant laws.
3. Protect student education records from accidental or deliberate re-disclosure to unauthorized persons.

In addition, the Parties will annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance, to the extent feasible.

Section 4.6: Evaluation and Feedback

1. The Parties will conduct regular evaluations of the dual credit program to assess its effectiveness and identify areas for improvement.
2. Feedback from students, parents, instructors, and administrators will be collected by the Lake Land College Dual Credit Office and used to inform program enhancements.
3. Lake Land College and the partnering high schools will collaborate to implement changes for dual credit qualified instructors based on evaluation results and feedback, as necessary.

Section 4.7: Participation Expectations of the High Schools

1. Understand requirements outlined in the signed Laker Connect agreements, handbooks, and subsequent addendums.
2. Understand, review, and collaborate on Laker Connect pathway implementation.
3. Review dual credit offering audits.
4. The High School Partner(s) will retain textbooks at the school under a long-term rental agreement. Any damaged or missing books will be the responsibility of the high school to replace. High School Partner(s) may establish their own textbook/materials library, but those textbooks/materials must align with those assigned to each course by Lake Land College through the course information forms and must adhere to the Bookstore arrangements. Any

damaged or missing books will be the responsibility of the high school to replace upon termination of the dual credit course.

5. The High School Partner(s) agrees to provide, upon request, a list of participating students from grades 8 through 12, along with graduation dates for the purpose of data collection and recruitment efforts related to Lake Land College programming.
6. The High School Partner(s) shall be responsible for hiring and compensating any high school qualified instructors.
7. The High School Partner(s) and Lake Land College agree that qualified instructors who teach college credit at the high school campus shall meet the minimum criteria set forth by the Higher Learning Commission and the Illinois Community College Board.

Section 4.8: Expectations of the Qualified Dual Credit High School Instructor:

1. Adhere to Lake Land College instructor evaluations in a manner deemed appropriate to maintain and improve college-level instructional quality and alignment.
2. Participate in Lake Land College professional development opportunities, including but not limited to workshops, orientation sessions, and mentoring.

ARTICLE V: TERMINATION PROVISION

Section 5.1: Reversion to Original Agreement

1. Upon termination of this agreement, as outlined in section 3.2, the original dual credit agreement previously established between the Parties shall automatically resume in full force and effect the next academic year.
2. All terms, conditions, rights, and obligations of the original dual credit agreement shall be reinstated and govern the relationship between the Parties regarding the provision of dual credit courses.

Section 5.2: Transition Plan

1. The Parties agree to collaborate in good faith to ensure a smooth transition back to the original dual credit agreement the next academic year.
2. Both Parties will communicate any necessary adjustments or requirements to facilitate the transition and ensure that students' academic progress is not disrupted.

Section 5.3: Continuation of Student Enrollment

1. High school students already enrolled in dual credit courses at the time of termination of this agreement shall be allowed to complete their courses under the terms initially agreed upon at the time of their enrollment.

2. The High School Partner(s) and Lake Land College will work together to ensure that all enrolled students receive the necessary support and resources to successfully complete their courses.

Section 5.4: Notification of Stakeholders

1. The High School Partner(s) and Lake Land College will collaborate to notify students, parents, and other relevant stakeholders of the decision to opt out and the reversion to the original dual credit agreement.
2. Lake Land College will assist in providing any necessary information or support to communicate these changes effectively.

ARTICLE VI: PROGRAM BENEFITS

Section 6.1: Laker Connect Cost

1. Program outline with Laker Connect Agreement:
 - a) Dual credit option 1 – \$0 – For dual credit courses in a Lake Land College approved pathway, which are taught by a Lake Land College qualified and approved high school instructor to high school students, fees outlined in Section 2.4 will be waived. For Dual Credit courses not included in an approved pathway the cost will be the published dual credit fees as outlined in Section 2.4 will be applicable.
 - b) Dual credit option 2 - Dual credit 2 courses are taught by a Lake Land College instructor to high school students only upon request from individual High School Partner(s) or as a partnership between high schools collectively. For courses that align with a Lake Land College approved pathway, the high school will be charged 50 percent of the regular Dual Credit 2 rate with a minimum enrollment of 10 students. For Dual Credit 2 courses not included in an approved pathway, regular dual credit fees as outlined in Section 2.4 will be applicable. Cost includes all costs for the course including book rental, workbooks, and additional course fees. Digital course materials may incur an additional charge.
 - c) Dual credit option 3 – Regular tuition rate – Lake Land College courses that high school dual credit qualifying students may be enrolled in. Also known as “dual enrollment.” The cost charged to the high school will be the published in-district tuition and assigned fee rates for the class.

Section 6.2: Additional Laker Connect Benefits

1. Including, but not limited to:
 - A. PACE considerations. The Laker Connect supports the completion of the Illinois PACE (Postsecondary and Career Expectations) framework for high school students by implementing a comprehensive programs and initiatives designed to prepare students for postsecondary success.

- B. 9th and 10th Grade Programming. The Laker Connect will offer programming specifically tailored for 9th and 10th-grade students focused on building foundational academic skills and opportunities to explore potential college and career paths.
- C. College Visits. Lake Land College organizes and facilitates visits to its campus, allowing high school students to experience college life firsthand.
- D. Activities and Opportunities Related to Career Clusters. The Laker Connect will provide a variety of activities, workshops, and events related to different career clusters to address the importance of aligning students' interests and skills with career paths.
- E. Academic planning. The Laker Connect will work closely with high schools to develop clearly defined pathways that will guide students from high school to postsecondary education and careers. A Laker Connect counselor will assist high schools and students with the resources and support needed for effective dual credit course scheduling, academic planning, and conducting focused visits to encourage students to pursue higher education opportunities.
- F. Student recognition. Students that are Laker Connect Level I members will receive a graduation pin and a \$250 tuition and fee waiver at the completion of 6 dual credit hours in a Laker Connect Pathway or a College and Career Pathway Endorsement. Students that are Laker Connect Level II members will receive graduation stole, early registration access, and a \$500 tuition and fee waiver at the completion of a Lake Land College Academic Plan, 6 dual credit hours in in a Laker Connect Pathway, attendance at a Laker Visit Day, and completion of the FASFA for Lake Land College. NOTE: Tuition and fee waivers have no cash value, are non-transferrable and valid only for the semester immediately following high school graduation. Tuition and fee waivers will only be applied to outstanding tuition and fee balances at Lake Land College.
- G. Instructor support. Approved high school dual credit instructors receive support through a comprehensive program that includes assigned mentors, regular curriculum support meetings, professional development opportunities, and a stipend for completing the Instructor Participation Checklist.

ARTICLE VII: TERMS AND CONDITIONS

Section 7.1: Indemnification:

1. Lake Land College and The High School Partner(s) each agree to mutually indemnify, defend, and hold harmless the other party and their respective board members, employees, and agents from all claims, causes of action, damages, and losses (collectively "Loss") to the extent the loss arises out of the negligent or willful acts or omissions of the indemnifying party, and the indemnifying party's breach of this Agreement.

Section 7.2: Prohibition on Discrimination.

In performing their respective obligations under this Agreement, each Party agrees to comply with all applicable federal and State non-discrimination and equal opportunity laws, regulations. Lake Land College and The High School Partner(s) shall not engage in discrimination or harassment against any person on the basis of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, pregnancy, sexual orientation, gender identity or expression, unfavorable discharge, or any other legally protected category. Each Party also agrees to comply with all applicable non-discrimination policies that The High School Partner(s) and Lake Land College promulgates. The Parties will coordinate regarding an appropriate response to any report of alleged discrimination or harassment, including sexual harassment, involving students or employees involved in the Dual Credit Program, taking into consideration the nature of the report, the parties involved and the context in which the alleged discrimination or harassment occurred.

Section 7.3: Severability:

Should any clause or paragraph of this Agreement be held to be unenforceable, void, or unconstitutional, it is the intent of the parties that all remaining clauses of this Agreement shall survive and be deemed enforceable despite such occurrence.

Section 7.4: Confidentiality:

All parties agree to the confidentiality or proprietary information disclosed by either party to the other party, including without limitation personally identifiable student information and confidential financial information, is "confidential" and shall remain so during the term of this Agreement and thereafter. The parties expressly acknowledge that all exchange of personally identifiable information about students is consistent with and permitted by their respective policies and procedures for disclosure of personally identifiable information from students' education records to academic officials who have a legitimate educational interest in such information and thus fully in accord with the Family Educational Rights and Privacy Act. The Parties understand and agree that (a) the personal or confidential information shall be used only to carry out the purposes of this Agreement; (b) the Parties will not redisclose any personal or confidential information to any persons or entities other than the Parties, and (c) the Parties shall limit access to personal or confidential information to those employees and individuals who reasonably need access and have a legitimate interest in order to perform the responsibilities contemplated in this Agreement.

This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral.

This agreement shall be effective from the date of execution written below through June 1, 2027.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date last written below.

Lake Land College

Name: _____

Title: _____

Date: _____

High School Partner Name

Name: _____

Title: _____

Date: _____

Appendix B: Dual Credit Agreement (Non-Laker Connect IGA)

2025-2026 COLLEGE-LEVEL CREDIT AGREEMENT

Pursuant to this signed agreement and in accordance with the policies set forth by the Illinois Community College Board, the Illinois State Board of Education, Dual Credit Quality Act, Higher Learning Commission, and the policies and procedures established by Lake Land College, _____ High School (hereinafter "District") agrees to enter into a partnership with Lake Land College (hereinafter "College") to offer dual credit courses for high-school students interest in pursuing classes for both college and high school credit. Dual credit courses are college-level and will be taught by qualified instructors in accordance with these policies.

As part of this agreement, a College representative will be allowed to visit with students and instructors of each dual credit course at the high school during the regular high school day at least once each semester to provide necessary information to students about their rights and responsibilities of enrollment in the program, training of the College's system, and use of credits at Lake Land College or transfer of credits to another institution.

Qualifications of Students

Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying for a college-level course. Students enrolling in the Dual Credit Program must meet the entrance requirements set forth by the College. This means students shall meet the same academic criteria as those students enrolled in the College; this includes taking appropriate placement testing when necessary. The students' course selections shall be made in consultation with high school counselors and/or principals and are restricted to students in the junior and senior years of high school or students deemed gifted according to College Policy 07.01. Students must have a high school grade point average of "C" or better to initially enroll in dual credit courses and maintain a Lake Land grade point average of "C" or better to continue enrollment in the Dual Credit Program. Students enrolling in the Dual Credit Program must meet the entrance requirements set forth by the College. All students will follow all college procedures for enrolling in courses.

Board Policy, Overload

Dual Credit Program Board Policy, 06.19 [Board Policy Manual.pdf \(lakelandcollege.edu\)](https://lakelandcollege.edu/BoardPolicyManual.pdf). The college's board policy states that the maximum number of dual credit hours a student can obtain is 32. The 32 maximum is strictly enforced, and student enrollment in courses over the 32 may be denied.

Governing Legislation

Lake Land College's Dual Credit Program is initiated and governed by the Illinois Dual Credit Quality Act 110 ILCS 27. Public Act 102-1077 allows for students who do not meet the College's criteria for academic eligibility to attend the high school taught courses, but not for college credit. The College

is responsible for annual disaggregated data pertaining to dual credit enrollment, completions, and subsequent postsecondary enrollment and performance to a feasible extent upon request.

Collaborative Procedures

The College and the District agree to engage in a collaborative process regarding qualified instructors. The District shall identify a high school coordinator who shall serve as liaison to the College. The College and the District agree to regular communication regarding faculty qualifications, courses offered, and successes and challenges. The District shall identify and recommend high school instructors of dual credit courses taught on the high school campus. The College shall review and approve high school instructors of dual credit courses taught on the high school campus. The District shall be responsible for hiring and compensating any such qualified instructors. The District and the College agree that qualified instructors who teach at the high school campus shall meet the minimum criteria set forth by the Higher Learning Commission and the Illinois Community College Board.

Accessibility

In accordance with 110 ILCS 27/16, the College and the District have engaged in a collaborative process to ensure that individual students with disabilities have access to dual credit courses. As a result of this collaborative process, the College and the District have agreed upon the following criteria to ensure that students with disabilities have access to dual credit courses, provided that those students are able to meet the criteria for entry into a dual credit course: (1) a dual credit student shall have access to the supplementary aids and accommodations included in the student's individualized education program under Article 14 of the School Code or Section 504 plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course instructed by a qualified high school instructor; (2) a dual enrollment student taking courses taught by Lake Land College faculty at a College location or at the high school location outside of the regular school day shall have access to the College's Student Accommodations services, as necessary.

College Credit

College credit may be earned through the Dual Credit Program for any course numbered 040 and above as approved by the appropriate division chair and in accordance with College policy. Specifically, courses numbered 040 to 099 are career/technical courses; courses numbered 100 and above are college transfer courses. The maximum number of college-level credit hours that can be obtained by a high-school student is 32.

Program Costs

Dual Credit Courses. The College will exchange tuition and related fees for the instruction of dual credit courses taught by qualified high school instructors during the regular school day at the high school facility or college approved facility. Depending on the course, students may be required to purchase workbooks, supplies or other items deemed necessary for class participation. The District agrees to pay the College the program fee set each academic year.

Cost: \$50 per student per course per semester. If there are students in a dual credit course who are enrolled for high school credit only and require a College textbook, the high school agrees to pay the College a \$12.00 per credit hour per book per semester textbook rental fee for each student.

Dual Credit Option 2 Courses. Courses modalities may be online, hybrid, or face-to-face. Such courses may be offered in the high school classroom, or at a location agreed upon by College and District, for up to 25 students per course with a count of 10 students minimum. Locations may include the Lake Land campus, the Kluthe Center in Effingham, or Lake Land College extension centers in Marshall or Pana, or an agreed upon location. Additional costs to the high school may include instructional costs, labs fees, textbooks, and any other course materials, and consumables, such as workbooks, tools, and uniforms.

Cost: \$100 per student per credit hour.

Dual Credit Option 3/Dual Enrollment Courses. The College will exchange current tuition and related fees for the instruction of dual enrollment courses taught by qualified Lake Land College instructors online, hybrid, or on-campus.

Additional Course Fees. Additional fees such as yearlong book rental, course fees, and damaged book fees are applicable.

Data Sharing

To administer and assess the impact of this Agreement, the District and the College shall exchange student information, grades and other appropriate data as permitted by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Student Online Personal Protection Act, 105 ILCS 85 (SOPPA), and other applicable laws.

Program Requirements

Dual credit instructors have the responsibility of ensuring the timely completion of administrative tasks vital to the academic process. This includes conducting 10th-day roster checks, facilitating midterm certifications, reporting final grades, and ensuring completion of student evaluations. Adhering to course assessment requirements, as stipulated by course leads, ensures the smooth functioning of dual credit programs, maintaining academic integrity and accountability.

Add/Drop Deadlines

Lake Land College and the high schools within its district collaborate in an effort to offer a diverse range of courses taught by Lake Land College instructors. To enhance efficiency and ensure transparency in costs, a deadline is established for dropping students from these courses. The deadline date will be announced by the College prior to the start of each academic term. Students not dropped by that deadline date will remain on the District bill. This deadline enables the timely communication of costs to the participating schools within the partnership, facilitating informed

decision-making regarding course enrollment, resource allocation, and providing time to the schools to make modifications to student schedules.

Authorized Lake Land College Representative

Date

Authorized High School Representative

Date

Appendix C: Placement Test Scoring

About Placement Scores

Lake Land College policy requires all degree seeking students to have reading, English and math placement scores on file. ALL students planning to enroll in a math or English course are also required to have appropriate placement scores on file. **Students will be mandatorily placed in courses based upon placement scores or transitional program and program. (ACT/SAT/ACCUPLACER)**

If a student's record includes more than one set of scores, the highest scores recorded are used for placement. Certain courses for which a student will not earn credit for graduation are required when indicated by placement scores and major. These courses include: RDG007, RDG009, RDG050, ENG005, ENG007, MAT005 and MAT006. *Placement in these courses may lengthen time and costs for college.*

Retesting prior to enrollment for the first semester offers an opportunity to improve your placement. Students may retest one time per subject area for a fee of \$5.00 per subject—limit of two sets of Lake Land College placement scores within a four-year period. Call 217-234-5301 to schedule a retest.

Determining Your Placement

To determine placement in reading, English and math, match your score on the ACT, SAT, or Lake Land College placement test with the appropriate range of scores on the reverse side of this sheet.

For example, follow the chart below from left to right. A student with an ACT reading score of 16-18, an SAT evidence-based reading and writing score of 410-470, or a NEXT – GEN ACCUPLACER score of 232-251, will be placed into RDG 050. All students are required to enroll in a reading course unless placement score is in the “None Required” range.

ACT	SAT	NEXT – GEN ACCUPLACER	REQUIRED COURSE
16 - 18	410 - 470	232 - 251	RDG 050

Use this same process to determine placement in the areas of English and math for those majors that require ENG120 or any MAT course. *Not all majors require these courses.* Counselors will review this information at your orientation/advising appointment.

Contact Information

To discuss your placement scores or for additional information regarding degree requirements, please call Counseling Services at (217) 234-5232.

To schedule a retest, call the Tutoring and Testing Center at (217) 234-5301.

INTERPRETING TEST SCORES

READING REQUIREMENTS					
ACT	SAT	NEXT – GEN ACCUPLACER	CLASSIC ACCUPLACER	GED	REQUIRED COURSE
0 - 11	200 - 360	200 - 222	20 - 40		RDG 007
12 - 15	370 - 400	223 - 231	41 - 55		RDG 009
16 - 18	410 - 470	232 - 251	56 - 78		RDG 050
19+	480+	252 - 300	79 - 120	165+	NONE Required
ENGLISH REQUIREMENTS					
ACT	SAT	NEXT – GEN ACCUPLACER	CLASSIC ACCUPLACER	GED	REQUIRED COURSE
0 - 11	200 - 360	200 - 228	20 - 40		ENG 005
12 - 18	370 - 470	229 - 249	41 - 63		ENG 007, 119
19+	480+	250 - 300	64 - 120	165+	ENG 120
MATH REQUIREMENTS					
ACT	SAT	NEXT – GEN ACCUPLACER	CLASSIC ACCUPLACER	GED	REQUIRED COURSE
0 - 18	200 - 490	QAS 200 - 249	Elem Algebra 20 - 56		MAT 005
0 - 21	200 - 520	QAS 200 - 262	Elem Algebra 20 - 96		MAT 008 Math Literacy – for placement into MAT 116 or 125
19 - 21	500 - 520	QAS 250 - 262	Elem Algebra 57 - 96		MAT 006, 009, 090 Courses with elementary algebra prerequisite
0 - 21	200 - 520	QAS 200 - 262	Elem Algebra 20 - 96		MAT 115, 124 Courses with intermediate algebra integrated
22+	530+	QAS 263 - 300 AAF 200+	Elem Algebra 97 - 120 College Level 20+	165+	MAT 116, 118, 125 Courses with math literacy (116/125 only) or intermediate algebra prerequisite
22 - 24	530 - 610	QAS 263 - 300 AAF 200 - 249	Elem Algebra 97 - 120 College Level 20 - 59	165+	MAT 130 Course with intermediate algebra prerequisite
25 - 26	620 - 640	AAF 250 - 275	College Level 60 - 102		MAT 132, 210, 211 Courses with college algebra prerequisite
22 - 26	530 - 640	QAS 263 - 300 AAF 200 - 275	Elem Algebra 97 - 120 College Level 20 - 102	165+	MAT 140 Course with intermediate algebra prerequisite
27+	650+	AAF 276 - 300	College Level 103 - 120		MAT 241 Courses with college algebra and trig prerequisites

Appendix D: Course Form

<i>Bookstore Required Information:</i> First day school personnel are available to receive textbooks from the bookstore for fall semester:	DATE:	<i>Dual Enrollment Courses:</i> Will you have students registering in dual enrollment (D3) courses?					
Fall Lake Land classes start:	DATE:	If yes to the above question, who should be billed for the tuition/fees for the course(s), high school or student?					
Last day books are needed for fall by students:	DATE:						
Last day school office is open before Holiday Break:	DATE:	<i>New Staff:</i> Any changes to Laker Connect Instructors or Coordinators expected for next year such as retirements or new staff?					
First day school personnel are available to receive textbooks after the Holiday Break:	DATE:						
Spring Lake Land classes start:	DATE:						
Last day books are needed for spring by students:	DATE:						
Last day school office is open:	DATE:						
Dual Credit Coordinator:							
Principal:							
Lake Land College Course Number & Title	High School Course Title (Required)	Instructor (Required)	Class Length (fall, spring, yearlong. Please indicate Dual Enrollment)	Number of Sections Needed (Required)	Start/End Time Class Meets (Actual Time Required)	# of Dual Credit Students in the Course	# of Books Requested (For Dual Credit)

*This document is emailed to schools as a fillable PDF each academic year

Appendix E: Coordinator Demographic Form



Dual Credit Program Coordinator Demographic Form

Name: _____
Last First Middle Initial

Other / Previous Name(s)

Address: _____
Street Address/Po Box Number Apartment/Unit #

City State Zip Code County

Phone: _____
Home Cell

E-mail: _____

Social Security Number: _____
Your Social Security Number is protected under FERPA federal guidelines and will not be released.

Birthdate: ____ / ____ / ____ **Gender:** ☐ Female ☐ Male

Do you require pay for your services as dual credit coordinator?* ☐ Yes ☐ No
**Coordinators are paid \$250 per semester if their school is offering between one and five dual credit sections. Coordinators are paid an additional \$25 for each section offered at their schools starting with the sixth section. In the case of year-long courses, coordinators are paid for the spring semester only.*

Lake Land College is an equal opportunity employer and educator. Lake Land College does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, marital status, veteran status, sexual orientation or any basis of discrimination precluded by applicable federal and state statutes in admission or access to or in treatment of employment in college programs and/or activities. We request your voluntary completion of the following information.

Are you Hispanic or Latino (or are you of Spanish origin)?

- ☐ Yes, Hispanic or Latino
☐ No, not Hispanic or Latino

Are you from one or more of the following racial groups (check all that apply)?

- ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Pacific Islander
☐ White
☐ Choose Not to Respond

Please identify your primary racial/ethnic group (select only one).

- ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Pacific Islander
☐ White
☐ Choose Not to Respond

Appendix G: CTE Work Experience Record

CTE Instructor Work Experience Record Dual Credit Program, Lake Land College Mattoon, Illinois

Name: _____ Occupational Specialty: _____

Lake Land College Board Policy 05.02.04 requires that instructors teaching career/technical courses have professional competency, have appropriate work experience, and be in compliance with any professional requirements. Professional competency includes instructional organization, preparation of instructional materials, methods, and techniques of instruction specialty areas. Employment experience should include one year (2,000 hours) employment in the specific occupational area to be taught. For those occupations which employment or preparation is regulated by law or licensure, such laws and licensing requirements shall take precedence.

Company	Duties, tasks, responsibilities	Dates of employment	Supervisor	Number hours worked
				Total:

The information above is accurate to the best of my knowledge.

Instructor's signature

Date

Appendix H: Special Permission Form

HIGH SCHOOL SPECIAL ADMISSION

Lake Land College Admissions & Records
5001 Lake Land Blvd, Mattoon, IL 61938-9366
Fax: 217-234-5390 Office: 217-234-5311
admissions@lakelandcollege.edu



High school students who are at least 16 years of age and/or have permanently withdrawn from high school may enroll at Lake Land College with permission from the High School Principal or Counselor and Parent/Guardian. The completion of this form does not guarantee or complete the admission of the student to Lake Land College. Once this form has been submitted, the student must call the Admissions and Records Office at 217-234-5434 to complete registration.

LAST NAME	FIRST NAME	MIDDLE/PREVIOUS	DATE OF BIRTH
-----------	------------	-----------------	---------------

CURRENT ADDRESS	LAKE LAND STUDENT ID NUMBER
-----------------	-----------------------------

CITY	STATE	ZIP CODE	TELEPHONE	HIGH SCHOOL
------	-------	----------	-----------	-------------

TERM REQUESTED FOR: FALL SPRING SUMMER YEAR: _____

CATALOG # _____ COURSE TITLE _____

CATALOG # _____ COURSE TITLE _____

CATALOG # _____ COURSE TITLE _____

STUDENT'S SIGNATURE	DATE
---------------------	------

PARENT OR GUARDIAN'S SIGNATURE	DATE
--------------------------------	------

- ☐ This student is approved for concurrent enrollment at Lake Land College
- ☐ Student has permanently withdrawn from high school, is sixteen years of age and is eligible to attend Lake Land College.

HIGH SCHOOL PRINCIPAL OR COUNSELOR'S SIGNATURE	DATE
--	------

Appendix I: Gifted Student Form

GIFTED STUDENT ADMISSION

Lake Land College Admissions & Records
5001 Lake Land Blvd, Mattoon, IL 61938-9366
Fax: 217-234-5390 Office: 217-234-5311
admissions@lakelandcollege.edu



Students less than 16 years of age who are gifted may enroll in course work at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school/home school in which the student is enrolled and the College. Students should contact the Admissions & Records office to complete registration upon submission of this form.

LAST NAME	FIRST	MIDDLE	DATE OF BIRTH
ADDRESS	CITY	STATE	ZIP CODE
HIGH SCHOOL	TELEPHONE		

TERM REQUESTED FOR: ☐ FALL ☐ SPRING ☐ SUMMER YEAR: _____

CATALOG # _____ COURSE TITLE _____

CATALOG # _____ COURSE TITLE _____

My signature on this form indicates my approval in accordance with the Gifted Student Admission Requirements and Approval Acknowledgements.

STUDENT'S SIGNATURE	DATE
PARENT OR GUARDIAN'S SIGNATURE	DATE
SECONDARY/HOME SCHOOL CHIEF EXECUTIVE OFFICER'S SIGNATURE	DATE

FOR OFFICE USE ONLY:

DEAN OF ADMISSIONS'S SIGNATURE	DATE

(Approval confirms student eligibility based on Admission Requirements.)

Notification to:

- ☐ College Instructor
- ☐ Division Chair
- ☐ Vice President for Academic Services

Lake Land College Student ID Number: _____

GIFTED STUDENT ADMISSION REQUIREMENTS AND APPROVAL ACKNOWLEDGEMENTS

ADMISSION REQUIREMENTS:

In accordance with Board Policy 07.01 Admission of Students, students less than 16 years of age who are gifted may enroll in course work at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school/home school in which the student is enrolled and the College.

Students must meet the following requirements to enroll as a Gifted Student at Lake Land College.

- A. Be identified as a gifted student by the secondary school/home school in which the student is enrolled and have approval of the school's chief executive officer on the Gifted Student Admission form.
- B. Demonstrate college readiness by meeting college-level placement in two of three areas (reading, English and mathematics) as determined by ACT, SAT or college placement test and meet any minimum placement requirements identified for a specific course.
- C. Submit the Gifted Student Admission form with all required approvals to the office of Admissions and Records.
- D. Gifted students are limited to enrollment in one academic course during their first term of enrollment and may enroll in two courses each semester thereafter if they maintain a Lake Land College cumulative grade point average (GPA) of 3.0 or higher.
- E. A gifted student who reaches the age of 16, will follow the appropriate admission requirements in accordance with Lake Land College Board Policy 07.01.

GIFTED STUDENT AND PARENT ACKNOWLEDGEMENT:

The College learning environment is one of adult interaction where students will be exposed to ideas, concepts and learning materials that are generally focused toward adult students and adult audiences. By signing this form, students and parents understand that the student is taking a college-level course and accept the following:

- A. The student is entering a learning community that has been designed for college students where classroom discussions and course materials may be intended for mature audiences;
- B. The student's enrollment does not require the College to exercise any special care that would not be extended to any other College student;
- C. The student may be provided the same privileges as other College students and will be subject to the same requirements, policies and regulations;
- D. The student's grades will become part of a permanent college academic record and the student may be required to submit a Lake Land College transcript to future colleges and universities. (Please note that not all classes offered at Lake Land are designed to be transferrable to another college.)

SECONDARY/HOME SCHOOL CHIEF EXECUTIVE OFFICER ACKNOWLEDGEMENT:

Approval on the Gifted Student Admission form verifies that this student is identified as a gifted student as defined by the secondary school/home school and is giving permission for the student to enroll at Lake Land College for the specific course(s) identified on the form.

Appendix J: Grade Correction Form

GRADE CORRECTION


Lake Land College Admissions & Records
5001 Lake Land Blvd, Mattoon, IL 61938-9366
Fax: 217-234-5390 Office: 217-234-5311
admissions@lakelandcollege.edu



STUDENT NAME	STUDENT ID NUMBER

A grade of was reported for
at the end of Semester/Term . The grade should have been .
Fall/Spring/Summer Year

Reason for grade correction

INSTRUCTOR SIGNATURE	DATE
	

DIVISION CHAIR SIGNATURE	DATE

VP FOR ACADEMIC SERVICES SIGNATURE	DATE

Appendix K: Request to Obtain Incomplete

REQUEST TO OBTAIN AN INCOMPLETE

This form is to be used in accordance with Lake Land College Board Policy 07.17.01 which allows a student, due to illness or other extreme circumstance, to request to be assigned a grade of "I" (Incomplete). Please refer to the Academic Standards & Policies section of the online Student Handbook for additional information.

To be assigned a grade of "I", the student must:

- _____ have been maintaining a passing grade at the time of illness or extreme circumstance,
- _____ be aware that a grade of "I" may impact their financial aid,
- _____ receive approval from the course instructor and division chair,
- _____ submit the approved form to the Admissions and Records Office no later than the grades-due date of the term, and
- _____ complete the course requirements no later than mid-term of the next scheduled term (excluding summer). Once an "I" grade is assigned, the student may not withdraw from the course. Any "I" grade remaining after the mid-term date will be changed to an "F" grade.

Course Subject/Number:	<input type="text"/>	Semester/Year:	<input type="text"/>
Student Name:	<input type="text"/>	Student ID#:	<input type="text"/>
Street Address:	<input type="text"/>	City/State:	<input type="text"/>
Preferred Email:	<input type="text"/>	Phone Number:	<input type="text"/>
Student Signature:	Date:		
Instructor Signature:	Date:		
Division Chair Signature:	Date:		

Student/Instructor Comments:

LAKE LAND
COLLEGE

Appendix L: Incomplete Grade Change Form

INCOMPLETE GRADE CHANGE

Lake Land College Admissions & Records
5001 Lake Land Blvd, Mattoon, IL 61938-9366
Fax: 217-234-5390 Office: 217-234-5311
admissions@lakelandcollege.edu



Students who have received a grade of Incomplete will have until the mid-term of regular term (excluding summer), the opportunity to complete the requirements for the course. After the requirements have or have not been completed, the instructor will determine the grade earned and report it to the Admissions and Records Office by mid-term. The incomplete will not be allowed to remain on the student's record.

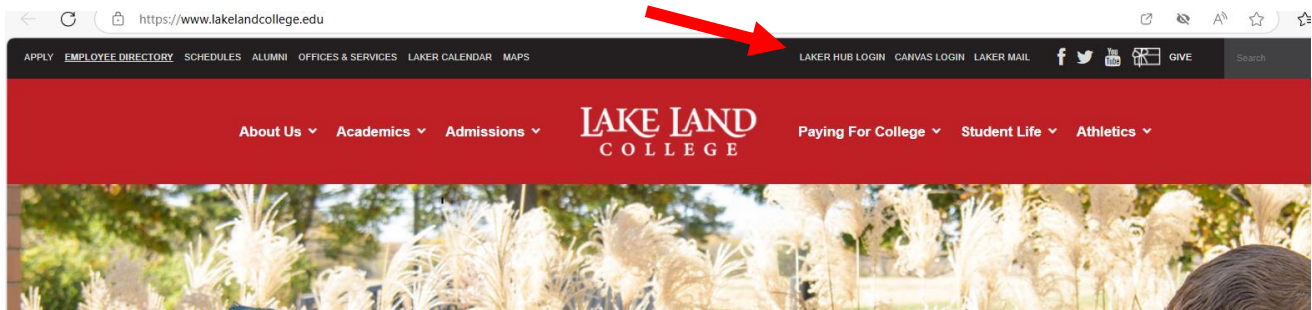
STUDENT NAME	STUDENT ID NUMBER
COURSE NAME	COURSE CATALOG NUMBER
INSTRUCTOR NAME	ASSIGNED GRADE
INSTRUCTOR SIGNATURE	DATE

Appendix M: Logging into the Laker HUB

What services are available?

There are several services that use the same user ID and password. These include the following:

- Laker HUB – This is the student and employee portal that gives you access to important Lake Land College information as well as links to other Lake Land College services such as Self-Service, Canvas, and your Lake Land College email account. Every dual credit student, instructor and Coordinator has a HUB



- Dual Credit students can use the HUB to view their college transcript
- Dual Credit instructors will use the HUB and Self-Service to view rosters, make midterm verifications, and post final grades.
- Laker Connect Coordinators have access but are limited in the need to use the system; however, Coordinators may want to familiarize themselves to help students and instructors.

Canvas – This is the learning management system used by the college for online learning and by instructors wanting to supplement the face-to-face classroom with an online component. Every dual credit student and instructor has access to Canvas (<https://lakeland.instructure.com/login/ldap>). To find out more about Canvas, please contact Sue Nugent, Support Technician, snugent@lakelandcollege.edu or 217-234-5571.

Laker Email – Every Laker Connect student, instructor and Coordinator has a Laker email account. Your email address will be your userid@lakelandcollege.edu. The LCP will use your high school email address to contact instructors, Coordinators and/or principals. However, Laker Connect instructors are encouraged to check their Lake Land College email for important information.

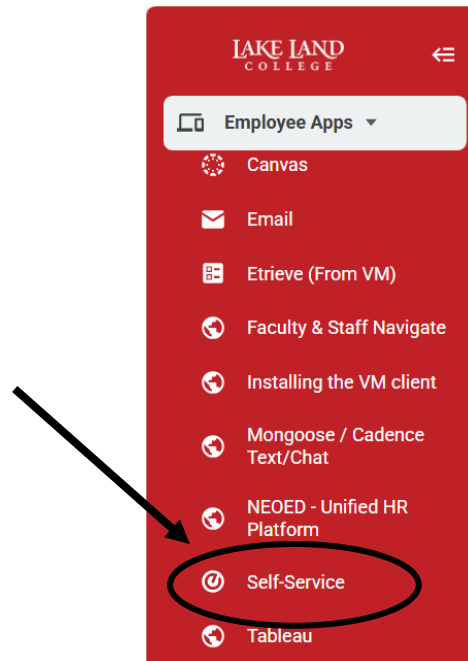
What if I have forgotten my HUB password?

On the HUB login page, (<https://lakerhub.lakelandcollege.edu>) click What's My Password?. This link will take you into a new browser tab. In the form that appears type your user id and either your social security number (SSN) or your seven digit Lake Land College ID number. Click Submit and your password hint will appear. Click OK and close the browser window. If the password hint does not help, contact Lake Land College's Information Systems and Services department at 217-234-5261.

Appendix N: Self-Service - 10th Day, Midterm Certification, and Final Grades

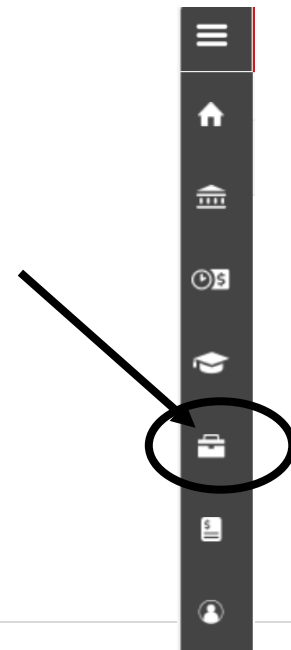
Accessing Self-Service

The Self-Service Menu is accessible via the Laker HUB underneath the Employee Apps menu on the left side of the screen.

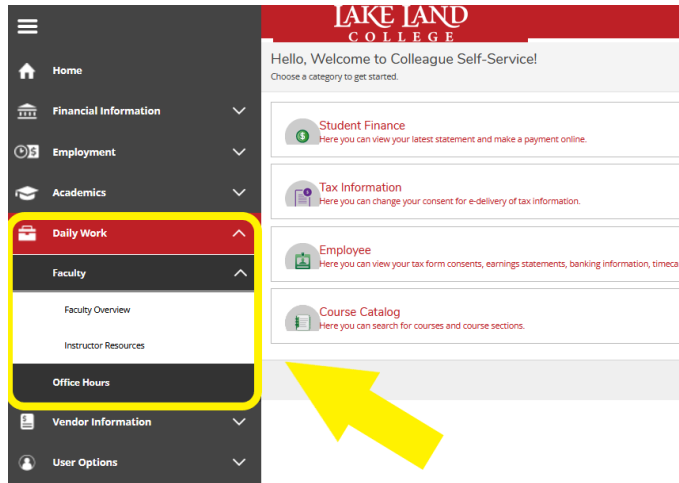


In Self-Service

You may click on the "Faculty" box within the main part of the Self-Service welcome page to access the Faculty Overview. Or, you may click on the briefcase icon (Daily Work) in the dark grey menu on the far-left side of the screen.



Select Faculty Overview, the first option below the Faculty drop-down.



After selecting Faculty Overview, a list of active sections you are teaching during the current academic year will be displayed.

[Daily Work](#) > [Faculty](#) > [Faculty Overview](#)

Manage your courses by selecting a section below

Spring 2022					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
CIS-160-16894: Practical Software Application	M/W/F 9:00 AM - 9:50 AM 1/10/2022 - 5/9/2022	WEBB HALL, 102 Lecture	13 / 24 / 0		10 Day 2/20/2022 Census Midterm 3/4/2022 Census
CIS-160-4949: Practical Software Application	T/Th 11:00 AM - 12:15 PM 1/10/2022 - 5/9/2022	WEBB HALL, 108 Lecture	6 / 24 / 0		10 Day 3/2/2022 Census Midterm 3/4/2022 Census

Fall 2021					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
CIS-160-23839: Practical Software Application	M/T/W/Th/F - 8/23/2021 - 12/10/2021	Internet, NET Lecture/Web	7 / 28 / 0		10 Day 9/3/2021 Census Midterm 10/15/2021 Census

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Select the section you want to manage.

Section Roster

Select the **Roster** tab to see a list of students in that section. A blue line will display underneath the selected **tab**.

CIS-095-10195: Database Management

Fall 2023

Internet Courses

M 2:30 PM - 3:45 PM

8/21/2023 - 12/8/2023

Virtual, SYN Lecture

M/T/W/Th/F-

8/21/2023 - 12/8/2023

Internet, NET Lecture

Seats Available 4 / 24 / 0

Deadline Dates

RosterAttendance5/10 Day Drop RosterGrading

Type: AllPrintExport

Student Name	Student ID	Program Code	Accommodation Code
		AAS.ITPRO	
		AAS.ITPRO	
		AAS.ITPRO	
		AAS.ITPRO	

Hover over student names for a pop-up window including student ID, Area of Study, home and cell phone numbers.


Area of Study - Information Technology

(Home Phone)

(Cell Phone)

View Full Profile

Student Profile



E-Mail

[Contribute Retention Information](#)
Phone number/Extension
 (Home Phone)
 (Cell Phone)

Address
 Charleston, IL 61920-1895

Academic Details

Academic Programs	Major	Minor
Area of Study - Information Technology	Business - Information Technol	Information Technology

Advisor Details

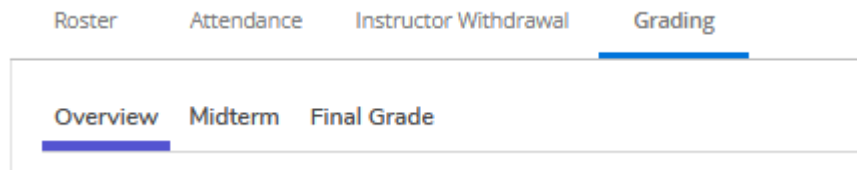
Name	Type	E-Mail	Phone	Office Hours
Dr. [Name]	Academic			

Close

Midterm Grading


Midterm certifications are located under the **Grading** tab.

After selecting the **Grading** tab, three options are available in subtabs: Overview, Midterm, and Final Grade.



Overview

The **Overview** subtab will indicate instructions of tasks not yet completed, such as final grades. The section roster will detail any recorded drop, withdraw, or grading action completed for each student in that section.

Overview Midterm Final Grade								
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm	Class Level	Credits
 Louie, Laker	0362114		4/28/2023				Freshman	3

Midterm Certification

Automated email notifications are sent to faculty five (5) days before section midterm and continue daily until midterm certification is completed.


From the Overview, select the **Midterm** subtab.

PSY-272-46521: Intimate & Family Relationship
Spring 2023
Internet Courses
1/9/2023 - 5/8/2023
Internet, NET Lecture/Web
Seats Available 27 / 28 / 0
[Deadline Dates](#)

Roster Attendance Drop/Withdrawal **Grading**

Overview **Midterm** Final Grade

[Complete Midterm Certification](#)

Student Name	Student ID	Midterm Withdraw	Class Level	Credits
 Louie, Laker	0362114	Select Grade	Freshman	3

Students who have never attended should have been dropped at the 5th/10th day point; however, students who have been MIA since that time may be withdrawn at midterm in Self-Service—under the **Midterm Withdraw** column, select the grade of **W** to withdraw the student from the section. For additional information on withdrawing students from a section, see the [Withdrawing a Student](#) section.

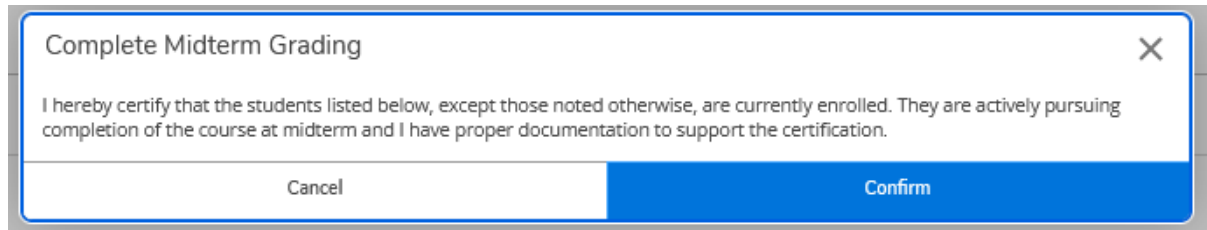
Once all entries have been made, select the **Complete Midterm Certification** oval at the far top right of the screen.

Complete Midterm Certification

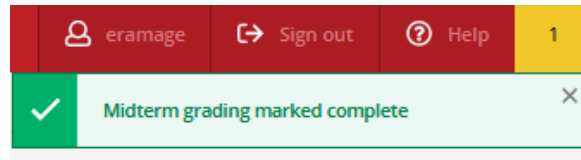
This **must** be selected for certifications to record in the system. **Certifications** are not received unless that oval has been selected.

A confirmation pop-up window follows.

(continued)

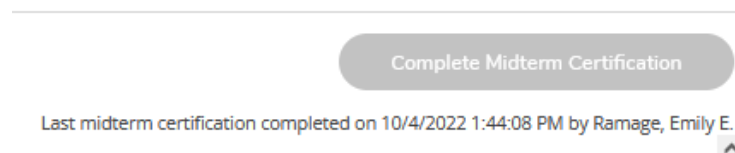


A dialog box titled "Complete Midterm Grading" with a close button (X) in the top right corner. The text inside reads: "I hereby certify that the students listed below, except those noted otherwise, are currently enrolled. They are actively pursuing completion of the course at midterm and I have proper documentation to support the certification." At the bottom, there are two buttons: "Cancel" on the left and "Confirm" on the right, which is highlighted in blue.



Once **Confirm** is selected, you will see a green check-marked pop-up at the top right corner of the screen underneath your **User Profile**, **Sign out**, and **Help** options. If you do not see this verification, double-check that you followed the steps listed here.

You will also receive confirmation of Midterm Certification within the **Midterm** window with a timestamp and user information. The **Complete Midterm Certification** oval will no longer be an active link. These both confirm that midterm certifications for the course



section are complete. *A best practice is to take screenshots of the confirmations and section information for instructor records.*

Revisions cannot be made once midterm certification is completed; contact [Admissions & Records](#) to amend midterm certification information.

Final Grading

An initial automated email notification is sent prior to finals week as a reminder; a second automated email notification is sent on the date grades are due.

Within the **Grading** tab window, select the **Final Grade** subtab. Any students withdrawn at midterm will no longer be visible in the roster.




CIS-099-43752: Introduction to Web Technology

Fall 2023
On Campus

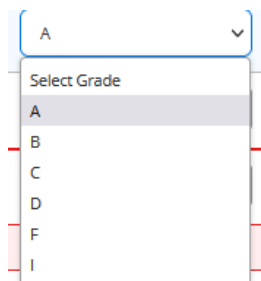
T/Th 9:30 AM - 10:45 AM
8/21/2023 - 12/8/2023
WEBB HALL, 110 Lecture

Seats Available ⓘ 5 / 24 / 0

[Deadline Dates](#)

Roster Attendance Instructor Withdrawal Grading						
Overview Midterm Final Grade						
Student Name	Student ID	Final Grade	Expiration Date	Class Level	Credits	
	...	Select Grade	MM/yyyy	Freshman	3	
	...	Select Grade	MM/yyyy	Sophomore	3	
	...					


There is no W option in the Final Grade dropdown menu, as the deadline for instructor withdrawal has passed.



Select the student's final grade from the **Final Grade** drop-down menu.

When selecting **I (Incomplete)**, a date is required in the **Expiration Date** column for that student. Incompletes must be completed by midterm in the subsequent semester.



	...	10/9/2022	I	MM/yyyy	Sophomore	2	❗
---	-----	-----------	---	---------	-----------	---	---

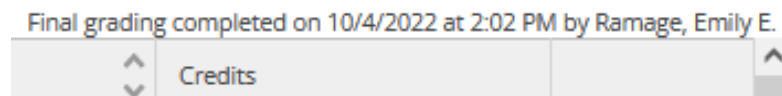
Expiration date is required

Expiration date is required

Submitting final grades occurs in real time, so no “submit” button is required.

Once all students on the roster have an assigned final grade, a notification of confirmation will appear just above the roster table in the top right area of the Final Grade screen.

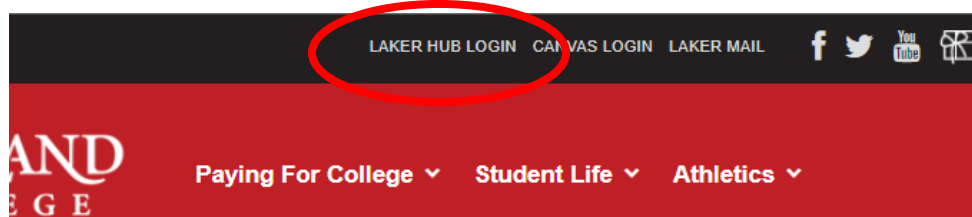
If an error is made after all grades have been entered, *changes to grades may still occur* after receiving this date/timestamp notification, but revisions to entries will not change that timestamp; it is recorded upon the selection of the last roster grade.



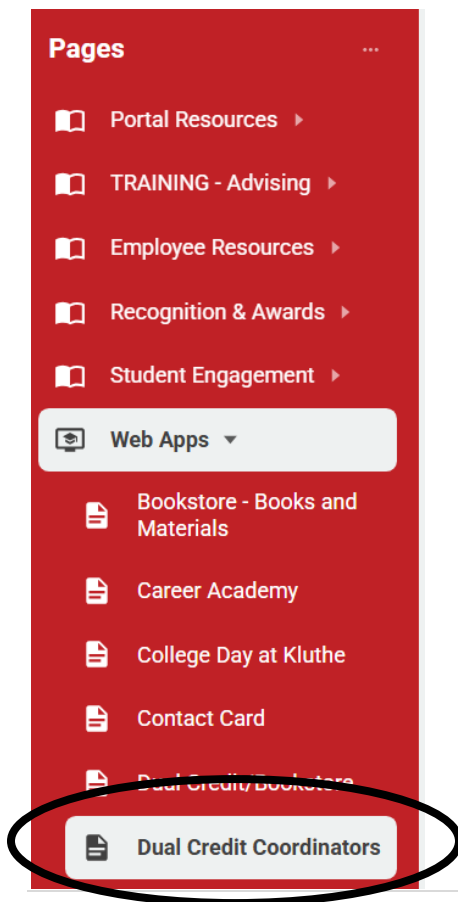
Final grades are due **by noon** on the date determined by the Academic and Enrollment Calendar Committee as the semester closes. Final grade screen editing rights become inactive once that established date and time deadline for final semester grades has passed. See [S:\Calendars](#) for those dates.

Appendix O: HUB Bookstore

Lake Connect Dual Credit Coordinators will need to login to their HUB to place an estimated book count by June 30th of each year. This is to assist the Bookstore in assuring the appropriate inventory is available. This number can be adjusted **BEFORE** book deliveries. Only hired Coordinators will have access to the HUB and online Bookstore.



Under the left-hand side menu, the drop down from Pages, then Web Apps



All courses are input by the Laker Connect Dual Credit Office. If there are any yearlong, Fall, or Spring course missing, please contact the dcp@lakelandcollege.edu to correct.

There is a number inset box to place estimate number of books needed for the course. Please place any notes about books that you currently own. Please email dcp@lakelandcollege.edu to request any instructor copies.

ALL COURSE MATERIAL MUST ALIGN WITH THE LAKE LAND COLLEGE COURSE OUTLINES.

2025FA	CIS-160	<input type="text" value="0"/>	<input type="text" value="Place any notes here"/>	<input type="button" value="Update"/>												
<table><thead><tr><th>Est. Cost Per Book</th><th>Status</th><th>Title</th></tr></thead><tbody><tr><td>\$117.45</td><td>Required</td><td>*EBOOK_RTL CIS160/COS061 / Mindtap BCDFR Access CIS160 / COS061</td></tr></tbody></table>					Est. Cost Per Book	Status	Title	\$117.45	Required	*EBOOK_RTL CIS160/COS061 / Mindtap BCDFR Access CIS160 / COS061						
Est. Cost Per Book	Status	Title														
\$117.45	Required	*EBOOK_RTL CIS160/COS061 / Mindtap BCDFR Access CIS160 / COS061														
2025FA	ENG-120-52050	<input type="text" value="0"/>	<input type="text" value="Place any notes here"/>	<input type="button" value="Update"/>												
<table><thead><tr><th>Est. Cost Per Book</th><th>Status</th><th>Title</th></tr></thead><tbody><tr><td>\$0.00</td><td>Rental</td><td>ENG120-21 WYRICK / STEPS TO WRITING WELL W/ADDITIONAL RDG APA 7E UPDATES</td></tr><tr><td>\$0.00</td><td>Rental</td><td>ENG120-20 RAIMES / KEYS FOR WRITERS</td></tr><tr><td>\$0.00</td><td>Rental</td><td>ENG120-17 MCCUEN / READINGS FOR WRITERS</td></tr></tbody></table>					Est. Cost Per Book	Status	Title	\$0.00	Rental	ENG120-21 WYRICK / STEPS TO WRITING WELL W/ADDITIONAL RDG APA 7E UPDATES	\$0.00	Rental	ENG120-20 RAIMES / KEYS FOR WRITERS	\$0.00	Rental	ENG120-17 MCCUEN / READINGS FOR WRITERS
Est. Cost Per Book	Status	Title														
\$0.00	Rental	ENG120-21 WYRICK / STEPS TO WRITING WELL W/ADDITIONAL RDG APA 7E UPDATES														
\$0.00	Rental	ENG120-20 RAIMES / KEYS FOR WRITERS														
\$0.00	Rental	ENG120-17 MCCUEN / READINGS FOR WRITERS														
2025FA	MAT-130-54350	<input type="text" value="0"/>	<input type="text" value="Place any notes here"/>	<input type="button" value="Update"/>												
<table><thead><tr><th>Est. Cost Per Book</th><th>Status</th><th>Title</th></tr></thead><tbody><tr><td>\$0.00</td><td>Rental</td><td>MAT130-07 LARSON / ALGEBRA & TRIGONOMETRY: REAL MATH, REAL PEOPLE</td></tr><tr><td>\$117.45</td><td>Required</td><td>*EBOOK_RTL MAT130/132/140 / WebAssign Algebra & Trig MAT 130/132/140</td></tr></tbody></table>					Est. Cost Per Book	Status	Title	\$0.00	Rental	MAT130-07 LARSON / ALGEBRA & TRIGONOMETRY: REAL MATH, REAL PEOPLE	\$117.45	Required	*EBOOK_RTL MAT130/132/140 / WebAssign Algebra & Trig MAT 130/132/140			
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Appendix P: Student Evaluations

Student course evaluations are now being conducted in the HelioCampus software platform, rather than in the old IRIS system. HelioCampus uses the term “survey,” so please note that for the purpose of these instructions, survey and evaluation are synonymous.

Course evaluation surveys are accessible for a two-week period, commencing two weeks prior to the final instructional day. The survey period concludes at 11:59 PM on the last day of scheduled classes, preceding final examinations and grade submission deadlines, as specified in the official academic calendar.

How It Works:

- (1) Instructors will receive an email from Lake Land Assessment (learning_outcomes@lakelandcollege.edu) notifying them that course evaluations are available to students, as shown below:

From: Lake Land Assessment <Learning_Outcomes@lakelandcollege.edu>
Sent:
To: Lisa Cole <lcole@lakelandcollege.edu>
Subject: Course Evaluation is Available!

[EXTERNAL EMAIL]: This email did not originate from the Lake Land College email system. Please use caution when opening attachments and clicking on links, scanning QR codes, or responding to requests.

Dear Lisa Cole,

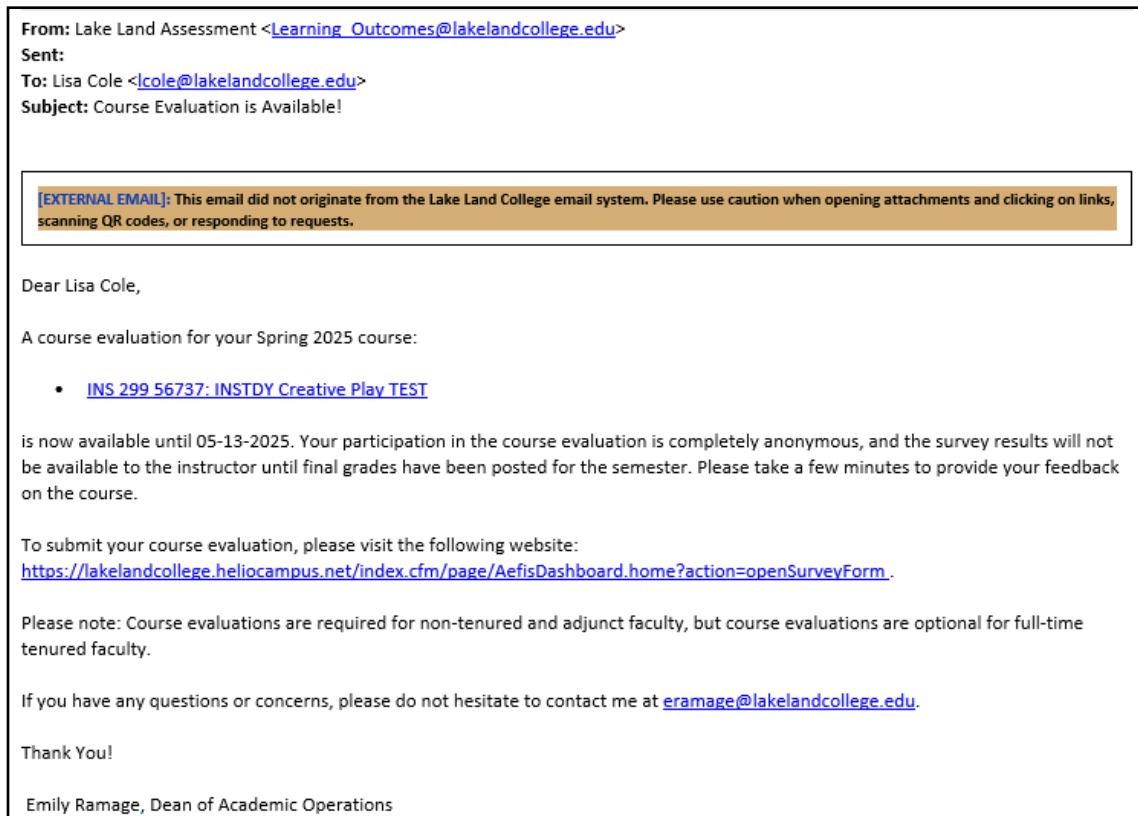
Course evaluations will begin on April 28, 2025.

The course evaluations for INS-299-XXXXX will be available April 28, 2025 until May 13, 2025. Results will be available on May 20, 2025, on the following website: <http://www.lakelandcollege.edu/evaluations>. If you have any questions or concerns, please do not hesitate to contact me at eramage@lakelandcollege.edu.

Thank You!

Emily Ramage, Dean of Academic Operations

- (2) Students will receive an email from the same address notifying them that course evaluations are now available to complete, along with a hyperlink to access the evaluation form, as shown on the next page:



Students must use their Laker Hub login credentials to access the evaluations.

- (3) Students will receive reminder emails every other day during the survey period until either the evaluation is completed or the survey period ends.
- (4) After the survey period has ended, instructors will also receive an email from the same address notifying them that course evaluation results are available to them, along with a hyperlink to access those results, as shown below:

From: Lake Land Assessment <Learning_Outcomes@lakelandcollege.edu>

Sent:

To: Lisa Cole <lcole@lakelandcollege.edu>

Subject: Course Evaluation is Available!

[EXTERNAL EMAIL]: This email did not originate from the Lake Land College email system. Please use caution when opening attachments and clicking on links, scanning QR codes, or responding to requests.

Dear Lisa Cole,

The course evaluation submission period for Spring 2025 courses ended as of May 13, 2025. To view the results for INS-299-XXXX, please visit the following website: [{{url}}](mailto:eramage@lakelandcollege.edu). If you have any questions or concerns, please do not hesitate to contact me at eramage@lakelandcollege.edu.

Thank You!

Emily Ramage, Dean of Academic Operations

Appendix Q: Calendar

Laker Connect Timeline 2025-2026

Month	Activities
August 2025	<ul style="list-style-type: none"> • Aug. 1-15: Coordinators: Dual Credit book deliveries to schools are scheduled with the Bookstore during this date range (individual times determined from your course form) • Aug. 1, 8, & 15: College closed on Fridays for summer schedule • Aug. 6: Coordinators: Send updated fall roster changes • Aug. 18: Coordinators: Last day to drop Dual 2 students and not be billed for Fall and Yearlong • Aug. 22: Offices closed until 9 a.m. for Opening Day • Aug. 25: First day of college classes – fall semester • Aug. 25: Coordinators: Dual Credit/Dual Enrollment classes begin • Aug. 26: Coordinators: Receive Dual Credit rosters for verification. Changes due by September 8th • Aug. 27: Instructors: Notification to check fall Dual Credit roster and submit changes to Coordinator

Month	Activities
September 2025	<ul style="list-style-type: none"> • Month of Sept.: Instructors reminder to watch for course assessment information from Lake Land College Lead Instructor • Sept. 1: Labor Day – College Closed • Sept. 8: Coordinators: 10th day (<u>Last day for fall Dual Credit drop and adds</u>) • Sept. 8: Coordinators: Placement testing and qualifying scores for fall semester must be submit by the end of the day • Sept. 8: Instructors: Complete roster 10th day check on HUB • Sept. 8: Coordinators: Last day to add dual credit option 1 students • Sept. 22-26: Coordinators: Fall Dual Credit preview billing sent to high schools • Sept. 29: Instructors: Notification to check fall midterm rosters and submit changes to Coordinator

Month	Activities
October 2025	<ul style="list-style-type: none"> • Oct. 7: College Career Day (watch for more info for 2024 event) – No day/evening classes • Oct. 13: Instructors: <u>Midterm rosters need to be certified through the HUB</u> • Oct. 17: Fall semester midterm • Oct. 17: Coordinators: Last day for fall Dual Credit drops – exceptions only • Oct. 17: Last changes to fall preview billing due by 5:00 p.m. • Oct. 18: Coordinators: Begin fall Dual Credit student withdrawals • Oct. 22: Coordinators: Reminder spring and year-long rosters, and Dual Credit intents, due Nov. 7 • Oct. 27-31: Coordinators: Final fall semester Dual Credit invoices mailed • Oct. 31: Coordinators: Spring semester and year-long rosters, and Dual Credit intents due

Month	Activities
November 2025	<ul style="list-style-type: none"> • Watch for info on 2024 Dual Credit Parent Night Informational Zoom Session date TBA • Nov. 10: Registration begins for spring and year-long courses • Nov. 28: Student Course Evaluations available on the student HUB – Due December 12th • Nov. 24: Instructors: Reminder of Dual Credit withdraws (<u>Students can be withdrawn up until 5 instructional days before the first day of the Lake Land College final exam period</u>) • Nov. 19-26: Coordinator Pay • Nov. 26: Staff Development – No day/evening classes • Nov. 27-30: Thanksgiving – College Closed

Month	Activities
December 2025	<ul style="list-style-type: none"> • Dec./Jan.: Instructors: Reminder to submit course assessment results to Lake Land College • Academic Challenge Coaches: Watch for the deadline for coaches to pay the registration fee to Academic Challenge • Dec. 1: Check for credit hour limits on students • Dec. 8: Coordinators/Instructors: Last day for fall Dual Credit/Dual Enrollment withdraws • Dec. 10: Instructors: Notification to begin to submit final grades (Dual credit courses follow each respective high school semester rather than the College's semester, so dual credit courses most likely finish their semesters at different times than the College.) • Dec. 12: Last day of LLC classes • Dec. 12: Instructors: Student Course Evaluations Due • Dec. 15: Coordinators: Last day to drop Dual 2 students and not be billed for Spring • Dec. 15-19: Lake Land College final exam dates • Dec. 19: Instructors: <u>Dual Credit fall semester grade due by noon</u> • Dec. 23: Coordinators: Last Day for fall textbook drop off and last 2025 date for spring textbook delivery (some delivery will resume in January 2026) • Dec. 24-31 – College Closed

Month	Activities
January 2026	<ul style="list-style-type: none"> • Jan. 1: College Closed • Jan. 2-11: Coordinators: Dual Credit book deliveries to schools are scheduled with the Bookstore during this date range (individual times determined from your course form) • Jan. 2: Academic Challenge Information sent to coaches (tentative) • Jan. 9: LLC offices- full services open at 8:00 a.m. • Jan. 9: Coordinators: Send updated spring and yearlong roster changes • Jan. 12: First day of college classes spring semester • Jan. 12: Coordinators: Dual Enrollment/Dual 2 classes begin • Jan 12-24: Coordinators: <u>Notification of Dual Credit student dismissal, warning, or unmet prerequisite will be sent out to Coordinators and mailed to students</u> • Jan. 19: MLK Day – College Closed • Jan. 20: Coordinators: Dual Credit rosters sent for verification. Changes due by January 26th • Jan. 20: Instructors: Check spring and year-long Dual Credit rosters and submit changes to Coordinator by January 26th • Jan. 26: Coordinators: 10th day (<u>Last day for fall Dual Credit drop and adds</u>) • Jan. 26: Instructors: Complete roster 10th day check on HUB • Jan. 26: Coordinators: Placement and qualifying scores due • Jan. 26: Academic Challenge updates sent to coaches

Month	Activities
February 2026	<ul style="list-style-type: none"> Feb. 6: Academic Challenge Feb. 13: Make-up date for Academic Challenge Feb. 23-27: Dual Credit preview billing sent to high schools, changes due back by 5:00 p.m. March 20th

Month	Activities
March 2026	<ul style="list-style-type: none"> March - July: Coordinators: Preparation for fall: students complete Dual Credit intent to enroll online, schedule placement testing for students taking English or math classes March: Instructors: Watch out for Dual Credit June Workshop info and date TBA Mar. 6: Coordinators: Last Day for spring/yearlong drop – exceptions only Mar. 6: Spring semester midterm Mar. 6: Instructors: <u>Midterm rosters need to be certified through the HUB</u> Mar. 9: Coordinators: Begin spring/year-long student withdraws Mar. 9-13: Spring recess - No day or evening classes Mar. 19: Coordinators: 2023-2024 Course Forms sent to schools, due April 24th Mar. 20: Principals: Laker Connect IGAs sent to high school <u>Principals and Coordinators</u> for reacknowledgement due back April 24th Mar. 20: Coordinators: Last changes to spring preview billing due by 5:00 p.m. Mar. 30- April 2: Coordinators: Final spring semester Dual Credit invoices mailed

Month	Activities
April 2026	<ul style="list-style-type: none"> March - July: Coordinators: Preparation for fall: Students complete Dual Credit intent to enroll online, schedule placement testing for students taking English or math classes in the upcoming fall semester Apr. 3: College Closed Apr. 9-10: No day or evening Classes Apr. 13-17: Coordinator Pay Apr. 24: Coordinators: 2024-2025 Course Forms are due Apr. 24: Reminder to Coordinators about withdraw deadline May 5th Apr. 24: Principals 2024-2025 Dual Credit Agreements due Apr. 27: Student Course Evaluations available on the student HUB – due May 11th

Month	Activities
May 2026	<ul style="list-style-type: none"> March - July: Coordinators: Preparation for fall: Students complete Dual Credit intent to enroll online, schedule placement testing for students taking English or math classes in the upcoming fall semester May 5: Final withdraw deadline May 5: Coordinators: Last day for Dual Credit/Dual Enrollment withdraws May 6: Check for credit hour limits on students May 6: Remind high schools to send in 2024-2025 rosters May 11: Instructors: Student course evaluations due May 11-15: Coordinators: Book pick up begins for spring semester courses. Schedule with Bookstore May 11: Instructors: Reminder to submit final grades May 11: Last day of LLC classes May 11-15: LLC final exams May 18: Instructors: Grades are due by noon May 22 & 29 College closed on Fridays for summer schedule May 25: Memorial Day – College closed

Month	Activities
June 2026	<ul style="list-style-type: none"> March - July: Coordinators: Preparation for fall: Students complete Dual Credit intent to enroll online, schedule placement testing for students taking English or math classes in the upcoming fall semester June: Fridays college closed for summer hours June 3: Dual Credit Professional Development Workshop June 1-12: Coordinators: Notification of Dual Credit student dismissal, warning, or unmet prerequisite June 30: Book order deadline on HUB for fall and yearlong June/July: Coordinators/instructors: Notification of textbook and course material changes, including change in textbook publisher or purchase codes. All affected courses notified as soon as the college approves the change.

Month	Activities
July 2026	<ul style="list-style-type: none"> March - July: Coordinators: Preparation for fall: Students complete Dual Credit intent to enroll online, schedule placement testing for students taking English or math classes in the upcoming fall semester July: Fridays college closed for summer hours July 1: Coordinators: Fall/yearlong semester rosters due July 1: Registration Begins for fall courses