

1. APPLY to College of Lake County—Choose One

- ⇒ New or Transfer Student: Apply online at www.clcillinois.edu/apply
- ⇒ Continuing or Returning Student:
 - If you applied or enrolled in the last 5 years, your record is **active**.
 - If you applied or enrolled more than 5 years ago, your record is **inactive**—contact Registrar and Records at (847) 543-2061 or email registrar@clcillinois.edu.

2. Set Up myLogin

- ⇒ If you provided an email address on your application, your username and password will be emailed to you in two separate emails. All new students will receive an official admission letter with their login information via U.S. Mail. You can set up myLogin at www.clcillinois.edu/mylogin

3. Prerequisites and Transcripts—Demonstrate that you meet proficiencies and prerequisites.

- ⇒ Meet Basic Proficiencies—Before you will be able to register for most college credit classes, you need to show that you are English language proficient and basic algebra ready. To view the acceptable documentation, to prove basic proficiency, go to www.clcillinois.edu/prereq
- ⇒ Prerequisites and Corequisites —Many courses have prerequisites or corequisites. See the course description for details. To submit prerequisite information follow the steps at www.clcillinois.edu/courseprereqs.
- ⇒ Submit Official Copies of Transcripts—NOTE: When using VA Educational Benefits, you must submit all post secondary transcripts and have them evaluated. Turn in the **Request for Evaluation of Prior College Transcripts Form** www.clcillinois.edu/studentforms
Order military transcripts—For USA, USN, USMC and USCG: <https://jst.doded.mil>
For USAF: <http://www.au.af.mil>

We recommend applying for FAFSA – You may be eligible for additional financial aid and/or scholarships

4. Get Academic Advisement—Required to use Federal VA benefits or tuition assistance

- ⇒ In order to use VA Educational Benefits or DOD Tuition Assistance, you must meet with an Academic Advisor or Student Development Counselor to create your CLC “myplaner”. www.clcillinois.edu/advising

5. Register for Classes: Select classes, check prerequisites and register

- ⇒ Login to the myCLC student portal at <http://myclc.clcillinois.edu> and navigate to the Student Center to select classes and register.

6. Applying for VA / Military Benefits

- ⇒ Apply for V.A. Educational Benefits.
 - Federal: <https://www.va.gov> Click, “Apply for education benefits”
 - State – Illinois: Apply at the Illinois Student Assistance Commission’s website: www.isac.org
 - DOD (Department of Defense): Military/Tuition Assistance Check with your unit’s Education Officer for eligibility
Spouse: <https://mycaa.militaryonesource.mil>

If you have previously used Federal VA benefits at another school, you will need to complete a "Request for Change of Program or Place of Training" form (VA form 22-1995 for Veterans; VA form 22-5495 for dependents).

Submit all eligibility forms and paperwork to: Veterans@clcillinois.edu

7. Using VA/Military Benefits

- ⇒ **To use any type of military or veteran benefit :**
 - Submit your “**Veteran Request for Certification**” form in your student center inside the Financial Aid Box
***This must be done before the last day of the semester —see academic calendar ***
This must be done every semester

Remember to check your STUDENT email regularly for updates and additional information.