



Student and Parent Handbook Lake Land College

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Welcome!

We are thrilled that you have chosen to begin your college journey with the Laker Connect Program. Transitioning from high school to college is an exciting milestone, but we know it also comes with new challenges. As you navigate this transition, you are bound to have questions and we are here to help every step of the way.

This guide is designed to provide answers and serve as a valuable resource for understanding program policies, procedures, and support services. We hope you make the most of your experience with Laker Connect, and we send our best wishes for a smooth and successful start to your college education!

What is the Laker Connect Dual Credit Program?

The Dual Credit Quality Act is an Illinois law designed to expand student access to higher education while promoting equity and accessibility by allowing students 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. The Laker Connect Dual Credit Program is also governed by the Higher Learning Commission, Illinois Community College Board, and Lake Land College Board Policy.

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. By participating in the Laker Connect Program, you earn college credits while still participating in your high school's clubs and activities.

The program offers both dual credit and dual enrollment opportunities to high school students.

Important note: Communication with all instructors is essential to success in the Laker Connect Dual Credit Program. Whether discussing absences, academic challenges, or course expectations, reaching out to your instructor is a key part of college responsibility and personal growth.

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) or CAD-056 (CAD I).

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. The signed agreement between Lake Land College and partnering high schools, the Laker Connect IGA or the Dual Credit Agreement, will reflect upcoming academic schools year changes.

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

- registration facilitated by the high school
- courses offered in the convenience of the high school location

-
- courses offered during the regular high school day, and
 - 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, and
- 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 Dual Credit 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.

(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 submit a [Gifted Student Form](#) and meet all qualifications. Students sixteen (16) years of age or older will need to submit 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 Connect 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, and
- 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.

Program Requirements

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.

<https://www.lakelandcollege.edu/dual-credit/>

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.

***IMPORTANT TO REMEMBER LOGIN INFORMATION AS A COLLEGE STUDENT FOR FUTURE USE ACCESSING ALL LAKER PLATFORMS!!!**

Registration Deadline

Students will be required to adhere to any earlier registration deadlines as determined by their high school. 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.

***There is no exception to the minimum required score.**

Academic Standing

Students must maintain a minimum 2.0 cumulative 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 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. Any student with a GPA at the lower limit of the program, 2.0, 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 program. When a student is dismissed, they are not allowed to take any additional dual credit courses while they are enrolled at the high school. This DOES NOT affect their application process to become a regular Lake Land College student.

The GPA is based on 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 standing or be dropped from the course.

Cost

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

Laker Connect Partnered High Schools' Cost

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 (Dual enrollment, high school student in regular college class):

2025-2026: Current tuition rate, plus course fees

Partnered Schools as Non-Laker Connect Members' Cost:

Dual Credit Option 1 Cost (High school instructors):

2025-2026: Cost for schools who are NOT partnered in the Laker Connect Program offering dual credit courses in a Lake Land College current program model for certificate or degree pathways: \$50/student per course plus applicable course fees and materials

2025-2026: Cost for schools who are NOT partnered in the Laker Connect Program offering dual credit courses outside of a Lake Land College current program model for certificate or degree: \$100/student per course plus applicable course fees and materials

Dual Credit Option 2 Cost (Lake Land Instructor teaching to the high schools):

2025-2026: Cost for schools who are NOT partnered in the Laker Connect Program: \$100/credit hour per student plus applicable course fees and materials

Dual Credit Option 3 Cost (Dual enrollment, 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 to Lake Land College

*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 April 1st of their year they are set to graduate 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 to Lake Land College

*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.

Laker Connect Counselor

The Laker Connect Counselor, is an academic counselor that will collaborate with high school counselors and guide students in selecting dual credit course work. The Laker Connect Counselor's objective is to create a personalized educational plan from dual credit all the way through a certificate and/or degree at Lake Land College. The Counselor also helps with career exploration, educating the students on how to pay for college, transfer planning, and trade school planning. The counselor can meet with classes or individual students through appointment via phone, zoom, or email.

LAKER CONNECT COUNSELOR

Sophomore	Junior	Senior
Start exploring college majors and aligning your interests with dual credit coursework	Begin a comprehensive plan toward transfer or trade school	Assist with transition into college.
Discuss transferability of your dual credit courses based on schools of interest	Continue major exploration with tools like Career Coach	Talk about the transferability of dual credit courses if a student chooses another university or community college
Provide suggestions on dual credit courses for junior year of high school	Provide guidance on dual credit courses for senior year of high school/extra dual enrollment courses to get ahead	Build a full two-year academic plan if student chooses Lake Land after high school

Rules

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. 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. 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 violation will be reported to 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.

Absenteeism

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

Appropriate actions for academic dishonesty in dual credit courses should be addressed at the high school. However, all students enrolled in a dual credit class are Lake Land College students and are subject to Lake Land College Board Policy in collaboration with the high school administration. Academic dishonesty in dual enrollment classes will be addressed by the college as outlined in the Student Handbook and Board Policy 07.28.2.

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.

Board Policy

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 the Vice President for Academic Services. A petition form can be obtained by contacting the Laker Connect Program department.

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

Evaluations

According to Lake Land College Board Policy 05.05, the college requires dual credit students to complete course evaluations. The information received from the course evaluations is confidential and intended solely for use by the college and high school administration. Instructors access their evaluation results after final grades are entered.

Student Instructions via HUB:

Students will receive an email to their Laker address with a link to complete the evaluation which must be completed in the two-week period before the first day of Lake Land College finals.

Resources

The 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 Laker email account. Every Laker Connect dual credit student has access to the HUB. The link is directly on the Lake Land College website homepage.

Library

The library is located at the center of campus in the Virgil H. Judge Learning Resource Center (LRC). The library maintains a large collection of print resources to support the learning needs of all Lake Land College students. It also provides access to a wealth of electronic online resources, one of the cornerstones of academic research. These online resources include more than 120 databases containing more than 20,000 periodical titles along with legal, business, biographical, and newspaper sources. Most importantly, all Lake Land College students can access research support from our librarians to help them access, navigate, and select resources in the collection.

Explore library resources online at: www.lakelandcollege.edu/library/

Contact the library for help logging into online resources.

For research inquiries, contact the Reference Desk by phone at (217) 234-5533 or email: libref@lakelandcollege.edu.

For more information about library services, contact the Circulation Desk by phone at (217) 234-5367 or email: libcirc@lakelandcollege.edu.

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.

Contact Information

Laker Connect/Dual Credit
dcp@lakelandcollege.edu

Tessa Wiles, Director of Dual Credit and Honors Experience
217-234-5044
twiles@lakelandcollege.edu

Abigail Allen, Dual Credit Specialist
217-234-5562
aallen12488@lakelandcollege.edu

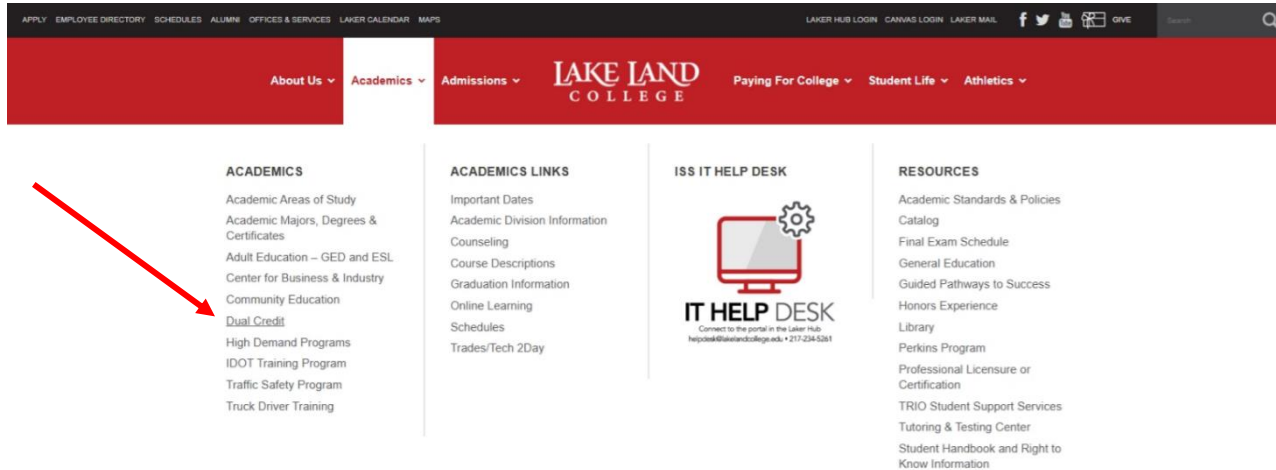
Ashlyn Paige, Dual Credit Events and Onboarding Specialist
217-234-5396
apaige@lakelandcollege.edu

Kellie Niemerg, Laker Connect Academic Counselor
217-234-5473
kkeck16009@lakelandcollege.edu

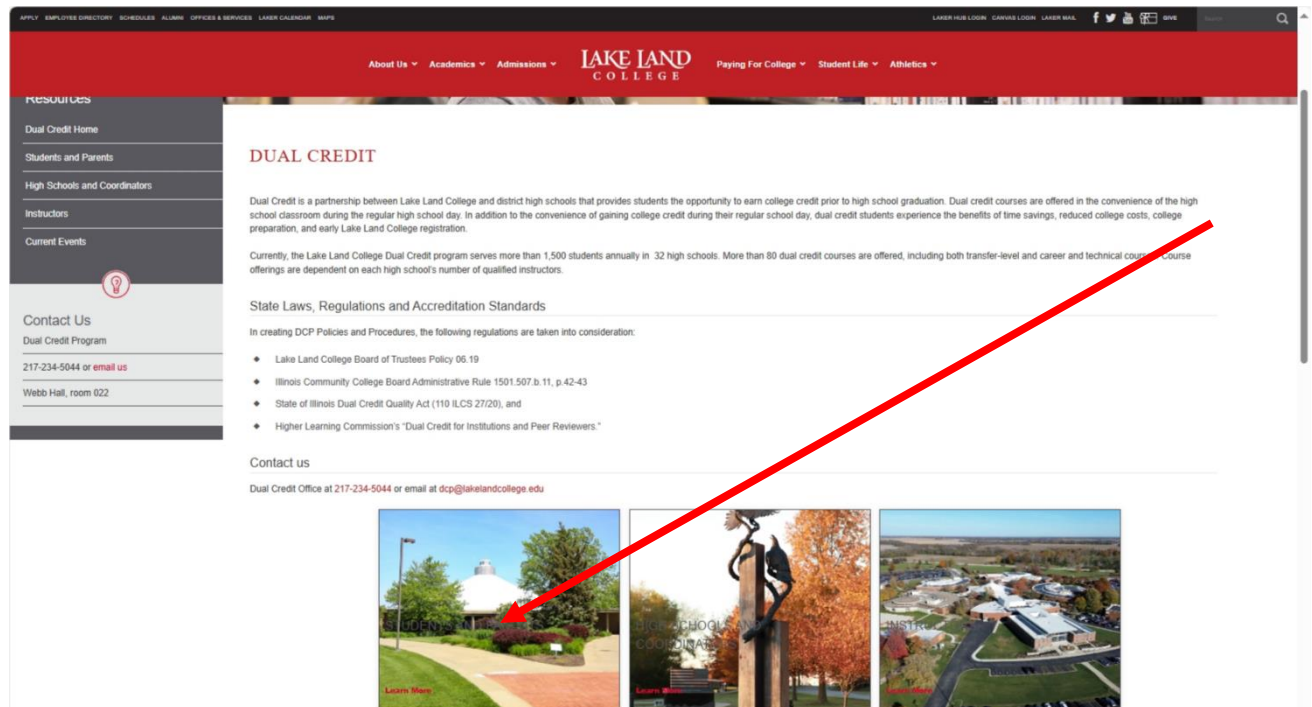
Appendix A

Profile and Application

Lake Land College Homepage > Academics Tab > Dual Credit



Students and Parents Button



LAKER PROFILE > Complete with personal email, not high school email REMEMBER YOUR LOGIN CREDENTIALS

STUDENTS AND PARENTS

Application: **LAKER PROFILE** (lakelandcollege.edu)

Student Requirements

- ◆ Complete a Laker Profile first (linked above)
- ◆ Must complete a Dual Credit Application
- ◆ Must have a high school and Lake Land College GPA of 2.0 or 'C' average
- ◆ Must submit ACT/SAT or Accuplacer scores to the Lake Land College Admissions and Records office and meet the minimum score cutoffs if enrolling in math and/or English courses
- ◆ Are responsible for any bills they acquire by registering for dual credit courses (may go through high school)

Transcripts

Transcripts are free and can be requested via this link: <http://www.lakelandcollege.edu/admissions/request-a-transcript/>

Students should check with their high school counselors on what dual credit courses to take and how they transfer to desired colleges/universities and programs of study.

After completing the profile as a “New User” it will pop up to complete an “Application”

Spring 2025 - Dual Credit/Dual Enrolled (NDP)

[Review](#) Supplemental Items & Documents

[Print](#)

Personal Information Academic Information

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Name Information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Middle Initial	Do you have a former or maiden name? *
<input type="text"/>	<input type="text"/>

Address Information

Appendix B

Laker Connect Task List

Task list to be completed for \$500 tuition and fee waiver, to be used the semester after graduation high school. Students are **REQUIRED** to check off each task on their list to be eligible for the waiver.

Login to Laker HUB > Select Task List on left hand side

