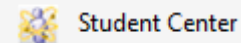


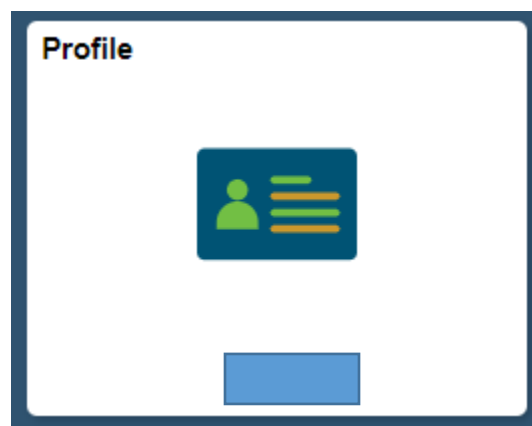
1. Log into **MyCLC** at the bottom of the CLC Website:



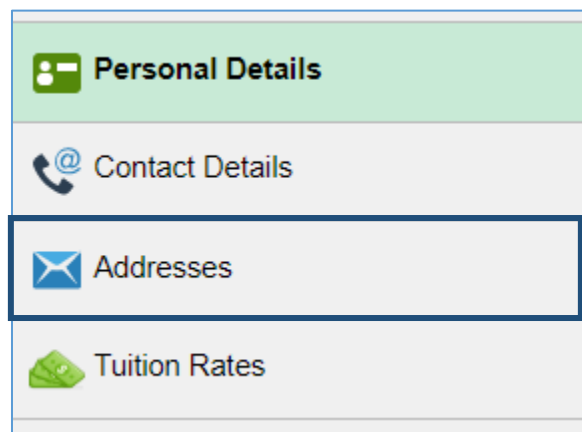
Then click on Student Center under the Launchpad on the left hand side:



2. Click on the **Profile** tile on the Student Homepage:



3. Click on **Addresses** on the left sidebar:



4. To update an Address click on the address you wish to change (example below, click the Home Address):
**Residency status defines your tuition rate and is determined by Home Address, adding or updating a Mailing address will not change your residency status or tuition rate.*

Addresses

Residency and Tuition Rates

Residency status defines tuition rate and is determined by Home address. Proof of residency is required for students changing from out-of-district or out-of-state to in-district. Submit the [Change of Residency Status](#) form with required documentation to receive in-district tuition. If you are in-district and move out-of-district or out-of-state, your tuition rate will be updated in accordance with College policy. Adding or updating a Mailing address will not change your residency status or tuition rate.

You can view your current rates by clicking on Tuition Rates on the left. If you have recently updated your Home address your tuition rate may change. Tuition rate changes due to Home address updates can take 1-2 business days.


Residency should be updated before the current term starts and cannot be changed after the midterm of the semester, changes to Home address after the midterm will update residency for the next term.

Home Address

Address	From
19351 W WASHINGTON ST GRAYSLAKE IL 60030	Current >

Mailing Address

Address	From
19351 W WASHINGTON ST GRAYSLAKE IL 60030	Current >



5. A new window will open, enter the new address and click Save:

Cancel **Edit Address** **Save**

Type Home

Country United States

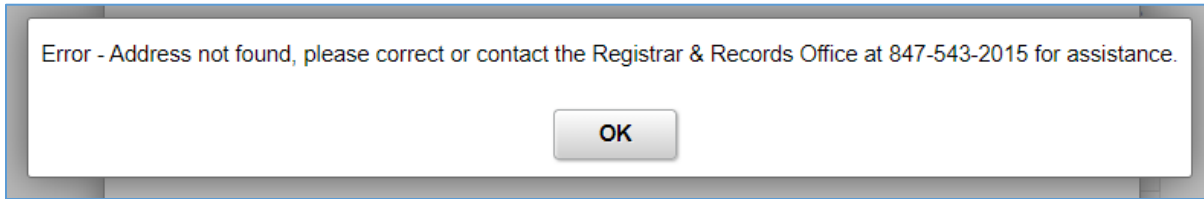
*Address

City

State

Zip

6. If the address you entered is invalid you will receive an error message. Click OK to go back and correct the address. If you are entering the correct address and still receive an error message please contact Registrar & Records at 847-543-2015:



7. If you have a hold on your account due to a Bad Address the hold will be lifted within 1 business day.
8. If you changed your Home Address and are going from out-of-district or out-of-state to in-district you will also need to submit the [Change of Residency Status](#) form along with required documentation. Your tuition rate will be changed within 1-2 business days after we receive the form.