

SAUK VALLEY COMMUNITY COLLEGE

STUDENT HANDBOOK

2026 – 2027

Dates to Know

Fall 2026

Web registration and fee payment begins	April 6
Walk-in registration and fee payment begins	April 8
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

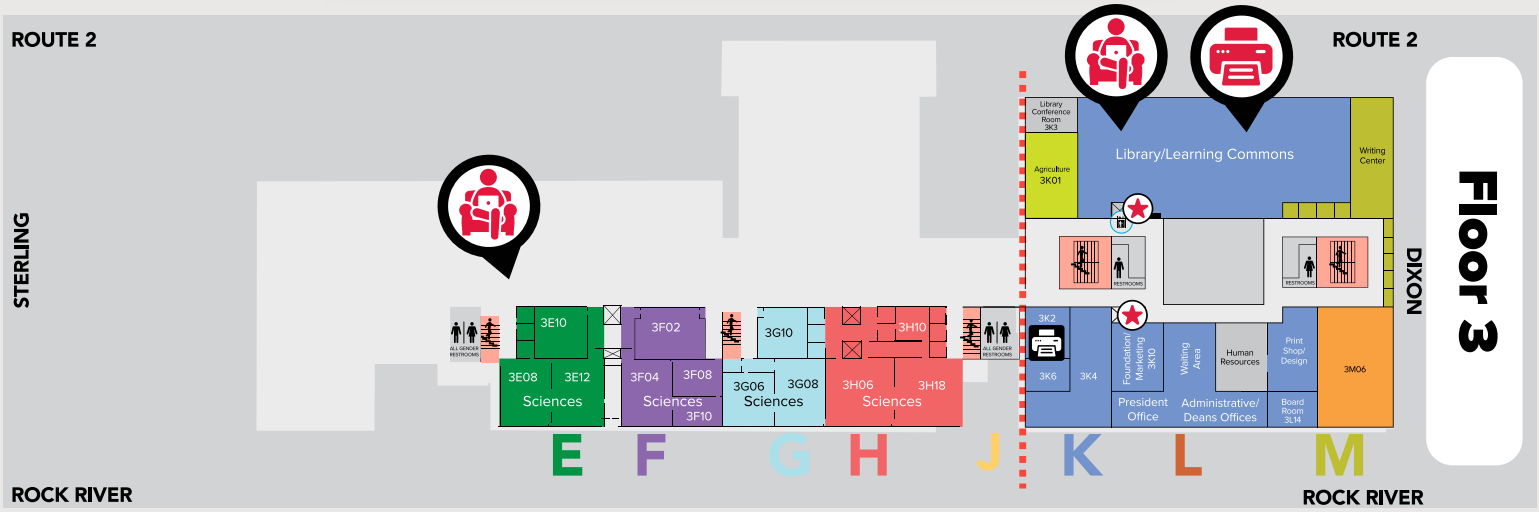
Access current and future academic calendars at ***svcc.edu/academic-calendar***.

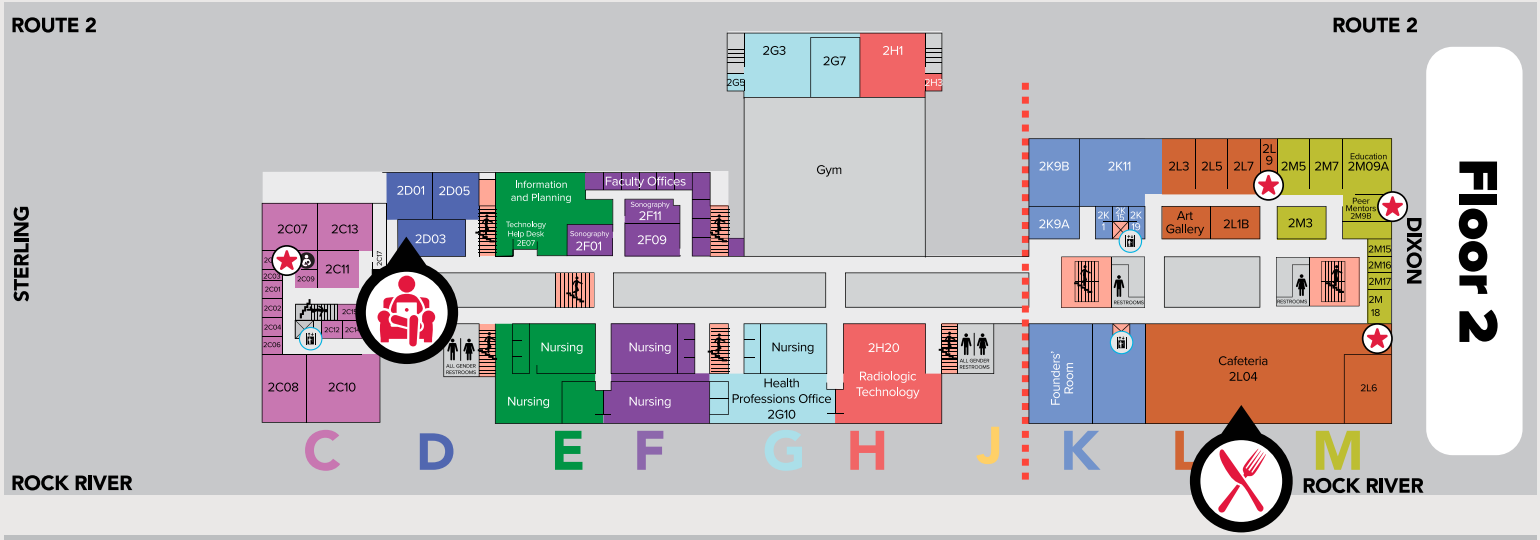
Spring 2027

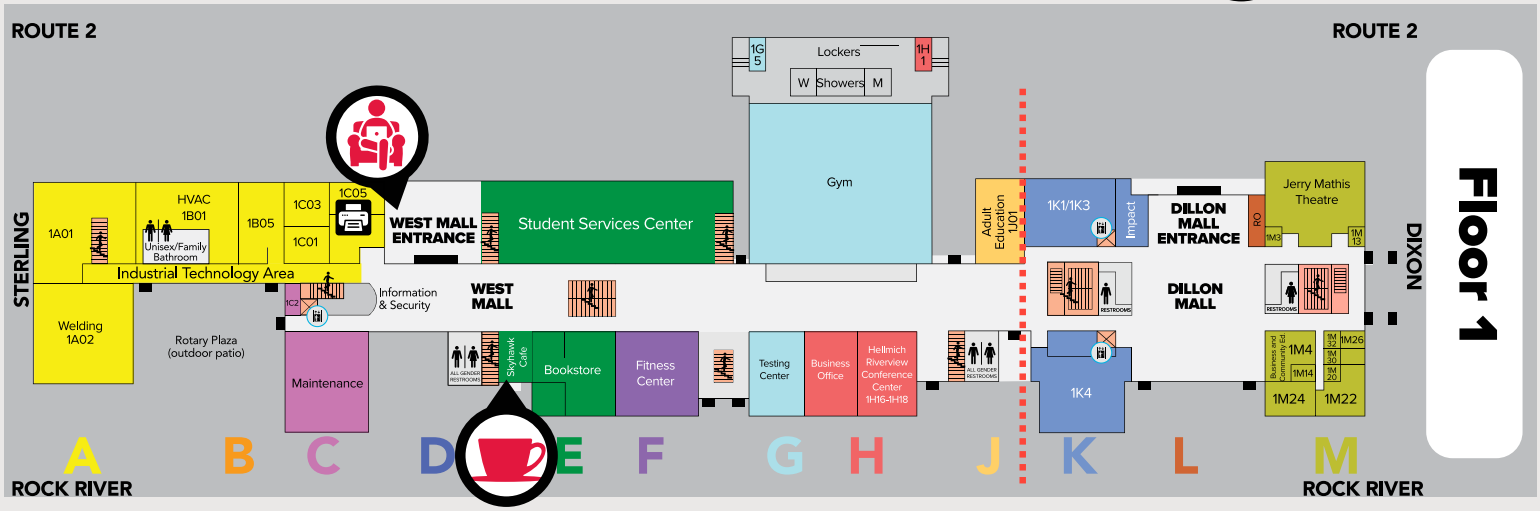
Web registration and fee payment begins	November 2
Walk-in registration and fee payment begins	November 4
Payment arrangements due for registered students	December 7
Wintermester	December 21 – Jan. 15
Last day for 100% refund for Wintermester	December 21
Registration change period for Wintermester	December 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







Free student resource location Study area Printers available for student use



Student ID # @_____

Username _____

Student Email _____@students.svcc.edu

Scan to view the SVCC Login Page
svcc.edu

Commonly Used Student Login Services

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

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 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 select "*reserve a laptop*" to submit a student laptop request.

Scan to learn about SaukReady, our textbook program.

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***.

You will need to change your initial password by clicking the link at svcc.edu/login prior to logging in to any of your accounts. You can look up your Sauk Student ID by following the link at ***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.

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, SVCC email address, 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***.

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

Learning Commons
The Learning Commons (RM 3L01) offers tutoring, library, and writing services to help students meet their academic goals.

Learning Commons Tutoring (LCT)
Learning Commons Tutoring supplements classroom instruction with individual and group tutoring, and review sessions on subjects including (but not limited to) mathematics, writing, biology, chemistry, physics, accounting, and psychology. Services are offered on a no-cost basis in an informal and friendly atmosphere. Instructional aids include many helpful handouts and a science study area equipped with biology and anatomy study resources. To access online tutoring, use Ask a Tutor at svcc.edu/tutoring. For further information, contact LCT at 815.835.6293 or visit ***svcc.edu/tutoring***.

Learning Commons Library
The Learning Commons Library supports the teaching and scholarship of the College, and promotes lifelong learning in our community. We offer a comprehensive collection of books, audiobooks, CDs, DVDs, magazines, and journals to serve the academic and recreational needs of the SVCC community. Any resident of the college district aged 16 or older may sign up for a free library card and borrow from the library's physical collection.

The physical collection is augmented by online research databases, streaming videos, and a large ebook collection. These subscription resources are available to all users. In addition, students, faculty, and staff may order materials from any academic or public library in Illinois through our interlibrary loan services.

The experienced library staff provide assistance with reference, research, and citation. Instruction on a variety of library and research topics are available to small groups by appointment, or in person to individuals by appointment. For more information about any of the mentioned services, contact the library at 815.835.6207 or visit ***svcc.edu/library***.

Learning Commons Writing Center
The Learning Commons Writing Center (RM 3M17) supplements classroom instruction with individual and group tutoring, workshops, and practice sessions for students in all academic departments. Students are welcome to bring any kind of writing to the Writing Center including application and scholarship personal essays, resumes, cover letters, and all academic writing. Services are offered at a no-cost, scheduled by appointment in an informal and friendly atmosphere on campus and by virtual appointment. Contact the Learning Commons Writing Center at writing.center@svcc.edu, at 815.835.6398, or visit ***svcc.edu/writing-center***.

Library Off-Campus Access
When using the library databases or other online resources, go to svcc.edu/library. No login is necessary when accessing the Learning Commons Library resources from a computer on campus. When accessing these same resources from off campus, students will be prompted to verify current student status using their Sauk login.

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.

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: 815.835.6398
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



Sauk 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 **$27.50 per credit hour** charge.

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

X 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.

Sauk READY TEXTBOOK PROGRAM

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

Books & Supplies

Bookstore

The campus bookstore is operated by Follett, Inc. The bookstore manages SaukReady, our textbook program where students can access digital course materials, physical textbooks, printed lab manuals or workbooks needed for their classes. The bookstore also offers campus apparel, computers, software, snacks and gifts. Students can use the bookstore website to shop online and have items shipped to their home or picked up on campus.

For more information including hours of operation, return policy, book buyback, and payment options, call 815.835.6304 (RM 1E02) or visit ***bkstr.com/saukvalleyccstore***.

SaukReady

SaukReady textbook program means that when you register for classes a digital version of your textbook(s), if available, will automatically be added to Canvas when the semester begins. Should a digital version not be available, physical course materials will be available for pick up at the Follett Bookstore at Sauk Valley Community College.

As part of the textbook program, students are charged a rate per credit hour. All students are automatically enrolled in the program, and students who are not interested in the material savings can opt-out of the program each term with no penalty. Students who opt-out of the program are responsible for finding and purchasing their own required materials. For further information contact the bookstore at 815.835.6304 or visit ***svcc.edu/saukready***.

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.

Student Resources

Resource Directory

The Sauk Valley Resource Directory, available on the SVCC website at ***svcc.edu/services-directory***, allows students to search for community services within SVCC district counties.

Academic Advising

Our academic advisors help each student plan appropriate courses of study to achieve a productive and rewarding experience at the College. Academic advisors are available on-call or by appointment for discussion of educational, personal, social, and career issues.

For availability, call Academic Advising at 815.835.6354 (Student Services Center).

Current students can schedule an appointment online at ***svcc.edu/appointment***.

All degree and certification seeking students are assigned an academic advisor. *Visit svcc.edu/login* and select "*Student Self-Service*" then "***Student Profile***" to view your advisor information. It is recommended that you meet consistently with your assigned advisor.

Visit ***svcc.edu/advising*** for more information.

Admissions & Records

Admissions & Records oversees a number of important forms and processes related to student registration and enrollment. For registration assistance, transcript requests, to change personal information, transfer records to/from another college, and other services contact 815.835.6273 (Student Services Center) or visit ***svcc.edu/admissions***.

Career Services

SVCCs Career Services is ready to help by providing the following services to all students:

- Assisting in interviewing techniques
- Cover letter & follow-up
- Letter writing assistance
- Job search: resources for job possibilities
- Resume writing assistance & resume review
- Soft skills enhancement

Career Services has a variety of resources to assist with identifying career opportunities, finding up-to-date information on the latest job market trends, tips on acquiring work experience, and developing job search skills for a successful transition from school to work. Whether students are looking for full-time or part-time employment, internships, or want to sharpen job skills, SVCC can provide the tools that will help with those career goals. Contact Career Services at 815.835.6294 or visit ***svcc.edu/careerservices***.

Student Services Center

The Student Services Center (first floor) provides a one-stop location for the services most frequented by students, including admission, registration, academic advising, and financial assistance. Student Services provides comprehensive information to help students with college processes, planning, and decision making to aid in their success.

The dedicated staff in this center can help you:

- Apply for admission and financial aid
- Seek academic support
- Explore and clarify academic goals
- Utilize self-service tools

Student Success Programs

First Year Experience Course (FYE)

FYE 101, an SVCC student success course, is required of all degree-seeking students. It is a one-credit hour course designed to help students make the transition into college and enhance their academic success. This course must be taken during the first semester of college coursework.

In our FYE course, students will learn about:

- Expectations/responsibilities of the college student
- Academic planning
- College resources, services, and opportunities for involvement
- Time management, thinking critically, test-taking strategies
- Appreciating diversity and maintaining wellness
- Developing library, research, and information literacy skills

Honors Program

Enhanced educational opportunities are available to successful students through the SVCC Honors Program. Students admitted to this program have the opportunity to enrich one or more college classes by completing an honors project. For more information, visit ***svcc.edu/honors***.

Testing Center

The Testing Center offers a variety of exams including College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST) for earning general education or elective course college credit by proficiency examination. Additionally, the Testing Center delivers TEAS, GED, and CNA along with a large variety of other certification exams. Please schedule these exams through the appropriate testing authority and choose Sauk Valley Community College as your testing site.

Class placement testing is scheduled by appointment only and delivered using an online synchronous proctored platform or may be completed in the testing center upon approval.

All examinees must present a valid photo ID prior to taking any exam. Some exams will require fees and other identification such as social security numbers. For more information, contact the Testing Center (RM 1G04) at 815.835.6530 or visit ***svcc.edu/testing-center***.



TRIO Student Support Services

TRIO is a federally-funded, student-oriented program that offers supportive services to help students achieve success. Students are assigned an academic advisor offering them necessary support to take them from enrollment through graduation and/or transfer. Advisors are dedicated to providing individualized assistance enhancing the academic, professional, and personal potential of the students who participate in the program. Federal eligibility guidelines apply. To find out if you are eligible, call the TRIO Program at 815.835.6268, ask your academic advisor, or visit ***svcc.edu/trio***.

ABOUT TRIO SSS

TRIO provides opportunities for academic development, assists students with basic college requirements, and services (**free of charge**) to motivate students toward the **successful completion of their postsecondary education at SVCC**.

The goal of TRIO SSS at SVCC is to increase student retention and graduation rates of program participants, and facilitate the process of transitioning from one level of higher education to the next. TRIO SSS is federally funded and sponsored by the U.S. Department of Education.

Scan to apply now!

FREE TRIO SERVICES

- ✔ Academic & Personal Advising
- ✔ One-on-One Peer Tutoring
- ✔ Textbook Lending
- ✔ Laptop/iPad/Tablet Lending
- ✔ Graphing Calculator Lending
- ✔ Transfer Advising & Assistance
- ✔ Visits to Area Universities
- ✔ Help with FAFSA
- ✔ Success Skills Workshops
- ✔ Cultural Events
- ✔ Job & Volunteer Opportunities

Over $15,000 in grant aid scholarships awarded each year through TRIO SSS to eligible participants!

QUESTIONS? CONTACT US! 815.835.6268

Veteran Services

Veterans Services at Sauk Valley Community College offers comprehensive services to veterans of the US Military who are interested in furthering their education. The office is comprised of the Veterans Services Coordinator, who is located in Financial Assistance, and the Veterans' Representative who is located in Academic Advising. Services include assistance with education benefits, academic planning, re-adjustment services, and referrals.

Questions regarding education benefits should be directed to the
Veterans Service Coordinator
(Student Services Center)
815.835.6315.

Questions regarding Academic Advising, personal, social or career services should be directed to the
Veteran Representative
(Student Services Center)
815.835.6390.

SVCC is honored to be acknowledged as a 2025-26 Military Friendly School!

SVCC has been awarded a "Military Friendly" school designation and takes pride in assisting veterans with their transition into higher education, and ultimately, the workforce. SVCC has also signed to support the Principles of Excellence and the 8 Keys to Veteran Success. Policies have been implemented to allow for better service to our student veterans, to follow federal and state regulations, and to handle unique situations that arise for student veterans. These policies include Advance Registration, In-District Tuition, and Students Called to Active Duty. SVCC adheres to the Veterans Affairs Pending Payment Compliance which adopts additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Additional information can be found by visiting svcc.edu/veterans.



8 Keys to Veterans' Success

By affirming support for the 8 Keys to Veterans' Success, Sauk is expressing its commitment to implement the promising practices outlined in the 8 Keys, as follows:

1. Create a culture of trust and connectedness across the campus community to promote well-being and success for veterans.

2. Ensure consistent and sustained support from campus leadership.

3. Implement an early alert system to ensure all veterans receive academic, career, and financial advice before challenges become overwhelming.

4. Coordinate and centralize campus efforts for all veterans, together with the creation of a designated space for them (even if limited in size).

5. Collaborate with local communities and organizations, including government agencies, to align and coordinate various services for veterans.

6. Utilize a uniform set of data tools to collect and track information on veterans, including demographics, retention, and degree completion.

7. Provide comprehensive professional development for faculty and staff on issues and challenges unique to veterans.

8. Develop systems that ensure sustainability of effective practices for veterans.

Counseling & Wellness

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.

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**
  800.273.8255
- **Crisis Text Line**
  Text HOME to 741741

SVCC's Counseling Services provide peer mentoring by trained SVCC student peers. Peer mentors support students with college adjustment, problem solving, goal setting, time management, and classroom skills.

To request a peer mentor, visit ***svcc.edu/peermentoring***.

Early Alert/Crisis Assistance Team

An Early Alert System supports retention by putting students in contact with appropriate campus resources. This assistance helps students meet their educational goals. SVCC utilizes retention software that identifies student risk indicators. In addition, faculty and staff members contribute directly to the Early Alert System's success by referring students who are struggling in their academic work, are chronically absent from class, are exhibiting disruptive behavior, or are having difficulty adjusting to college life. SVCC advisors and counselors will utilize this information to provide resources and assistance to students.

In conjunction with an Early Alert System, the Sauk Valley Crisis Assistance Team (SVCAT) was established to provide assistance to faculty, staff, and students in addressing situations in which a student or staff member displays concerns. Such stressors can be disruptive to the success of the student and to the educational setting. The overall goal is to promote a safe, healthy college environment for all staff and students by listening to the concerns presented, determining the needs of the faculty, staff, and students, and then implementing an intervention plan to address the concerns.

Sauk Valley Community College

Counseling Referral
svcc.edu/counseling-referral

counseling@svcc.edu

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

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

College is more than going to class.

GET INVOLVED!



ATTEND SVCC STUDENT ACTIVITIES EVENTS!

SVCCSA events are **FREE** of charge. Events include SaukFest, leadership and educational programs, comedians, magicians, musicians, hypnotists and more!

JOIN A CLUB!

Which student club matches your personality? Find your match and sign up today!

LOOK FOR SVCCSA

FOLLOW SVCCSA

QUESTIONS? Call 815-835-6432
Facebook @SVCC.StudentActivities
Instagram @SVCCSA

There are several student organizations at Sauk Valley Community College to get involved with. Involvement in student organizations helps hone leadership, communication, and problem solving skills. Student organizations are also a great way to meet new people and make life-long friends.

Student clubs and organizations typically hold regular meetings, participate in fun activities, raise funds, perform service to the community, and occasionally take trips to learn more about their interests.

A.L.A.S.

Association for Disability Awareness

Business Club

Criminal Justice Club

Dance Club

InterVarsity Christian Fellowship

NAMI On Campus

P.R.I.D.E.

Phi Theta Kappa

Rad Tech Club

Sauk Future Educators

Sauk Valley Ag Club

Science Club

Service Without Borders

Student Government Association

Student Nurses Association of IL

Tabletop Gaming Club

Veteran's Organization

Student Activities

Student Activities offers programs and opportunities that enhance the college experience and promote community involvement. Through active participation in all-campus activities, student government, and student organizations, students will experience success and acquire life skills such as critical thinking, effective leadership, problem-solving, decision-making, goal-setting, cultural appreciation, and the ability to relate to people who are different from themselves.

The College invites students to get connected, get involved, build leadership capacity, and get the full SVCC experience. For more information, please contact the Student Activities (RM 1F19) at 815.835.6432 or visit ***svcc.edu/student-activities***.

Student Government

Student Government is a vital part of campus life at SVCC. Some of the responsibilities of student government include representing the student body to the SVCC administration and Board of Trustees, sponsoring campus-wide activities, recognizing new student organizations, allocating programming money to student organizations, and completing community service activities. Additionally, student government members serve on college-wide committees with SVCC faculty and staff.

No experience is necessary to be a member of SVCC's Student Government. Minimum GPA and credit hour requirements vary for each student government position. For more information regarding Student Government, contact the Student Activities at 815.835.6432 or visit ***svcc.edu/sga***.

Student Organizations

There are many student organizations at SVCC. Getting involved in a student organization will provide opportunities for leadership development, professional growth, friendship, service to others, and more. If students are interested in joining an existing organization or forming a new organization, contact the Student Activities at 815.835.6432. For a current list of recognized student organizations and clubs, visit ***svcc.edu/student-organizations***.

Voter Registration/Civic Engagement

Civic Engagement refers to the ways in which citizens participate in the life of a community in order to improve conditions for others or to help shape the community's future. Volunteering, service-learning, and electoral participation are all forms of civic engagement.

Sauk Valley Community College has a strong commitment to civic engagement and assists students in their growth through opportunities that promote positive change. Voting in local, state, and national elections is one of the most important duties of an engaged citizen. To find out more information about voter registration, and the opportunity to apply to be an election judge, visit ***svcc.edu/voterregistration***.

PTK (Phi Theta Kappa)

Phi Theta Kappa is an international academic honor society for two-year college students. Phi Theta Kappa provides recognition for excellent achievement and scholarship opportunities to all members. For those who choose to be active members, Phi Theta Kappa offers countless opportunities for personal and professional growth through activities related to four themes: scholarship, leadership, fellowship, and service. Contact Valerie Kern-Lyons at valerie.kernlyons@svcc.edu (815.835.6204) or Therese Wood at therese.l.wood@svcc.edu (815.835.6391) for more information.



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.

FREE Sauk STUDENT RESOURCE

Lactation Room

Rm 2C08

The Lactation Room provides a private, comfortable space for nursing and pumping while on campus. The room features dimmable lighting, privacy curtains, a refrigerator for milk storage, and basic supplies for nursing parents and their babies.

Peer Mentors

RM 2M9B

SVCC's Counseling Services provide peer mentoring by trained SVCC student peers. Peer mentors support students with college adjustment, problem solving, goal setting, time management, and classroom skills.

To request a peer mentor, visit ***svcc.edu/peermentoring***

Relaxation Room & Study Pods

3K9 *(inside the Learning Commons)*

Did you know that the Sauk Valley Community College's Learning Commons has a room dedicated to your relaxation? Located just within the Learning Commons Library, this room offers relaxing amenities such as soft lighting, comfortable seating, electric fireplace, white noise, and more. To use the relaxation room scan the QR code at right. Study pods are also availalble.

Skyhawk Gaming Nook

RM 2I04 *(inside the cafeteria)*

Stop by the Skyhawk Gaming Nook to unwind and play games before or after class. The gaming nook offers six computers pre-installed with Steam Client, Riot Client, StarCraft II, and Minecraft. The Skyhawk Gaming Nook is located in the Skyhawk Cafeteria and is available for students to use anytime unless an event is scheduled.

Students can log in with their Sauk login information. USB dongles are available for controller support, and mouse, keyboard, and headphones are provided.

Registration

New Student Registration
(certificate or degree-seeking)

New student registration begins two days after continuing student registration. Check the academic calendar ***svcc.edu/academic-calendar*** for the semester of registration.

New students are required to register on campus through Admissions & Records with academic advisor approval.

For more information, contact Admissions & Records at 815.835.6273.

* Returning Student Registration
(certificate or degree-seeking)

Check the academic calendar ***svcc.edu/academic-calendar*** for the semester of registration.

During registration, degree-seeking students in good academic standing have full access to register through Student Self-Service or through Admissions & Records after the following two criteria have been met:

1. An advisor approved academic plan is completed
2. Met with an academic advisor for two semesters (excluding summer) for registration approval

Contact the Student Services Center at 815.835.6273 for more information.

Students Registering for Individual Classes

Check academic calendar for web and walk-in registration ***svcc.edu/academic-calendar***.

Students can register for classes through Student Self-Service or through Admissions & Records, as long as the class prerequisites have been satisfied.

Contact the Student Services Center at 815.835.6273 for more information.

Students Registering for Non-Credit Classes
(Community Education)

Students may register for non-credit classes anytime between the start of the registration period and the first meeting day of the class.

When eligible, students can register in one of two ways:

1. Web registration through Student Self-Service
2. Through Admissions & Records (Student Services Center) during posted hours

Contact Community Education for more information at 815.835.6212.

*Returning Students

Degree seeking students will be contacted by their assigned academic advisor when 30 hours are earned to verify program of study (major) and to confirm program prerequisites and requirements.

Certificate-seeking students, in good academic standing, are required to meet with an academic advisor for one semester for registration approval to have full access to register through Student Self-Service.

If academic advisor approval is required to register, continuing students may meet with an academic advisor when the semester schedule is available for viewing (web or Student Self-Service) to approve a class schedule and obtain access (alternate registration pin) to register.

Late Registration

First time degree or certificate seeking students without previous earned college credit must be registered no later than the Thursday prior to the first day of the semester. Contact the Student Services Center at 815.835.6273 for more information.

Registration Change Period

New students can change classes with academic advisor approval through the registration change period (first week of a regular semester). Returning and continuing students can register or change classes through the registration change period. This period will be adjusted for courses less than 16 weeks. Students are expected to take full responsibility for making up any missed coursework associated with registering after a class has begun. Registering for a class after the registration change period has passed, while not recommended, will require the student to obtain permission from the instructor and/or instructional dean.

Waitlist for Closed Classes

A waitlist is available for credit course sections. If a class is full, students will have the opportunity to waitlist through Student Self-Service or Admissions & Records. If a seat becomes available, the student will be notified via SVCC email. Students should check their SVCC email daily Monday through Thursday for notification of seat availability. Students will have 24 hours to register for the open seat upon notification. Students who do not register for the open seat within 24 hours of notification will be removed from the waitlist and the next student on the waitlist will be notified. The option to waitlist a class will be available prior to the start of the term. Contact Admissions & Records for more information.

Withdrawing from Classes

During the first two weeks of the fall and spring semesters (16 week classes), students may drop a course by filing a drop form online at svcc.edu/admissions. Students will not receive a grade when withdrawing during the refund period. Consult the academic calendar for refund dates.

From the third through the tenth week of a 16 week class, students may initiate a withdrawal from a class by filing a drop form online that will be forwarded to the instructor. A grade of “W” will be recorded on the student’s transcript. No refund will be granted.

Deadlines for withdrawal will be pro-rated for classes that meet less than 16 weeks, including summer sessions. Students receiving any type of financial aid should contact Financial Assistance before withdrawing from class.

Students not actively pursuing the completion of a class may be withdrawn from the class by the instructor. Students who stop attending without completing the proper college procedure may receive a grade of “F” in the course.

Full-time students requesting to withdraw from the College after the refund period must notify the Vice President of Student Services, complete the withdrawal process, and clear all obligations with the College.

Student Rights & Responsibilities

Sauk Valley Community College is committed to a philosophy that ensures the basic rights of students, such as freedom of speech, freedom of the press, the right to assemble, and the right of inquiry. In consideration of these rights, it is implicit that students should also accept those responsibilities that are inherent with attendance at a public community college.

These include such basic responsibilities as:

- Respect for public and private property
- Respect for the rights and privileges of others
- Adherence to recognized standards of scholarship
- Respect for duly constituted authority

Students should recognize that the primary educational function of SVCC must be maintained at all times and that ultimate authority rests with the Board of Trustees as elected representatives of the College constituency. The Board also serves as the place of final appeal for grievances in any matter concerning the College, provided the student shall have first exhausted all relevant procedures and appeals provided by College policy or procedure.

Acceptable Use – Technology

Sauk Valley Community College provides technology resources to meet the College's purpose of supporting our educational programming and the community. Access to technology resources including equipment and services (including internet access) is a privilege, not a right. Accepting access to this technology carries an associated expectation of responsible and acceptable use. The College's acceptable use policy can be viewed at ***svcc.edu/aup***.

Acceptable Use – Electronic Device Usage in the Classroom

Students should turn off all electronic devices while in the classroom unless they have the consent of the instructor. Electronic items include, but are not limited to cell phones, laptops, tablets, MP3 players, voice and video recorders. Students with legitimate reasons for using this equipment can do so only after receiving explicit consent of the Disability Support Services. Class materials, including lecture and discussion notes, are considered property of SVCC. Students permitted to record classes for instructional or access purposes may not share, sell, distribute, or post the recording to the internet to include all social media sites. Students violating this policy may face college disciplinary action. Also, students are subject to the SVCC acceptable use policy: ***svcc.edu/aup***.

Affirmative Action

SVCC shall utilize Affirmative Action as required by law. The College has adopted an Affirmative Action Plan. Copies of this document are available in the Human Resources Department. The SVCC Affirmative Action Plan contains a grievance procedure that any employee, employment applicant, student, or student applicant may obtain by contacting the affirmative action officer at 815.835.6291.

Assembly, Rally, and Demonstration

Discussion and expression of all views is permitted within Sauk Valley Community College subject only to requirements for the maintenance of order. Support of any cause by orderly means, which is not in violation of law and which does not disrupt the operation of Sauk Valley Community College, nor interfere with the rights of others, is permitted. SVCC retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process. For information on the procedure and process, contact the Vice President of Student Services at 815.835.6305 or visit ***svcc.edu/policies/assembly***.

Code of Student Conduct

The Code of Student Conduct has been established to control action going beyond the exercise of such rights, to maintain order on campus, and to guarantee the broadest range of freedom for all who come to learn at SVCC.

Code of Student Conduct *(cont.)*

Each student is responsible for knowledge of and compliance with this Code of Student Conduct, which is available through Academic Advising, from the Vice President of Student Services, and the Vice President of Academics.

The College further recognizes each student's right to procedural due process, including notice, an opportunity to respond to the allegations, and an appeal process.

Any student cited for violation of the code of student conduct will:

1. Receive notice of the alleged violation. The notice will include:
   - the specific code violations; and
   - reference to the process and rights of students as indicated in the Code of Student Conduct;
2. Be provided an opportunity to respond to the charges;
3. Be able to appeal the decision, if necessary;
4. Not be permitted to withdraw from the College with a clear record until such charges have been resolved.

To review prescribed conduct, Vice President of Student Services authority, procedures in cases involving possible discipline, disciplinary actions, temporary suspensions, and appeals refer to the Code of Student Conduct and Disciplinary Procedures in the College catalog and on the College website at ***svcc.edu/policies/conduct***.

Complaint Procedure

SVCC has established an informal and formal process for reporting a concern or addressing a complaint on campus. Refer to the SVCC catalog or ***svcc.edu/policies/complaint-procedure*** for complaint procedures and resources.

Drug Free Schools & Communities

Sauk Valley Community College is committed to providing and maintaining an environment for faculty, staff, and students that is drug-free, healthy, safe, and secure. To this purpose, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Drug Free Workplace Act of 1988 (Public Law 100-690) and the Illinois Drug Free Workplace Act of 1986 (PA 86-1459), the following procedures exist to prevent the unlawful use of controlled substances and abuse of alcohol by students and employees.

Standards of Conduct

SVCC prohibits the unlawful possession, distribution, dispensing, manufacture, possession, or use of illicit controlled substances and alcohol by students, employees, and visitors on its owned and controlled properties, at College-sponsored activities, and in College vehicles.

Penalties for Violation of Policy

Students who violate this policy will be governed by the College's Student Code of Conduct and subject to disciplinary action. For students, this action may include suspension, expulsion, and/or other corrective actions aimed at rehabilitation. For employees who violate this policy, sanctions may include personnel action up to termination or a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program, as consistent with law and Board policy. Visitors determined to have violated this policy are subject to removal from College premises and may also be subject to legal action.

Legal Sanctions for Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol

Federal, state, and local laws determine legal sanctions for the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol. Those laws provide legal sanctions that include, but are not limited to, incarceration and large monetary fines.

Health Risks

Various serious short-term and long-term health risks are associated with the use of illicit drugs and the abuse of alcohol. For complete information, please consult a health care professional, local library, or the website of the National Institute of Drug Misuse at ***drugabuse.gov/related-topics/health-consequences-drug-misuse***.

State and Federal Law Misalignment
The Illinois Cannabis Regulation and Tax Act (410 ILCS 705/) became effective January 1, 2020. With the implementation of the Illinois Cannabis Regulation and Tax Act, the state of Illinois decriminalized the possession and use of cannabis under certain specific circumstances. Despite changes in state laws, Sauk Valley Community College remains cannabis free. Possessing, selling, or using cannabis in any form at any SVCC location or event or in College vehicles is not permitted. SVCC receives federal funding and therefore abides by federal regulations.

Information, Counseling, Treatment & Rehabilitation

SVCC recognizes violations of its drug and alcohol policy as serious breaches of the College's standards and policies. The College also recognizes drug and alcohol dependence as illnesses. When students, faculty, or staff members are misusing drugs or abusing alcohol, they are encouraged to seek assistance through a substance abuse assistance program and/or a rehabilitation program. Students may visit svcc.edu/counseling to complete a campus counseling referral form or email counseling@svcc.edu.

Local Drug & Alcohol Treatment Programs not Affiliated with SVCC:

- **Sinnissippi Centers**
  Sterling, Dixon, Oregon, Mount Carroll, & Rochelle
  815.284.6611

- **Lutheran Social Services of Illinois**
  1901 1st Ave, Sterling, IL 61081
  815.626.7333

- **Safe Passage Opiate Addiction Program**
  Dixon Police & Lee County Sheriff's Department
  815.288.6631

- **Whiteside County Health Department**
  1300 W. 2nd Street, Rock Falls, IL 61071
  815.626.2230

Private Practitioners: Refer to local yellow pages
For more information, visit ***svcc.edu/drugfree***.

Smoking and Tobacco Free Campus

In accordance with the Illinois Smoke-Free Campus Act, effective July 1, 2015, smoking is prohibited everywhere on campus, including both outdoors and indoors. "Smoking" is defined as (1) lighting or burning any type of matter or substance that contains tobacco, including, but not limited to, cigarettes, cigars, cigarillos, pipes, water pipes, or other smoking devices (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes. Also includes smokeless tobacco.

This policy applies to any individual on campus property, including, but not limited to, students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors, and members of the public. The smoking prohibition also applies to all college-owned vehicles at all times.

Sexual Misconduct Procedures

(Title IX, Sexual Harassment)
Sauk Valley Community College is committed to fostering a safe, productive learning environment and does not discriminate on the basis of sex in any of its educational programs or activities. Title IX and College policy prohibits discrimination on the basis of gender or sex. Sexual misconduct including sex based harassment, domestic and dating violence, sexual assault, exploitation, and stalking are prohibited acts. All forms of sexual misconduct or other identified acts of prohibited conduct under the college's policy is regarded as serious, and violations can result in discipline, including possibility of separation from the College. A respondent, the party who is alleged to have engaged in the harming behavior, is presumed not responsible for a policy violation prior to a finding of such through the College's formal resolution process.

SVCC encourages anyone experiencing sex-based harassment or discrimination or other prohibited conduct as defined in the College's policy to talk to someone about what happened, so support/resources can be provided and the college can also respond appropriately. A student wishing to speak confidentially about an incident should contact one of the campus confidential resources in Academic Advising/Counseling, TRIO, or Disability Support Services (DSS).

A student wishing to report an incident or having questions about college policies and procedures regarding Title IX, should contact the College's Title IX Coordinator, Aaron Schupbach-Roe, at aaron.r.roe@svcc.edu, 815.835.6336. Students can also report an incident using the Sexual Misconduct/Title IX Incident Reporting Form at svcc.edu/sexual-misconduct. A report may be made at any time, day or night; however, the Title IX Coordinator will respond during normal business operating hours to reports. Anyone requiring immediate assistance should call 911.

A copy of the College's Sexual Misconduct procedures Title IX, Sexual Harassment is on the SVCC website under "Policies" or at ***svcc.edu/sexual-misconduct***.

Campus 'Hazing'

The term 'hazing', for purposes of reporting statistics on hazing incidents...means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that: is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts; any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Student Optional Disclosure of Private Mental Health Information

SVCC provides all students the opportunity to authorize the College to disclose certain private mental health information to a person designated by the student. For more information and to access a student authorization form, contact Admissions & Records or refer to s***vcc.edu/optional-disclosure***.

Academic Policies

Academic Records

A permanent cumulative record is kept on each student. This record shows, for each term all credits attempted and earned, all grades earned, and term and cumulative grade point averages (GPA). Only transfer and career and technical education (CTE) courses that apply to a degree or certificate will be included in the GPA. Grade reports at the end of each term indicating course work for the current semester, grades earned, and term and cumulative GPA may be viewed at ***svcc.edu/login***.

Academic Freedom

It is the policy of Sauk Valley Community College to maintain and encourage an atmosphere of freedom within the teaching and learning environment. The College believes that creative scholarship can thrive only in an atmosphere where there is freedom for examination of ideas. Such freedom includes the right to investigate problems and to evaluate and question accepted theories. It carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

Attendance

Regular and prompt attendance is expected in all SVCC courses. Attendance requirements are established by individual instructors and included in each course syllabus. The student is responsible for adhering to each instructor's attendance requirements as set forth in the course syllabus. The instructor may withdraw a student involuntarily from a course when excessive absences have occurred. The instructor will determine the validity of absences and whether the student will be allowed to make up class work and/or examinations. Students wishing to withdraw from a class should file a drop form online at svcc.edu/admissions. Refer to the academic calendar each semester for student-initiated drop dates and refund timelines. Only students actively enrolled are allowed to attend classes unless instructor permission is granted.

Directory Information/Confidentiality

The following information is designated by the College as public or "directory" information: name, address, telephone listing, major field of study, dates of attendance, photographs, full-time/part-time status, degrees and awards received, the most recent educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. The institution may release directory information at its discretion.

Currently enrolled students may request to withhold directory information by submitting to Admissions & Records a Request to Prevent Disclosure of Directory Information Form. For more information contact the Registrar (Student Services Center) at 815.835.6343 or visit ***svcc.edu/ferpa***.

FERPA

FERPA stands for Family Educational Rights and Privacy Act and it is a federal law that protects the privacy of educational records, provides students and parents of eligible dependent students the right to inspect and review their educational records, the right to seek to amend those records, the right to limit disclosure of information from those records, and the right to file with the U.S. Department of Education concerns of alleged failures by the educational institution to comply with FERPA. For more information, contact the Registrar (Student Service Center) at 815.835.6343 or visit ***svcc.edu/ferpa***.

Graduation Procedures

Degree and certificate-seeking students must apply for graduation at the beginning of the semester in which they will fulfill their graduation requirements. Proper notification of intent to graduate must be on file in Admissions & Records no later than the mid-term of the fall, spring or summer semester in which students intend to complete their award. The College reserves the right to administratively award degrees/certificates upon completion of any program. A Commencement Ceremony is held once a year at the end of the spring semester for all fall, spring and summer graduates who wish to participate. For more information about eligibility requirements, contact the Registrar (Student Services Center) at 815.835.6343 or view the graduation policy in the SVCC catalog at ***svcc.edu/graduation-policies***.

Human Subject Research

Sauk Valley Community College is committed to ensuring the responsible and ethical treatment of all human subjects involved in research, whether conducted by college students, employees, or by outside researchers. This responsibility is shared by SVCC and the researchers.

SVCC policy and federal regulations require that any research activities involving human subjects be conducted in such a manner as to:

- Respect and protect the rights, privacy, and welfare of the subjects involved
- Ensure that informed consent is obtained when appropriate or required
- Ensure that the potential benefits from the research outweigh any risks

Anyone proposing to conduct any kind of research involving human subjects on college premises, on college students or employees or on behalf of the College must first obtain the approval of SVCC's Institutional Review Board (IRB). SVCC student researchers must have an employee sponsor. The student or sponsor should contact the Director of Research and Planning at 815.835.6336 (RM 3L06) before beginning any human research.

Legal

Accreditation

Sauk Valley Community College is recognized by the Illinois Community College Board and accredited by the Higher Learning Commission, North Central Association.

For more information contact 800.621.7440 or visit ***hlcommission.org*** or ***svcc.edu/accreditation***. SVCC will only accept credits earned at other regionally accredited institutions.

Equipment Requirements/Resources

A device (i.e. computer with webcam) is required to access technology needed for online and live stream course delivery via an internet connection. Refer to individual course syllabi for detailed requirements. SVCC offers equipment lending and provides funding assistance with purchasing a device through financial assistance (based on eligibility).

Handbook Disclaimer

Information contained in this handbook is subject to change. Students should access the SVCC website, including the SVCC current catalog, for the most up-to-date policies and regulations.

International Students

SVCC offers assistance for international students with enrollment, travel documentation, cultural adjustment issues, community and campus integration, and practical information related to obtaining a driver's license and social security cards. For more information contact the Principal Designated School Official at 815.835.6390 or ***visit svcc.edu/international***.

SVCC has specific international student admission procedures, course load requirements/limitations, and a required annual orientation. Refer to the admissions section of the SVCC catalog for more information regarding these procedures.

SVCC is authorized under federal law to enroll non-immigrant international students in approved programs. International students are students who are attending, or are seeking to attend, the college on an F-1 visa, and who have been issued Form I-20. International students are required to know and comply with all of the regulations that govern their visa statuses, and like all students, must comply with federal, state, and local laws, and all policies outlined in the SVCC academic catalog.

Vaccination Policy

Since Sauk Valley Community College is not a residential campus, neither general vaccinations records nor a physical are required to attend SVCC.

Student-Right-to-Know

In compliance with the Student-Right-to-Know federal regulations, SVCC information including academic, financial assistance, institutional, graduation rates, security/crime statistics, and athletic program participation rates/financial support data are available on the College website at ***svcc.edu/students/right-to-know*** or contact the Vice President of Student Services at 815.835.6305.

Retention, Completion & Transfer Rates

Metric	SVCC Student Rates	Peer Colleges Rates
Fall - Fall Semester Retention Rate *(full-time students)*	70%	65%
Fall - Fall Semester Retention Rate *(part-time students)*	55%	31%
Completion Rate *(100%)*	24%	24%
Completion Rate *(150% time)*	43%	39%
Completion Rate *(200% time)*	45%	41%
Transfer rate	19%	18%

Source: 2021 IPEDS Feedback Report generated from U.S. Department of Education statistics
For more data about how SVCC is performing, see SVCC's Strategic Planning Dashboard at svcc.edu/planning-dashboard.

Non-Discrimination in Employment and Student Relations

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations, except to the extent and subject to the exemptions permitted by law, no qualified employee or student shall be excluded from employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation (as that term is defined in the illinois human rights act), marital status, handicap, military status or unfavorable discharge from military service classified as RE-3 or the equivalent thereof.

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***.

Accidents

Students should report all accidents—personal and automotive—to the campus Information/Security Center (RM 1C04), where students will be advised of next steps. The intent of reporting accidents is to protect individuals and to secure valid documentation for insurance purposes. If witnesses were present when the accident occurred, they should make appropriate written statements. It is the responsibility of the person involved in the accident to take the initiative in carrying out these procedures.

Campus Closing

Sauk Valley Community College has adopted an emergency notification system that enables the school to send urgent news to cell phones. Once individuals sign up for the service, the school can text their cell phones with timely information about emergencies and campus closings. In addition to text messages, students can also choose to receive a phone call, and/or email. Depending on individual cell phone plans, there may be a nominal fee from the carrier to receive text messages, but there is no charge from the school to use the service. The service is available to all current students, faculty, staff, and the general public. Students, faculty, and staff may log in using their Sauk login to add or update their information at svcc.edu/txt-alerts. Parents or members of the general public may create an account by visiting ***svcc.edu/txtalerts***.

Campus Crime Statistics & Annual Security Report

The Crime Awareness and Campus Security Act of 1990 (also known as the Jeanne Clery Act) and the Higher Education Act of 2010 as amended, requires all colleges and universities to publish an annual security/fire report of campus crime over the previous three years. A complete description of SVCC emergency procedures, policies, and crime/fire statistics can be found in the latest SVCC Annual Security Report at ***svcc.edu/security-report***.

College Resource Officer

A full-time College Resource Officer (CRO) is provided through a joint program of Lee County Sheriff's Office and Sauk. The purpose of the CRO is to create and maintain a safe learning environment for the College's students, teachers, staff, and daily visitors. The CRO's office is located by the Dillon Mall (RM 1L03).

Emergency Procedures

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to SVCC security in a timely manner. To report a crime in progress or an emergency on the SVCC campus, dial 911 from a campus phone if possible or a personal phone, use the call boxes located around campus, call 815.835.6389, or report the crime to the Information/Security Center located on the west end of the main building (RM 1C04).

To report a non-emergency security or public safety matter, call campus security at 815.835.6389, email security@svcc.edu or visit security at the Information/Security Center located at the west end of the building. SVCC Security will follow up with the incident report as soon as possible.

Information/Security Center

Faculty/staff mailboxes, lost and found services, reimbursement for money lost in vending machines, and visitor information/registration are maintained by the Information/Security Center. The Information/Security Center is located in RM 1C04, or call 815.288.5511. The College does not assume responsibility for personal property of students.

Lockers

Lockers are located in designated areas on the first floor. The cost is $10 per semester. For more information, or to rent a locker, contact the Business Office (RM 1H02), or call 815.835.6295.

Security Cameras

As part of the College's ongoing commitment to ensuring safety and security on campus, security cameras have been installed to assist in making our campus as safe as possible. SVCC Security is responsible for the oversight and approval of camera locations. The exact location, number and function of all cameras will generally be considered confidential for security purposes and not be released to the general public, guests or employees. No audio will be recorded and camera positions must not violate the standard of a reasonable expectation of privacy.

This statement does not in any way imply or guarantee that video surveillance devices will be indefinitely operational or actively monitored at any time. The presence of physical video surveillance does not in any way imply that activity is recorded or monitored.

All video footage will be secured and will be managed by SVCC Security with technical support provided by the Information Technology Services Department. Information obtained from the cameras will be used exclusively for campus policy enforcement, including, where appropriate, student code of conduct investigations or to assist local law enforcement and campus/local crime. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All recording or monitoring of activities of individuals or groups by college security cameras will be conducted in a manner consistent with college policies, state and federal laws, and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to college security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

Safety & Security: Parking Lot

Vehicle Assistance

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

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***.

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 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.

Technology Resources

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.

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.

Tech Help Desk

To get help with any of SVCC's technology services, visit the Skyhawk Student Help Desk in RM 3K04, you can also email help@svcc.edu, or visit ***svcc.edu/help-desk***.

Website

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

Athletics

The College has developed an outstanding program of intercollegiate athletics. Sports programs for women include basketball, cross-country, softball, track & field, tennis, and volleyball. Men's sports programs include basketball, baseball, cross-country, golf, track & field, and tennis. Athletes have the opportunity to compete for conference, regional, and national honors during the year. Athletic achievement awards are offered in each sport for outstanding student athletes.

SVCC is a member of the National Junior College Athletic Association (NJCAA) and competes in NJCAA Region IV. Sauk Valley Community College is also a member of the Arrowhead Athletic Conference. The College abides by all NJCAA academic requirements and the NJCAA Code of Conduct to assure the integrity of SVCC, our student athletes and coaches.

The College mascot is the Skyhawk, and the colors are red, white, and black. For further information or the opportunity to try out, contact the Athletic Director at 815.835.6467 (RM 1F02) or visit ***svcc.edu/athletics***.



Business Office

The Business Office handles all tuition and fees due to the College and handles all accounts payable, payroll, and accounting for the College. For more information, contact the Business Office (RM 1H02) at 815.835.6295 or visit ***svcc.edu/pay***.

Financial Assistance

At SVCC, financial assistance consists of grants, scholarships, work-study opportunities, and student loans. These programs authorized under Title IV of the Higher Education Act are the major source of federal student aid. To qualify for these types of financial assistance, students must complete the free application for Federal Student Aid (FAFSA). This application is available at fafsa.ed.gov. Students are highly encouraged to apply online, however, if a paper application is needed, contact the Department of Education at 800.394.7084. For questions about financial assistance programs, process and procedures, or forms received through the mail, please contact Financial Assistance (Student Services Center) at 815.835.6339 or visit ***svcc.edu/finaid***.

Foundation

The Sauk Valley College Foundation is a 501(c)(3) not-for-profit Illinois Corporation, fiscally separate from the college. The Foundation solicits, receives, manages, and distributes funds to support a variety of awards, projects, and activities outside the scope of the usual revenue sources. The Foundation's assets increase by repeated annual gifts, fundraising events, and effective investment planning. The SVCC Foundation's mission is to support Sauk Valley Community College, its programs and its students. For more information, contact SVCC Foundation at 815.835.6316 (RM 3K10) or visit ***svcc.edu/foundation***.

Grants

Grants are financial aid funds provided by the federal government to help pay for educational expenses at an eligible college or career school, often based on financial need, that does not need to be repaid (unless, for example, a student fully withdraws from college and owes a refund). To determine eligibility, students must complete the FAFSA at fafsa.ed.gov. For more information regarding grants, please contact Financial Assistance (Student Services Center) at 815.835.6339 or visit ***svcc.edu/finaid***.

Loans

Direct loans are a federal student aid program for which eligible students and parents can borrow directly from the U.S. Department of Education. To determine eligibility, students must first complete the FAFSA at fafsa.ed.gov and any subsequent required documentation. Loan requests can be completed at svcc.edu/directloans. For more information regarding student loans, please contact Financial Assistance (Student Services Center) at 815.835.6339 or visit ***svcc.edu/directloans***.

Scholarships

A scholarship is money awarded to a student-based on need or merit to help pay for education expenses. Scholarships generally do not have to be repaid. All students are encouraged to apply for scholarships from the SVCC foundation. Applications are posted at the first of each month and can be found at svcc.edu/foundation/scholarships. For more information, contact the Foundation Office (RM 3K10) at 815.835.6316. Listings of external scholarships can be found on the Financial Assistance website at ***svcc.edu/finaid/scholarships***.

Workstudy

Workstudy is a federal student aid program that provides part-time employment while students are enrolled in school to help pay education expenses. To determine eligibility, students must complete the FAFSA at fafsa.ed.gov. View open positions and apply for work study opportunities at ***svcc.edu/work-study-jobs***. For more information regarding workstudy, please contact Financial Assistance (Student Services Center) at 815.835.6339.

FILING FOR FINANCIAL AID

AT SAUK VALLEY COMMUNITY COLLEGE

Step 1.

- Create or log in to your FSA ID at ***studentaid.gov***
- Fill out FAFSA at ***studentaid.gov***
  SVCC Federal School Code Number: 001752

YOU THE STUDENT

Step 2.

- SVCC receives FAFSA.
- SVCC determines if student requires verification.
- SVCC Emails link to students to complete required documents.
  Documents should be completed within 30 days to ensure timely processing.

Step 3.

- Complete and sign SVCC's required documents within 30 days of the notification.

Failure to complete the documents within the deadline may result in delayed processing.

YOU THE STUDENT

Step 4.

- SVCC sends financial aid offer to student.
  Students will receive their offer notice by email.

After this notification, continuing communication from Financial Assistance will come through student's SVCC provided e-mail.

Step 5.

- Financial aid is applied to tuition and fees first. Students are automatically enrolled in SaukReady Textbooks unless they opt out, and eligible aid may then help cover SaukReady charges and bookstore purchases.
- After completing the FAFSA, contact the Financial Assistance Office if you would like more information about student loan options.
- If you choose to borrow a federal student loan, you will need to complete entrance counseling and a Master Promissory Note before the funds can be applied.

YOU THE STUDENT

09.22.26

For more information, please contact
Financial Assistance at 815.835.6339.

FAFSA® Federal Student Aid

Paying for College

Tuition and Fees

Tuition and fees are established by the Board of Trustees and are subject to change when necessary.

Current tuition rates are as follows per credit hour:
2025 – 2026 Academic Year

- In-District $174
- Online Courses $194
- Out-of-District $391
- Out-of-State $434

Course fees are assessed per credit hour based on the type of course. Check the current class schedule or visit ***svcc.edu/tuition*** for more information.

All in-district senior citizens (anyone 65 or older) may register for any regularly scheduled SVCC credit course at a cost equal to the student support fee. The current golden age tuition pass rate is $18 per credit hour. Those attending under the senior citizen tuition pass are obligated to pay laboratory fees and other course fees designated by the college.

Payment of Tuition and Fees

Students may pay tuition and fees by credit/debit card or the deferred payment plan online at svcc.edu/pay. Students using financial aid should contact Financial Assistance before making payment arrangements. Students may also pay by credit/debit card by calling the Business Office at 815.835.6295. Contact the Business Office (RM 1H02, ***svcc.edu/pay***) for cash and check payment options. After normal business hours, a payment drop box is available on campus.

Petition for Tuition Refund

Sauk Valley Community College will consider a petition for tuition refund when the student files a request claiming that the student was unable to complete the semester due to circumstances determined by the College to be exceptional and beyond the control of the student. Only acceptable reasons for a refund: death of the student, parent, child or dependent, sibling, or spouse during the current semester; illness/ injury of a student or dependent of such severity or duration as to preclude successful completion of course(s) during the semester; involuntary call to military duty. Students have until finals week of the class to file the petition for tuition refund. After finals week, no petition will be accepted. Students eligible for withdrawal may or may not be entitled to a refund. Refunds are granted in accordance with college policy and state regulations. Contact the Vice President of Student Services (Student Services Center) for details and forms at 815.835.6305.

Payment Plan

Make college more affordable by paying for tuition and fees over time. Tuition payment plans break down your tuition balance into affordable monthly payments. There is no interest, payment options are flexible, setup fees are affordable, and it's easy to enroll!

Payment Methods:
Automatic bank payment (ACH)
Credit card/debit card (an additional fee may be assessed)

Payments are processed on the 15th of each month and will continue to process until the balance has been paid in full.

Cost to Participate
$25 non-refundable enrollment fee per semester
$30 non-refundable return payment fee if a payment is returned

To enroll, visit ***svcc.edu/pay*** and click on the "***Student Payment Portal***" link.

Tuition Smarter

Monthly payments that fit your life.

Sauk Valley Community College partners with Touchnet 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.

Sauk Valley Community College

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 - Touchnet

Target Dates to Enroll By:

SUMMER TERM

Enrollment Dates	Required Down Payment	Number of Payments	Months of Payments
Apr 01- Apr 30	25%	3	May – July

FALL TERM

Enrollment Dates	Required Down Payment	Number of Payments	Months of Payments
Apr 01 – June 30	none	5	July – Nov
July 01 – July 31	20%	4	Aug - Nov
Aug 01 – Aug 31	25%	3	Sept - Nov

SPRING TERM

Enrollment Dates	Required Down Payment	Number of Payments	Months of Payments
Nov 01 – Nov 30	none	5	Dec – Apr
Dec 01 – Dec 31	20%	4	Jan - Apr
Jan 01 – Jan 31	25%	3	Feb - Apr

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.

Sauk Valley Community College + touchnet

For additional information, call the Business Office at 815.835.6295.
Visit svcc.edu/pay to learn more about payment options.

College Terminology

The following information may help you better understand frequently used college terminology.

Academic Calendar – The academic calendar lists important dates for students such as registration timelines, semester start/end dates, withdrawal dates, holidays, mid-semester date, scheduled breaks, and final examinations. Access current and future academic calendars at ***svcc.edu/academic-calendar***.

Academic Program – A series of courses leading to the completion of a degree, certificate, or certification.

Associate degree – An award issued to a student that signifies completion of a two-year program. Six associate degrees are offered at SVCC.

Four of them are designed to transfer to a four-year college or university: the Associate in Art (AA), Associate in Engineering Science (AES), Associate in Fine Arts (AFA), Associate in Science (AS) degrees.

The Associate in Applied Science (AAS) degree is intended to lead to employment and is not designed to transfer.

The Associate in Liberal Studies (ALS) is a non-specialized, non-transfer degree designed to meet the individual needs of a student.

Canvas – The online platform that SVCC utilizes for its online courses, as well as to support instruction in some face-to-face courses.

Certificates – An award given at the completion of specific career training programs. Having a certificate means that the student is qualified to enter the workforce in a particular career area. A certificate requires fewer credit hours to complete than an associate degree.

Contact Hours – The number of hours a student is in class each week.

Co-Requisite – If a course has a co-requisite, a student must take the two courses during the same semester.

Course Code – Each course is assigned a six-digit code (three letters and three numbers), along with a two-character section to use when a student signs up for classes.

Example: Intro to Business, BUS 103 N.
The first three digits describe the subject (BUS for business), followed by the course number (103 for Intro to Business).

The last two characters (section) help to identify when the course is offered or type of course (examples N – for sections starting after 4:00pm, OL – internet courses, SY – live streaming, HY – live streaming blended).

Course Delivery Options –
Live Streaming Courses - Classes meet off campus during regularly scheduled class times through a virtual meeting platform such as Google Hangouts. Shown as SY on your schedule.

Live Stream Blended Courses - Classes meet off campus during regularly scheduled class times through a virtual meeting platform such as Google Hangouts and meet on campus to complete any mandatory course work that cannot be completed virtually (i.e. labs/studio/clinicals/field experience or work). Shown as SY or HY on your schedule and with LB for on campus labs.

Traditional, Face to Face - Classes meet on campus. If deemed necessary, the academic continuity plan may be implemented, and classes will transition to a live stream or live stream blended format. These courses are limited to career technical courses such as welding or nursing. Shown as an alphabetic letter on your schedule.

College Terminology

Online - Classes that are fully online with no on campus or virtual class meetings. Some online courses may require in-person or recorded proctored tests. shown as OL on your schedule.

Course Load – The number of credit hours a student takes during a semester. SVCC has set a maximum course load per semester (see College catalog). If a student wishes to register for more than this, he or she will need the approval of the Vice President of Student Services.

Credit Hours – The amount of credit a student receives for completing a specific course. One lecture credit hour generally equals 50 minutes in class per week in a regular semester.

CRN – Course reference numbers are located in the schedule and are five-digit numbers that uniquely identify course sections. They are used during the registration and add/drop process.

Curriculum – All Sauk Valley Community College students are assigned a curriculum code that references their academic goal(s).

Dean's List/President's List – An honor's notation on a student's transcript identifying academic excellence for each term based on good academic standing and a minimum of 6 hours of college level coursework at a GPA of 3.5 or higher.

Drop/Add – The procedure by which a student may change his or her class schedule by dropping or adding a course.

Electives – Classes a student chooses to take that are not specifically required for graduation but will increase the student's knowledge. Some electives may be required for graduation.

FAFSA – Free application for Federal Student Aid.

Fees – Course fees are assessed per credit hour based on the type of course.

Full-time Students – Anyone taking 12 credit hours or more during the fall or spring semesters, or six or more credit hours during the summer semester.

Grade Point Average (GPA) – The total number of points per credit hour earned (A=4, B=3, C=2, D=1, F=0), divided by college-level credit hours attempted. A 2.0 GPA cumulative is required to graduate.

Identification Numbers – Sauk Valley Community College provides a unique number that is used for identification and administrative purposes. This identification number is assigned at the time the student information form is processed by Admissions & Records. The student identification number can be found by accessing login information at ***svcc.edu/login***.

In-District Resident – Someone who lives within the designated boundaries of Sauk Valley Community College District 506.

Internship – Provides an opportunity for a student to apply what he or she has learned in the classroom in a supervised work setting. If a program requires an internship, please contact the designated instructor early on so that they can assist in the process.

Part-time Student – Anyone taking 11 credit hours or less during the fall and spring semesters, or five credit hours or less during the summer semester.

Prerequisite – An introductory course that must be taken before the next level course. Prerequisites are listed in the catalog and in each semester's class schedule.

Registration – The process of enrolling in classes.

Saukfest – The welcoming celebration each semester. These events encourage students to learn about the activities and clubs on campus as well as student resources.

College Terminology

Semesters – The fall semester lasts between August and December. The spring semester is from January to May. There is an eight-week summer session which begins in May. Check the academic calendar for details.

Skyhawk – The SVCC mascot; a mythical bird said to be strong, fierce, and driven yet cooperative with others.

Student Photo Identification Cards – Student photo ID cards are available in Admissions & Records and are valid for the current academic year. New ID cards are issued each academic year starting in the fall semester. Replacement cards are available for a fee.

Student Self-Service – Sauk's Student Self-Service allows students to view personal information, grades, class schedule, billing information, and an unofficial transcript. If eligible, students may also register for classes online with Student Self-Service.

Syllabus – A document that lists a course's objectives and requirements. Each instructor distributes a syllabus at the beginning of the semester, which serves as a "contract" and guides students to successful completion of the semester by outlining student expectations for the course.

Transcript – This document is a complete record of all courses taken and grades received at SVCC.

Transfer Programs – Curriculum that can be applied toward bachelor degree programs at four-year colleges and universities.

Transferring Credit to SVCC – Credit hours earned at another institution that can be applied toward a certificate/degree at SVCC. There is a maximum number of transfer credits that can be applied toward a Sauk certificate/degree. Please reference the College catalog.

Tuition – The amount charged for a course. Additional fees may apply.

Withdrawal – The process of discontinuing enrollment in a class or classes after the registration change period. (see academic calendar). A grade of "W" is recorded on the student transcript. No refund of tuition fees is given. Students can initiate a withdrawal "W" from a class until a specified date in the semester (see academic calendar). After that time, only the instructor has the authority to grant a withdrawal from a class.

Sauk Directory

	phone #	room #
Academic Advising	815.835.6354	SSC*
Admissions & Records	815.835.6273	SSC*
Athletics	815.835.6466	1F02
Bookstore	815.835.6304	1E02
Business Office	815.835.6295	1H02
Career Services	815.835.6294	2L09
Community Education	815.835.6212	1M04
Counseling Services	815.835.6204	SSC*
Disability Support	815.835.6220	1F25
Financial Aid	815.835.6339	SSC*
Fitness Center	815.835.6466	1F02
Foundation	815.835.6316	3K10
GED/Adult Education	815.835.6310	1J01
Health Careers	815.835.6374	2G10
Information / Security Center	815.288.5511	1C04
Impact Program	815.835.6650	1K11
Learning Commons - Library	815.835.6207	3L01
Learning Commons - Tutoring & Writing Center	815.835.6293	3L01
Student Activities	815.835.6432	1F19
Technology Help Desk	815.835.6229	2E07
Testing Center	815.835.6530	1G04
TRIO	815.835.6268	1D13

**Student Services Center*

Work Study

Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service and work related to the student's course of study.
Students participating in the Federal Work-Study Program are paid slightly above minimum wage and can work up to 20 hours per week. The student is not guaranteed a set number of hours per week.

In order to qualify for the Federal Work-Study Program the student must:

- be enrolled half-time (or greater) at the College (half-time is 6 credit hours for fall/spring and 3 credit hours for summer);
- be enrolled in an eligible degree or certificate program;
- be in good academic standing;
- must have eligibility (financial need) as determined by the Free Application for Federal Student Aid (FAFSA).

The work-study program is a federally funded grant program that provides students the opportunity to gain real work experience.

Some of the benefits of participating in the Federal Work-Study program are:

- Work hours around your school schedule
- Earn money to use for outside expenses
- Work-study jobs are great for future resumes

For more information regarding Work-Study, contact the ***Financial Assistance*** email ***fa@svcc.edu*** or call ***815.835.6420***.

How to View & Apply For Work-Study Positions

Students with eligibility may begin applying for work-study positions once they have received their Estimate Award Letter from the Office of Financial Assistance and are registered at least half-time for the term that they are applying for.

1. Visit ***svcc.edu/jobs***
2. Select ***Job Listings***
3. In the ***Filter*** field select ***Job Type***, select ***Work Study.***
4. Select a job of interest to read job description.
   *Select **Apply** to begin the application process**
5. Select ***Create an Account*** follow prompts.
   *Once you have created a **Log In**, the system will remember your information so applying for another position is easy.*
6. Once you ***Log in***, you can apply for any position you wish. Follow the prompts and complete all required forms and steps.
7. You will receive a confirmation email letting you know you have successfully applied once all steps are completed.

You must apply for each position individually.
Supervisors will only see your application if you apply to their position.

Scheduling at The Testing Center

How to Schedule Course Testing in the SVCC Testing Center

1. Log in to Canvas.
2. Select ***Testing Center*** from your course menu.
3. Select the *precise exam* from the available options.
4. Select ***Select a Date For Your Exam*** to choose an available testing date (from the calendar).
5. Select ***Choose a Time*** field to select an available testing time.
6. Select ***Add to Cart.***
   If you need to add another exam, select **Add Another Exam to repeat the process.*
7. Select ***Ready to Check Out*** *(It will show a balance of $0).*
8. Select ***Complete Registration*** when you have completed all necessary registrations.
9. A confirmation window will appear on the screen, and you will receive an appointment confirmation email.

Or Scan Here to Schedule Course Testing

1. Open the camera app on your smartphone.
2. Point it at the QR code until a link appears.
3. Tap the link to go directly to ***RegisterBlast***.
4. Students, log in with your SVCC credentials.
5. Complete the form and cart checkout.
6. You will receive a confirmation email for your appointment.

How to Reschedule Course Testing in the SVCC Testing Center

1. Log in to Canvas.
2. Select ***Testing Center*** (from course menu).
3. Select ***My Account*** > ***My Exams*** > ***My History*** (tab at the top of page).
4. Enter your SVCC email address and select ***Continue***.
5. Select the link sent to your email (valid for 90 minutes) to access your registration history.
   This will open a new window with your registration history.
6. Find & select exam you want to reschedule.
   **If there is no link to reschedule, contact your testing center directly at testing@svcc.edu.*
7. Select ***Reschedule*** and choose a new date and time, then select ***Reschedule***.
   A calendar will appear with dates for rescheduling purposes.
8. Select the new date and time and click ***Reschedule***.
9. You will receive a confirmation email for your appointment.

Valid photo ID is required to test.

Test Center Room: 1G4 • 815.835.6530 • testing@svcc.edu

MISSION

Sauk Valley Community College is dedicated to teaching and learning while creating opportunities by engaging the community in lifelong education, public service, and economic development.

SHARED ETHICAL VALUES

Sauk Valley Community College respects the worth and dignity of all people, stands for integrity and fairness, and encourages responsibility, accountability, and persistence in a caring, supportive environment.

STRATEGIC VISION

Sauk Valley Community College will be a leader in student achievement while expanding access to higher education across the Sauk Valley region.

Sauk Valley Community College

Sauk makes it possible – *You make it happen*

173 il route 2 • dixon, il 61021
815.288.5511 • svcc.edu