

ADMISSION POLICY

Lake Land College maintains an open-door admission policy that provides access to higher education for those individuals who can benefit from its comprehensive programs. Admission to the college does not ensure entrance into a particular course or program of study since applicants may have to meet specific requirements for entrance into certain programs. Preference must be given to qualified in-district students and those students from qualified regional programs. Lake Land College does not deny admission to a person on the basis of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes.

Lake Land College admits students in the following categories:

1. High school graduate.
2. Recipient of a GED Certificate.
3. Transfer student from an accredited college.
4. Non-high school graduate 18 years of age or older.
5. Student whose connection with a secondary school is severed. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend the College in accordance with the policies of the Board.
6. A student currently enrolled in a secondary school program may be accepted into a college course(s) if that student qualifies under Lake Land Board Policy 06.19—Dual Credit Program. If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school district must be received.
7. Student in a program for a special group.
8. A gifted student less than 16 years of age 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.

A student must meet the following requirements to enroll as a Lake Land College gifted student:

- 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 requirements in the appropriate category above.

Lake Land College admits as regular degree seeking students only those who:

- Have a high school diploma; and/or
- Have the recognized equivalent of a high school diploma; and/or
- Are beyond the age of compulsory school attendance in the State in which the institution is physically located.

For Federal Student Aid purposes, Lake Land College admits only the following as regular Title IV eligible students:

1. Those that have a high school diploma; and/or
2. Those that have the recognized equivalent of a high school diploma

The Financial Aid Office will work with the Admissions office and other relevant sources such as the secondary school of attendance to evaluate the validity of a student's high school completion if the institution or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education (34 C.F.R. §668.16(p)).

ENROLLMENT REQUIREMENTS NON-DEGREE STUDENTS

Non-degree seeking students are those students who wish to enroll in courses at Lake Land College but are not pursuing a degree or certificate of 24 or more credit hours.

DEGREE-SEEKING STUDENTS

Degree-seeking students are those students who are seeking a Lake Land College degree or certificate of 24 or more credit hours as follows:

1. Associate in Applied Science and/ or Certificate Programs: Students must meet Lake Land College admission requirements. Certain programs have special

admission entrance requirements that must be met prior to being accepted into the program. Refer to the specific program for admission requirements.

2. Associate in Liberal Studies: Students must meet Lake Land College admission requirements.
3. Associate in Arts, Associate in Engineering Science and Associate in Science Degree Programs: Students must meet Lake Land College admission requirements and the following minimum standards established by the State of Illinois for all programs leading to a baccalaureate degree. If at the time of admission it has not been determined from the applicant's final high school transcript that the high school course work has been satisfied, the student will be admitted on provisional status until the high school pattern has been verified or deficiencies have been made up through appropriate coursework.
 - a. Four (4) years of English (emphasizing written and oral communications and literature);
 - b. Three (3) years of social studies (emphasizing history and government);
 - c. Three (3) years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming);
 - d. Three (3) years of science (laboratory sciences); *and*
 - e. Two (2) years of electives in foreign languages, music, vocational education or art.

COURSE PLACEMENT LEVEL DETERMINATION REQUIREMENTS PRIOR TO ENROLLMENT

All degree-seeking students must demonstrate initial placement levels for reading, English and mathematics prior to registration. All non-degree students who wish to enroll in an English or mathematics course must also demonstrate initial placement level as part of the pre-requisite prior to course enrollment.

Lake Land College assesses multiple measures in determining initial placement levels as follows. Placement will be determined in accordance with the highest scores achieved through the multiple measures and any specific academic program requirements. Depending upon the students' placement level, completion of developmental courses, may be required for specific courses in reading and English.

1. ACT or SAT college entrance exams: Students who choose to utilize ACT or SAT college entrance exam scores for placement must present, or have on file in Admissions and Records, a copy of their test scores. Students are encouraged to request that a copy of their ACT or SAT scores be sent to Lake Land College at the time of testing.

2. GED test scores: Students who wish to utilize GED test scores for placement must present, or have on file in Admissions and Records, a copy of their GED test scores.
3. High school grade point average (GPA) and completion of four years of English. Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.
4. Completion of high school transitional English and/or mathematics with a grade of C or better: Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.
5. Previous college credit: Students who have successfully completed thirty (30) semester hours of college course work in good standing at a regionally accredited college or university may have met the reading placement requirement. Students who have previously completed college-level English and mathematics courses may have met the English and mathematics placement requirement. In order to be considered for placement based on transfer credit students must present, or have on file in Admissions and Records, official documentation of their previous college work. (Some vocational programs may require use of other instruments.)
6. Completion of placement testing in reading, English and math: The ACCUPLACER test is administered through the Lake Land College Tutoring and Testing Center. Students may test and retest once in each subject area. If four or more years have passed since a student's last retest, the student may complete one additional retest in each subject area. A minimal fee is charged for each retest. Students may also present, or have on file in Admissions and Records, a copy of ACCUPLACER test scores completed at another college. Placement levels for reading, English and mathematics courses based on the multiple measures are presented on the Tutoring and Testing Center website and are available in Admissions and Records and Counseling Services.

PREREQUISITES

Prerequisite checking is conducted at the time of registration for all reading (RDG), English (ENG) and mathematics (MAT) courses. Some English and mathematics courses have specific course prerequisites which must be met in addition to the initial course placement level requirements. Prerequisites are identified in the Course Descriptions section of the catalog and the Lake Land College website. Students will not be allowed to register for RDG, ENG and MAT courses for which they have not met the prerequisite.

NOTE FOR ALL STUDENTS: It is the student's responsibility to register properly each semester and to satisfy all graduation requirements. This includes meeting course prerequisites for registration. Students who register for a course without meeting the prerequisite may be removed from the course.

NOTE FOR STUDENTS TRANSFERRING TO LAKE LAND FROM ANOTHER COLLEGE:
Transfer students who wish to enroll in advanced courses must present an official college transcript documenting successful completion of prerequisite courses.

ADMISSIONS & RECORDS HOURS

Admissions & Records is open from 8 a.m. to 5 p.m., Monday – Friday during the academic year and Monday through Thursday during the summer. Additional evening hours are provided by appointment and during specific registration periods. The office is located in the Luther Student Center. Hours are subject to change. Students can also contact Admissions & Records online at admissions@lakelandcollege.edu. Admissions & Records' mission is to provide an array of quality services to students (potential, current and past) of all ages from matriculation to graduation. In providing these services staff will be sensitive to the needs of each student.

HIGH SCHOOL STUDENTS

Students who are currently enrolled in high school and are at least 16 years of age or students who qualify under Lake Land Board Policy 06.19—Dual Credit Program may attend Lake Land College. Students who enroll in courses offered during the regular school day or those offered for high school credit, must receive prior approval of the chief executive officer of their high school. An additional application form is required of all high school students seeking admission to the college. Students who are less than 16 years of age, are not taking dual credit courses and are considered “gifted” by both their secondary school and Lake Land College, may attend Lake Land College. In addition to the regular application, a gifted application must be submitted. Students who are 16 years of age or older and have severed their connections with a school system, as certified in writing by the chief executive officer of the high school district in which they have legal residence, will be eligible to attend Lake Land College. In addition to the usual admission materials, an additional application form will be required.

TRANSCRIPTS

Transcripts of a student's complete academic record may be obtained through Admissions & Records or Parchment at parchment.com at lakelandcollege.edu. All requests must contain the complete mailing address of the individual or institution to which the transcript should be sent. The college may withhold transcripts in accordance with Illinois law, including Public Act 102-0998 and Public Act 103-0054.

TRANSCRIPT EVALUATION

An official evaluation of transcripts from Lake Land College or other regionally accredited colleges and universities is available to students by filing a transcript evaluation form at Admissions & Records. The form is also available online at lakelandcollege.edu/admissions. Student copies will not be evaluated. If an informal evaluation is done, the student assumes responsibility for course selection.

RESIDENCY

Students will be classified by residency according to the following provisions:

STATE RESIDENT

1. To be classified as a resident of the state, one must have occupied a dwelling within the state of Illinois for thirty (30) days immediately prior to the date established for classes to begin. Students who fail to meet the 30-day state residency requirement may not meet the requirement by attending classes at Lake Land College.
2. The following categories of people shall be classified as residents of Illinois without meeting the 30-day residency requirement:
 - a. Federal job corps workers stationed in Illinois.
 - b. Members of the armed forces stationed in Illinois.
 - c. Inmates of state correctional/rehabilitation institutions located in Illinois.
 - d. Students who are employed full-time in Illinois.

DISTRICT RESIDENT

To be classified as a resident of District 517, one must have occupied a dwelling in the community college district for 30 days immediately prior to the date established to begin classes at Lake Land College. Students who fail to meet the 30-day district residency requirement may not meet that requirement by attending classes at the college for 30 days or more.

OUT-OF-DISTRICT RESIDENT

The following categories of people shall not be classified as residents of the district:

1. Federal job corps workers stationed in the district.
2. Members of the armed forces stationed in the district or individuals entitled to assistance as described in 38 U.S.C. 3679(c).
3. Inmates of state or federal correctional/rehabilitation institutions located in the district.
4. Full-time students attending a post-secondary educational institution who have not demonstrated through documentation a verifiable interest in establishing permanent residency.
5. Students who occupy a residence outside the district but who are employed by a firm located in the district.
6. Students attending the community college under the provisions of a chargeback, cooperative agreement or a career agreement with other community college districts.
7. Students on an F-1 visa.

OTHER PROVISIONS

1. Persons who reside in the college district whose primary intent in obtaining such residence is not to attend the college shall be exempted from the 30-day state

- and/or district residency requirement if they demonstrate through documentation a verifiable interest in establishing a permanent residency.
2. Students who fail to meet the 30-day state and/or district residency requirement may meet that requirement upon presentation of a voter's registration card verifying in-district residency.
 3. Any approved change in residency status is not retroactive to previous semesters or terms.
 4. Documentation verifying state and district residency may include signed statements on the application as well as other requested documents.

RESIDENCY FOR SPECIAL GROUPS OF STUDENTS

The following groups of people are considered as in-district residents for tuition charges only:

1. Students enrolled in courses taught at business and industry locations in the district.
2. Full-time students enrolled at Eastern Illinois University, except students on an F-1 visa, who will be classified as out-of-state.
3. International students on an F-1 visa who are sponsored by a resident of the Lake Land College district or who have attended a minimum of one semester at an in-district high school.
4. In accordance with Public Act 102-0800, Members of the armed forces stationed in the district or individuals entitled to assistance as described in 38 U.S.C. 3679(c).
5. Students attending the community college under the provisions of a chargeback, cooperative agreement, or CAREER agreement with other community college districts.
6. In accordance with ICCB Administrative Rules, out-of-district residents who are employed for at least 35 hours per week by an entity located in the Lake Land College district or is in a course that is being provided under terms of a contract for services between the employing entity and the College.

RESIDENCY FOR SELECT INDIANA STUDENTS

Students who are legal residents of the Indiana counties of Vigo, Clay and parts of Parke and Vermillion south of U.S. Route 36, including high school districts that are either adjacent to or include Route 36 in their district boundaries, are eligible for a special tuition rate. Any approved change in residence status is not retroactive to previous semesters or terms.

DISTRICT RESIDENTS

The following school districts are included in the Lake Land College district:

Altamont
Newton (Grove District)

Arthur- Lovington- Atwood- Hammond
North Clay (Northern Part)
Oakland
Beecher City
Okaw Valley
Brownstown
Pana
Casey–Westfield
Paris
Charleston
Ramsey
Cowden–Herrick
Shelbyville
Cumberland
Shiloh
Dietrich
South Central (*parts of*)
Effingham
Kansas
St. Elmo
Marshall
Stewardson– Strasburg
Martinsville
Mattoon
Sullivan
Neoga
Teutopolis
Windsor

INTERNATIONAL STUDENTS

Lake Land College, in accordance with regulations of the U.S. Citizenship and Immigration Services, will admit citizens from other countries who meet the following admission requirements. International students are accepted on the basis of available space in the various educational programs. Consideration is also given to selecting a diversified international student population. All documents should be written in English or accompanied by an official English translation. International student information is also available online at the college homepage at lakelandcollege.edu/international.

ADMISSION OF INTERNATIONAL STUDENTS

The admission of international students will be determined based upon the following criteria:

1. Completion of an International Student Application for Admission.

2. Submission of official transcripts showing completion of the equivalent of a high school (secondary) education.
3. Submission of official transcripts from any previous colleges or universities attended, including training in English as a Second Language. If student plans to transfer credit from a college or university outside of the United States, student must provide an evaluation completed by one of Lake Land College approved credential evaluation services.
4. Submission of a completed International Student Financial Affidavit and corresponding official bank statements or documentation supporting the ability to cover all expenses for an academic year. Tuition is charged at the out-of-state rates for international students, except students who are sponsored by a resident of the Lake Land College district or who have attended a minimum of one semester at an in-district high school, who will be charged tuition at the in-district rate.
5. Submission of proof of health insurance coverage. Students who do not provide proof of health insurance must immediately purchase a policy and submit documentation to the Director of International Studies Program.
6. Students who have satisfied the English Proficiency requirement will be allowed to enroll in regular academic courses without any support from the Intensive English Language Program. Students who have not met the English proficiency requirement will be required to enroll in the Intensive English Language Program until they are adequately prepared for regular academic courses. Assignment to the appropriate level will be based on Lake Land College placement testing prior to registration.
7. Completion of the Lake Land College placement test consisting of math, reading, and English or submission of ACT or SAT scores. This placement test will be deferred for students enrolled in the Intensive English Language Program.
8. Enrollment as a full-time student.
9. Students who already possess an F-1 visa and wish to transfer to Lake Land College must submit copies of current I-20 and F-1 visa. Enrollment in the 8-week summer IELP session does not allow advancement to the next level or to regular college classes. Summer students are required to continue in IELP through the subsequent fall semester at the least.

INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)

The Intensive English Language Program (IELP) is designed to assist non-native speakers of English. The program provides beginning, intermediate and advanced instruction in reading, writing, and speaking. Students in the beginning and intermediate levels will be enrolled full-time in the program. Advanced level students may be co-enrolled in one regular college course with the approval of the counselor for international students. Enrollment in the IELP is mandatory for students who have not taken the TOEFL test or who have scored less than 61 on the enhanced computer based test. Prior to enrollment, IEL students will take the Michigan English Placement

Test (MEPT) to be placed at the appropriate level. Once admitted to the program, students must attain grades of "C" or better in all IEL courses and reach the appropriate score on the post-test using the MEPT. Enrollment in the eight-week summer IELP session does not allow advancement to the next level or to regular college classes. Summer students are required to continue in IELP through the subsequent fall semester at the least.