



SAUK VALLEY COMMUNITY COLLEGE

**DUAL CREDIT
STUDENT SUCCESS HANDBOOK**

2026-2027



Student ID # @_____

Username _____

Student Email _____@students.svcc.edu



Scan to view the SVCC Login Page
svcc.edu

Commonly Used Student Login Services



Canvas

CANVAS is our online course management tool. This is where students can access class materials, such as assignments and announcements. Professors use it to communicate with students and post grades—all in one convenient place.



Change / Forgot
Password

CHANGE/FORGOT PASSWORD is used to reset your SVCC password. If your security questions aren't working, please contact the *Help Desk* at help@svcc.edu or **815.835.6229** for assistance.



Navigate360

NAVIGATE360 is used to schedule appointments with services and departments around campus. *Example: Schedule an appointment with an Academic Advisor to plan your classes.*



Registration &
Planning

REGISTRATION & PLANNING is used to view your academic progress and register for classes each semester.



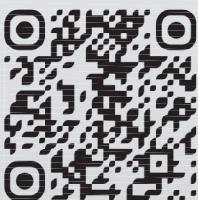
Student Self-Service

STUDENT SELF-SERVICE is our online portal where you can order an official transcript, view your unofficial transcript, view midterms and finals, access your student payment portal, view your 1098-T (tax form), and more.



Student Gmail

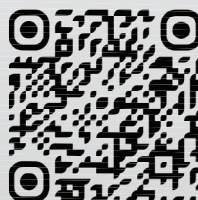
STUDENT GMAIL keeps you up to date on everything at Sauk. You will receive important SVCC updates and announcements, and some professors may communicate with you through this platform.



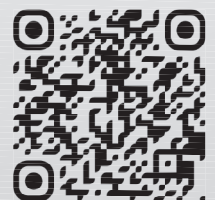
Scan to learn about what scholarships are available.



Scan to learn about ways to pay tuition and set up a payment plan.



Scan and fill in the Google Document to submit a student laptop request.



Scan to learn about SaukReady, our textbook program.

Computers

Computer access is available in the Learning Commons (RM 3L01).

Sauk Login

Your Sauk login is a username and password combination used to access SVCC online services such as Canvas, student email, library resources from off-campus, computer lab printing, text alerts, and more.

Your Sauk login gives you access to the SVCC accounts. For more information and a full listing of the systems that use the Sauk login, visit svcc.edu/login.

When you change your Sauk login password, it is immediately changed for all systems that use the Sauk login. You may be prompted to change your password periodically for security purposes. Notices will be sent to your student email address.

Username:

Your Sauk login username is usually your first name, middle initial, and last name.

Example: john.a.smith

Some exceptions may apply (for example, if we do not have your middle initial on file or if your username would be longer than 20 characters). You can look up your Sauk login username by following the link at svcc.edu/login.

Forward Email to Personal Account

If students prefer, they may set up an SVCC Gmail to automatically forward to a personal email account. Visit svcc.edu/help-desk then Student Email support pages for instructions.

Google Tools

Students are eligible to use a number of other personalized Google tools, such as Google Calendar, Google Drive for file storage, Google Docs for creating documents, and more using their SVCC Gmail account.

Tech Help Desk

To get help with any of SVCC's technology services, visit the Skyhawk Student Help Desk in RM 2E01, you can also email help@svcc.edu, or visit svcc.edu/help-desk.

Office 365

Students are eligible to install Office 365 for free. Office 365 includes Word, Excel, Powerpoint, OneNote, and other tools. Register and download at office.com/getoffice365. When registering for Office 365 you must use your SVCC email address. Office 365 can be installed on up to five devices, including mobile devices.

Online Access to Course Materials

Canvas is an online space where students can access course materials. In Canvas, instructors can post instructional videos, web links, and presentations for the course. They may also create learning activities, such as online discussions, quizzes and tests, assignments, and small group activities. To access courses, click Canvas in the quick jump menu on the SVCC website (svcc.edu). See svcc.edu/login for login instructions. See svcc.edu/learn-canvas for canvas tutorials.

Student Self-Service

Student Self-Service gives students online access to records such as class schedule, grades, transcripts, student ID number, current financial status, and financial aid records. Students can also use Student Self-Service to update personal information, such as emergency contact, change of address or phone number. Access at svcc.edu/login.

Student Email and Other Google Tools

Communications from all SVCC offices, student organizations, and instructors will be sent only to the student's SVCC assigned email address. It's important for students to check it several times a week; daily is even better! SVCC uses Gmail for its email service and all students are automatically provided with a SVCC email account upon their first registration. Students can access their SVCC email from the quick jump menu on the SVCC website (svcc.edu) or visit svcc.edu/login.

Website

Looking for information about the College or updates on events and activities? Check out the SVCC website svcc.edu.

Tuition Smarter

Monthly payments
that fit your life.

Sauk Valley Community
College partners with Nelnet
Campus Commerce to let you
pay your tuition and fees over
time, making college more
affordable.



Scan this QR code to
enroll in a payment
plan today.

Students with Tuition Invoices Over \$500 May Request a Payment Plan Through the SVCC Business Office

Payment Methods

- Automatic payment from checking or savings account (ACH)
 - Automatic Payment from credit or debit card
- Regularly scheduled payments will process on the 15th of the month.*

Cost to Participate

- \$30 nonrefundable enrollment fee per semester
- \$30 returned payment fee if a payment is returned

Simple Steps to Enroll

Step 1: Go to svcc.edu/pay

Step 2: Select Student Payment Portal - Nelnet

Target Dates to Enroll By:

SUMMER 2026 Payment plan available on April 8, 2026

Enrollment Dates	Required Down Payment	Number of Payments	Months of Payments
Apr 08 - May 06	20%	3	May - July
May 07 - June 03	40%	2	June & July
June 04 - July 01	60%	1	July ONLY

FALL 2026 Payment plan available on April 8, 2026

Enrollment Dates	Required Down Payment	Number of Payments	Months of Payments
Apr 08 - May 06	none	6	May - Oct
May 07 - June 03	none	5	June - Oct
June 04 - July 01	20%	4	July - Oct
July 02 - Aug 05	40%	3	Aug - Oct
Aug 06 - Sept 02	60%	2	Sept & Oct

IMPORTANT:

All down payments and enrollments fees are processed immediately.

PAYMENT PLAN AVAILABILITY: Availability of the payment plan is determined by Sauk Valley Community College. Please be aware the College may elect not to have the payment plan available during specific times and dates during registration.

BALANCE ADJUSTMENTS: Please do not assume your balance will automatically adjust if financial aid is received or a class is dropped or added. You should review your agreement balance online.

STUDENTS: If someone is paying on your behalf, you **MUST** first set them up as an Authorized Payer.

AUTHORIZED PAYERS: If you are paying on behalf of the student, the student must access or set up their account first and then add you as an Authorized Payer.



For additional information, call us at 800.609.8056.
Monday – Friday 7 a.m.–9 p.m. CST and Saturday 8 a.m.–2 p.m. CST





READY

TEXTBOOK PROGRAM

The SaukReady Textbook Program ensures that when you register for classes, a digital version of your textbook(s) (if available) will be automatically added to Canvas at the start of the semester.

If a digital version isn't available, physical course materials can be picked up at the Follett Bookstore at SVCC.

Scan the QR code for more information.



What you need to know about the new **SAUKREADY TEXTBOOK PROGRAM**



You are **automatically enrolled** in the program when you register for classes.



The SaukReady Textbook Program is a flat rate charge.



For most students this, will be a significant savings of up to 60% over traditional textbooks.



You **may opt out** of the program.



If you choose to opt out of SaukReady, **you are responsible for purchasing textbooks** for **all classes** for the affected semester.



Watch your email. Further information on the process to opt out will be sent to your student email.



READY

TEXTBOOK PROGRAM

If you have questions stop in the
SVCC Follett Bookstore,
email svcc@bkstr.com or call (815) 835-6304.

TIPS FOR SUCCESS

IN DUAL CREDIT CLASSES



High School vs. College: What to Expect

College follows its own academic calendar.

- Some holidays and breaks differ from your high school's schedule.
- Be sure to review the SVCC Academic Calendar at svcc.edu/academic-calendar for dates when classes are not in session.

You're only expected to be on campus for your scheduled classes.

- However, we encourage you to attend campus events and take advantage of the many resources available.

Homework is completed outside of class.

- For every hour in class, plan for 2–3 hours of study time outside of class.
- Reading, assignments, and studying are your responsibility and you may not have time to do this during class.
- For every hour in class, plan for 2–3 hours of study time outside of class.

Attendance & deadlines matter.

- Missing class can quickly put you behind.
- Missing class does not automatically excuse missed assignments or exams.
- Not all assignments can be made up if missed.
- Review each instructor's syllabus for attendance, makeup work, and late work policies.

Tutoring is for everyone.

- The Tutoring and Writing Center are great resources whether you need extra support or simply want to strengthen your skills.

Your privacy is protected.

- College instructors cannot share information about your grades or progress with parents or guardians. You are responsible for communicating with your instructors and asking for help when needed.

Disability accommodations work differently in college.

- If you need accommodations, be sure to connect with the appropriate campus office early.

Students are responsible for course materials.

- Textbooks and required materials are provided through the Sauk Ready Textbook Program or purchased separately, depending on the course.

Sauk makes it possible – You make it happen

TIPS FOR SUCCESS

IN DUAL CREDIT CLASSES



High School vs. College Classes

	High School	College
Frequent reminders about assignments & deadlines		
Flexibility for late work		
Grading based on class participation		
Opportunities to earn extra credit		
Parent/guardian access to student grades and assignments		

About High School Dual Credit

High School Dual Credit offers the most familiar learning experience. Courses are taught at your high school, follow your high school calendar, and allow you to earn college credit while developing college-level skills. These courses provide the rigor and expectations of a college class in the comfort of your high school. Course availability varies by high school and district.

About Online Dual Credit

Online Dual Credit offers the greatest flexibility while requiring the highest level of independence. Courses are completed online, allowing you to choose when you work while meeting assignment deadlines and course expectations. Students are responsible for managing their time, regularly checking SVCC email and Canvas, and following the SVCC academic calendar.

About SVCC Campus Dual Credit

Provides the full college campus experience. Courses are taught on the SVCC campus, follow the SVCC academic calendar, and allow students to experience college life while earning college credit. Students are responsible for attending class, completing coursework, and managing their schedules independently.

Sauk makes it possible – *You make it happen*

Disability Support Services (DSS)



Disability Support Services (DSS)

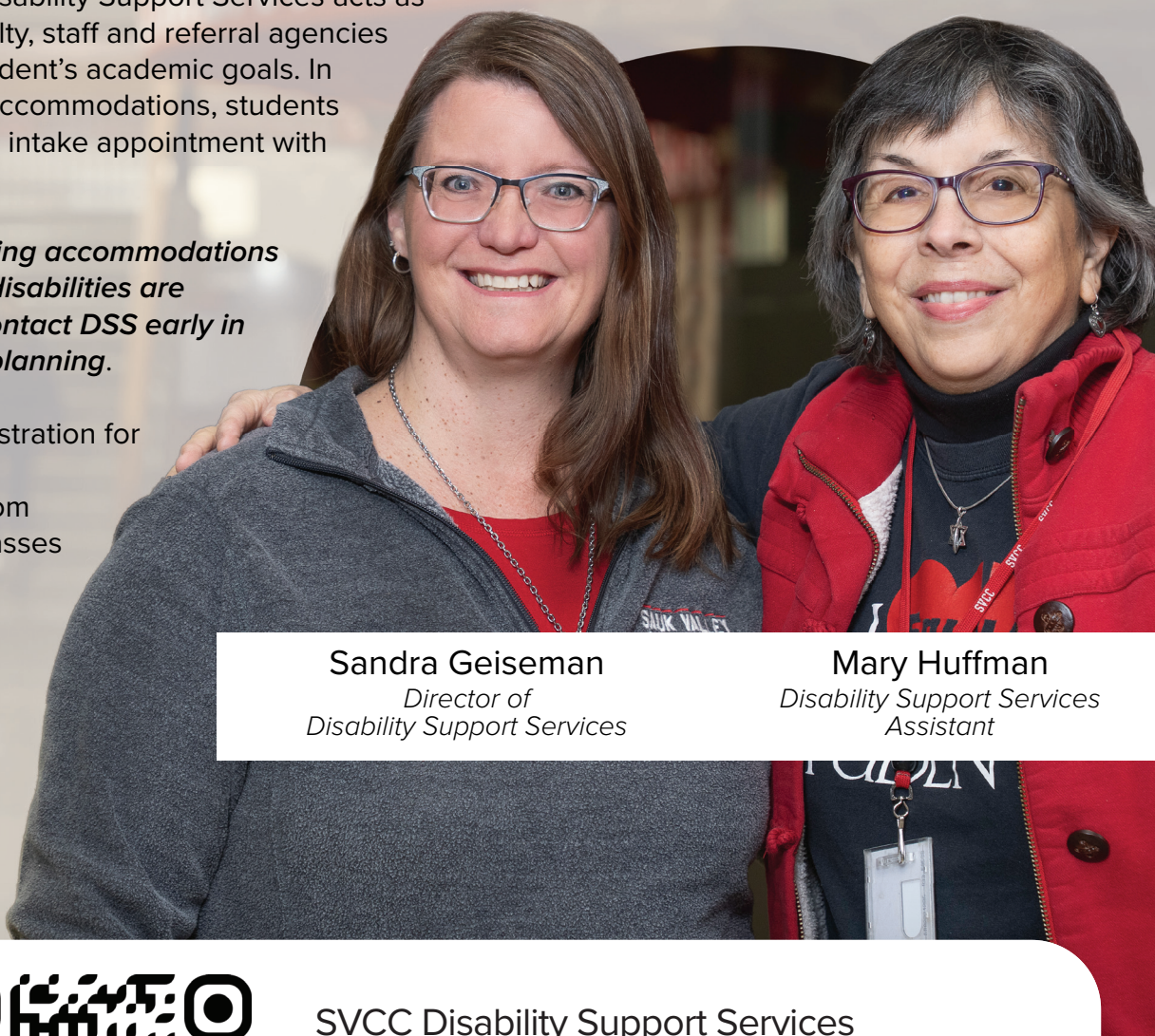
Disability Support Services provides coordination of services for students with disabilities in their educational and career pursuits while attending SVCC. DSS engages in an interactive process with the student to determine appropriate and reasonable accommodations that effectively meet the student's needs.

The Director of Disability Support Services acts as a liaison with faculty, staff and referral agencies to support the student's academic goals. In order to receive accommodations, students must complete an intake appointment with the director

Students requesting accommodations for documented disabilities are encouraged to contact DSS early in their enrollment planning.

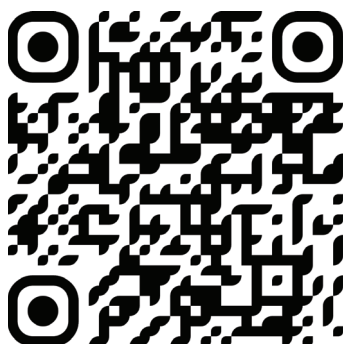
Eligibility and registration for accommodations is independent from registration for classes and dependent upon appropriate documentation.

For further information contact DSS at 815.835.6220 (RM 1F25) or visit svcc.edu/dss.



Sandra Geiseman
Director of
Disability Support Services

Mary Huffman
Disability Support Services
Assistant



SVCC Disability Support Services
Email: dssoffice@svcc.edu
Phone: 815.835.6220
Offices 1F25 and 1F27
(West Mall, Student Services Center)
svcc.edu/dss



LEARNING COMMONS

LIBRARY | TUTORING | WRITING CENTER

SUPPORT

Tutoring • Writing Assistance
Research • Citations

SPACES

Study Spaces • Charging Stations
Relaxation Room

SERVICES

Laptop Lending • Calculator Lending
Printing • Wifi • Computers

HOURS

Visit svcc.edu/lc for current hours.
Walk-ins welcome, appointments preferred.

To make an appointment, access the
EAB Navigate 360 app or
visit svcc.edu/appointments



LEARNING COMMONS SERVICES ARE **FREE** FOR SVCC STUDENTS.

In-person or online sessions are available.

WRITING CENTER

Free Writing Assistance:

- Academic Essays
- Scholarship Essays
- Application Materials
- And more!

Contact Writing Center:

Call: 815.835.6293
Email: writing.center@svcc.edu

TUTORING

Free Tutoring:

- Biology Study Models
- Accounting
- Math
- And More!

Contact Tutoring:

Call: 815.835.6293
Email: tutoring@svcc.edu

LIBRARY

Free Library Resources:

- Research Assistance
- Databases
- Books: Print And Ebooks
- And More!

Contact the Library:

Call: 815.835.6207
Email: library@svcc.edu

Safety & Security



Security

Sauk Valley Community College is committed to providing a safe and secure environment.

It is possible, though unlikely, that SVCC will experience an emergency on campus. It is impossible to predict the nature of all emergencies, but SVCC officials discuss and plan for the most likely emergency situations. If an emergency occurs on campus, students, employees, and visitors will be informed of the situation in a variety of ways: intercom system, text alerts, e-mails, SVCC website, internal and external signage, SVCC or emergency personnel, or phone calls.

Students receive information about evacuation and shelter-in-place/lock-down procedures during mandatory orientation sessions. Emergency procedures are also posted throughout campus and on the SVCC website.

For further information, visit the Campus Security and Emergency Procedures website, the Information/Security Center located on the west end of the main building, or call security (RM 1C04) at 815.835.6389 or visit svcc.edu/about/security.

Parking Lot



Vehicle Assistance

If vehicle emergency assistance is needed, contact the Information/Security Center at 815.835.6389 (RM 1C04).

Penalties for parking violations may be paid by mail or in person to the Business Office (RM 1H02). Failure to pay fines may result in a wheel clamp installed on the vehicle or the student account being frozen.

Parking and Traffic Services

Students are required to abide by the rules and regulations governing vehicles on campus. There is sufficient space for all students to park on campus. The College retains the right of enforcement regarding the health, welfare, and safety of all individuals while on campus. All registered students and visitors on campus are subject to the provisions and penalties specified in the regulations regarding motor vehicles. A complete review of motor vehicle regulations is available online at svcc.edu/parking.

Parking Lot Safety

The Information/Security Center will provide a campus security officer to safely escort students, faculty or staff upon request. Contact the Information/Security Center (RM 1C04), use the call boxes located around campus, or call 815.835.6389.

Security Emergency Cell Phone

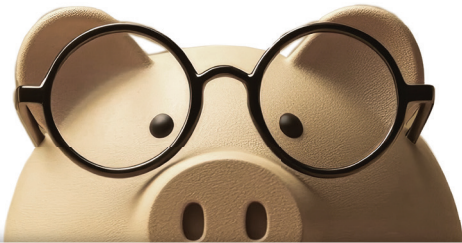
815.441.2040

Add this number to your cell phone contacts, call or text in case of an emergency.

Looking For **SCHOLARSHIP MONEY?**

EXTERNAL SCHOLARSHIPS

SVCC.EDU/EXTERNAL-SCHOLARSHIPS



SVCC.EDU/EXTERNAL-SCHOLARSHIPS

Scholarships are available throughout the school year and due dates may vary.

Checking monthly is recommended as scholarships are added regularly.



Questions? Contact
Financial Assistance Office
Call: 815.835.6339
Email: fa@svcc.edu



SVC FOUNDATION SCHOLARSHIPS

SVCC.EDU/SCHOLARSHIPS



SVCC.EDU/SCHOLARSHIPS

Sauk Valley Community College has **over \$100,000** worth of scholarship funds available every year for **SVCC students only**.

Scholarships are available throughout the year and due dates may vary.



Questions? Contact
Angie Delhotal
Call: 815.835.6329
Email: foundation@svcc.edu

SAUK VALLEY COLLEGE
FOUNDATION

Checking external and foundation scholarship availability monthly is recommended.

Counseling & Mental Health



Counseling Services

SVCC provides professional mental health counseling by licensed therapists who hold to the highest ethical standards of clinical counseling. Students needing mental health support for on-going or crisis circumstances can access confidential SVCC counseling services by clicking on the “**Personal Counseling Request**” button at svcc.edu/ssc or calling the confidential line at 815.835.6204.

In the event of an acute crisis, licensed therapists are typically available during office hours.



Counseling Referral
svcc.edu/counseling-referral

 counseling@svcc.edu

Confidential counseling is provided by Masters level clinicians (LCPC, LCSW, LPC). All requests are confidential.

Emergency Counseling Services

After hours, students experiencing a mental health emergency can contact:

- **911**
- **CGH ER**
100 E Le Fevre Rd, Sterling
- **OSF ER**
403 E 1st St, Dixon
- **Sinnissippi Crisis Line**
800.242.7642
- **National Suicide Prevention Hotline**
988
- **Crisis Text Line**
Text HOME to 741741

Food & Drinks



Café (Skyhawk Café)

The Skyhawk Café (RM 2L02) offers a wide variety of breakfast and lunch items on a rotating basis to keep the menu fun and exciting.

- **Breakfast hours: 7:30 a.m. - 10:00 a.m.**
- **Lunch hours: 11:00 a.m. - 1:00 p.m.**

SVCC’s food service manager, Quest Food Management Services, is looking forward to a great school year and being a part of the Sauk Valley community. Quest serves fresh, high quality food with exceptional responsiveness and intense personal service. SVCC is passionate about providing students with high quality food service using wholesome, nutritious ingredients prepared as fresh as possible when served.

SVCC, along with Quest Food Management Services, supports local agriculture and a healthier planet by providing nutritional, flavorful food options. For menu information visit svcc.edu/students/menu

Skyhawk Coffee Bar

The Skyhawk Coffee Bar offers a variety of drinks and grab-and-go snacks for students to enjoy throughout the morning and afternoon. Conveniently located on the first floor across from Student Services, it’s the perfect stop to skip the long lines elsewhere and get delicious coffee right on campus.



Career Closet

Hours by appointment only.

Looking for that perfect outfit for an interview? Or starting a new job and want to dress to impress? The Career Closet has got you covered. The Career Closet is stocked with a variety of new and gently worn business professional clothing, everything you need for a job, internship or interview. All you need to do is sign in; all items are free of charge and for students to keep. For more information, contact Dana Chacon, Career Services Coordinator, at **815.835.6294** or dana.j.chacon@svcc.edu



Career Services

Hours by appointment only.

SVCC's Business Services/Career Services provides no-cost support to all SVCC students through resume writing and review, cover letter and follow-up letter assistance, interview preparation, and guidance with job applications and career essentials. For more information, contact Dana Chacon, Career Services Coordinator, at **815.835.6294** or dana.j.chacon@svcc.edu



Food Pantry

RM 3K10 *(in Foundation, across from the Learning Commons)*

Forgot your lunch at home? Stop in! Need a snack between classes? Stop in! Need groceries? Stop in! No judgement, just food.



School Supply Pantry

Next to RM 3L01 *(Learning Commons)*

Students are encouraged to take what office supplies they may need, loose leaf paper, spiral notebooks, mechanical pencils, notecards, etc.



Fitness Center

RM 1F02

The Fitness Center features state-of-the-art cardio and strength equipment for a variety of workouts and fitness levels. With adjustable resistance and ergonomic designs that promote natural movement and reduce stress on your joints, you'll have the tools you need to reach your fitness goals.

The Fitness Center is free for all students to use, whether you're new to working out or have years of experience. Simply sign in at the front desk and get started. stepping into a gym for the first time. Just sign in at the front desk and get started.

Technology Resources



Printing on Campus

Students will use their Sauk login to print in any of the computer labs. Students will be given \$10 worth of free printing each semester (it will automatically be added to accounts at the start of each semester). Money will not carry over to the next semester and the money can only be used for printing. Printing from College computer lab printers will cost 5¢ per page for two-sided pages and 10¢ for a single sided page. This will give students between 100-200 pages per semester that can be printed for free. If students need to print additional pages (above the \$10), accounts can be replenished in the Business Office (RM 1H02) or the Student Services Center (RM 1E01). Students can print color pages for 25¢ in the Learning Commons (RM 3L01).

Scanner/Copier in the Learning Commons
Need to scan or photocopy? Go to the Learning Commons and use their printer/scanner/copier machine. Cost is 10¢ per black and white copy or 25¢ per color copy; double-sided is counted as two copies. Ask for assistance at the circulation desk.

Social Media

Follow SVCC on Facebook and Instagram @saukvalleycc. Important information is posted on SVCC's homepage (svcc.edu).

All Facebook pages associated with SVCC may be created only with final approval of the SVCC Marketing Department. Please visit svcc.edu/student-activities for the SVCC Social Media Guidelines and Approval Form. Contact marketing@svcc.edu for further inquiries.

Text Alerts

College closings, course cancellations, College event reminders and occasional announcements can be received via phone, text message, email, or all. Students can sign up by clicking the "SVCC Text Alerts" button on SVCC's home page (svcc.edu) and login using their Sauk login. See svcc.edu/login for instructions.

Directory



	phone #	room #
Business Office	815.835.6295	1H02
Disability Support	815.835.6220	1F25
Dual Credit	815.835.6208	SSC*
Foundation	815.835.6316	3K10
Learning Commons - Library	815.835.6207	3L01
Learning Commons - Tutoring & Writing Center	815.835.6293	3L01
Technology Help Desk	815.835.6229	2E07

*Student Services Center

Dates to Know



Fall 2026

Payment arrangements due for registered students	July 27
College Closed: Fall In-Service	August 14
Fall classes begin	August 17
Registration change period	August 17 – 28
Last day for 100% refund for 16 week courses	August 28
College Closed: Labor Day	September 7
2027–28 school year FAFSA opens	October 1
Last day to file intent to graduate	October 9
Mid-semester date	October 9
Last day for student initiated withdrawal	October 23
No Classes: Fall Break	November 23 – 24
College Closed: Fall Break	November 25 – 27
Classes resume	November 30
Monday classes meet	December 7
Final examinations	December 8 – 11
All grades due in Office of Admissions and Records	December 14
Grades available for students	December 16
No Classes: Semester Break	December 22
College Closed: Semester Break	January 4
Spring classes begin	January 19

Access current and future
academic calendars at
svcc.edu/academic-calendar.

Spring 2027

Web registration and fee payment begins	November 2
Walk-in registration and fee payment begins	November 4
Payment arrangements due for registered students	December 7
Wintermester	December 21 – Jan. 15
Last day for 100% refund for Wintermester	December 21
Registration change period for Wintermester	December 21
College Closed: Spring In-Service	January 15
College Closed: Martin Luther King Jr. Day	January 18
Spring classes begin	January 19
Registration change period	January 19 – 29
Last day for 100% refund for 16 week courses	January 29
Last day to file intent to graduate	March 12
Mid-semester date	March 12
No Classes: Spring Break	March 12 – 21
College Closed: Spring Break	March 19
Classes resume	March 22
Last day for student initiated withdrawal	March 26
Monday classes meet	May 10
Final examinations	May 11 – 14
Commencement	May 14
All grades are due in the Office of Admissions and Records	May 17
Grades available for students	May 19

* Classes running less than 16 weeks have a shorter refund period

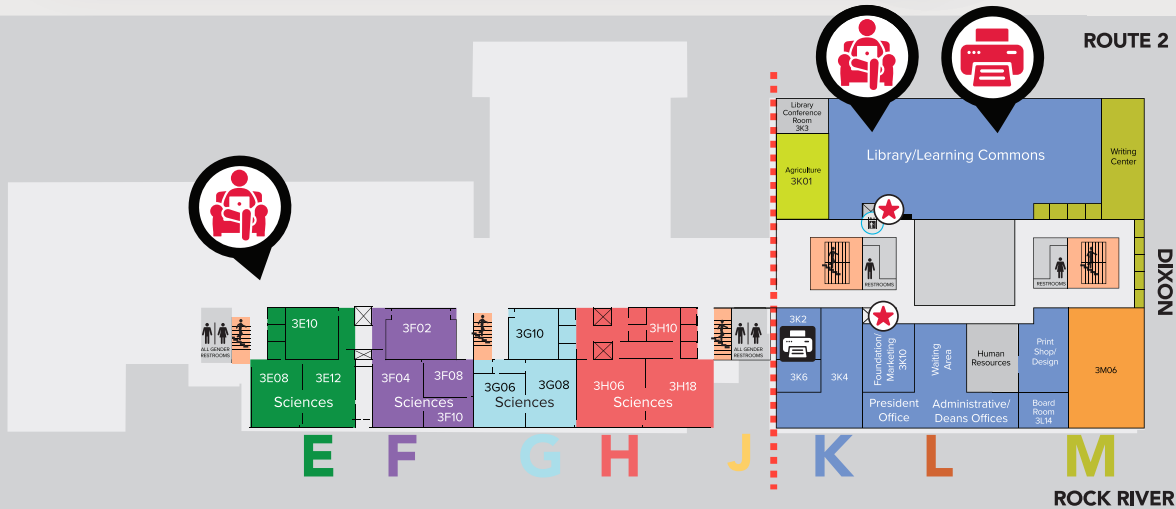
WHERE TO GO



ROUTE 2

STERLING

ROCK RIVER



ROUTE 2

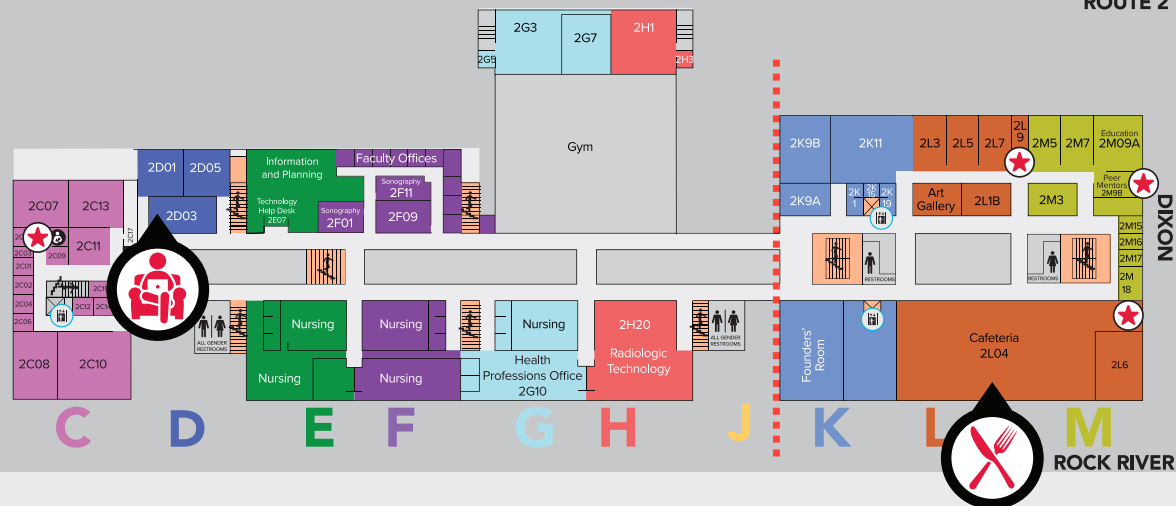
DIXON

Floor 3

ROUTE 2

STERLING

ROCK RIVER



ROUTE 2

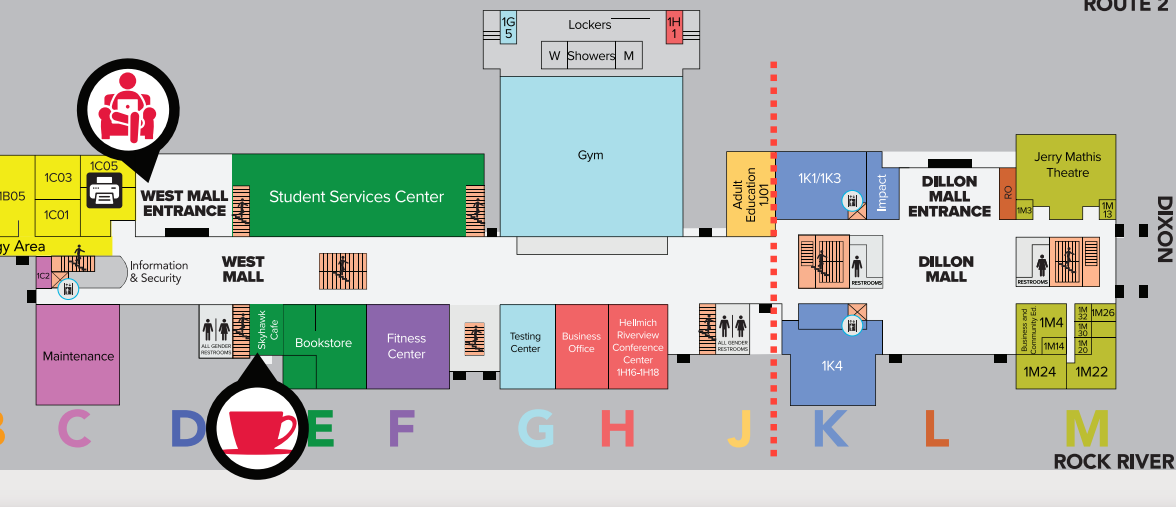
DIXON

Floor 2

ROUTE 2

STERLING

ROCK RIVER



ROUTE 2

DIXON

Floor 1



Free student resource location



Study area



Printers available for student use