

# ACADEMIC INFORMATION

## Student Classifications

### Freshman

A degree-seeking student who has accumulated 29 semester hours or less of college-level course credit is considered to be a freshman.

### Sophomore

A degree-seeking student who has accumulated 30 semester hours or more of college-level course credit is considered to be a sophomore.

### Special

The following students fall into this category:

1. Adult/Continuing Education students,
2. Students who already have an Associate degree or higher,
3. Students who are seeking a certificate, and
4. Students not seeking a degree or certificate.

### Full-time

A student who is registered for twelve or more semester hours during a regular semester or six or more semester hours during a summer session is considered to be full-time.

### Half-time

A student who is registered for between six and eleven semester hours during a regular semester or between three and five semester hours during a summer session is considered to be half-time.

### Part-time

A student who is registered for five semester hours or less during a regular semester or two semester hours or less during a summer session is considered to be part-time.

## Scholastic Load

Twelve semester hours constitute the minimum full-time load; the normal full-time class load is 15-16 semester hours. More than 18 hours may be carried by special permission of the College's student advisors. Students in most academic courses can expect to spend an average of two to three hours of preparation for each hour of class.

The College reserves the right to restrict a student's course load to less than minimum full-time status or to assign students to a course. Such decisions may be based on a review of the student's previous academic record and the results of tests given at the time of registration.

Students working more than 20 hours per week should reduce their class load proportionately. To achieve the best academic record, it is recommended that students plan not to work during the first semester in College. The suggested schedule for working students is as follows:

Work Load	Class Load
Over 40 hours	6 credit hours or less
30 to 40 hours	4-9 credit hours
20 to 30 hours	6-12 credit hours
Less than 20 hours	9-17 credit hours

## Attendance

Regular class attendance is necessary for a student to receive maximum benefits from the coursework. Regular attendance is the student's responsibility. All absences and arrangements for make-up work are to be reported directly to the instructor, who is responsible for determining whether the absence is excused.

Instructors are requested to permit students to make up work missed because of prolonged illness, approved field trips, and activities sponsored by the College. In other cases, an instructor's own judgment is used regarding permission to make up work or excuse the absence. Students with a temporary disability may seek assistance and accommodations from the Disabilities Services office.

## Grades

### Grading System

Highland Community College uses the following letter grading and grade-point system.

Grade	Explanation	GPA
A	Excellent	4.00 Grade Points
B	Good	3.00 Grade Points
C	Average	2.00 Grade Points
D	Minimum Passing	1.00 Grade Point
F	Failure	0.00 Grade Points

The following are not used in the computation of the grade-point average.

Grade	Explanation
S	Satisfactory – only used for midterm grades and final grades in Lifelong Learning and supplemental math final grades
P	Pass – only used for midterm grades and final grades in Lifelong Learning and supplemental math final grades
U	Unsatisfactory – only used for midterm grades and final grades in Lifelong Learning and supplemental math final grades
I	Incomplete
W	Withdraw
AW	Administrative Withdraw
AU	Audit
PR	Proficiency Credit
NCC	No-Credit Covid (used Spring 2020)

## Course Repeats

Once a student receives a letter grade of A, B, or C in a course (and the repeat value of the course is 0), the student cannot repeat the course unless he or she is willing to pay an additional charge per credit hour plus regular tuition. Whenever a course is repeated, only the repeated grade will be used to calculate the cumulative grade-point average (GPA) at HCC. Some courses in the catalog are repeatable, by design, for additional credit, without the additional charge. The number of times these courses may be repeated for credit is noted in the course

description. Students should contact the Office of Admissions and Records for information on repeatable courses.

## Incompletes

An incomplete grade of "I" may be given, at the discretion of an instructor, when unusual circumstances prevent the student from completing the course requirements in the scheduled time. Students who receive an "I" for a final grade have three weeks into the next regular semester to complete the requirements and have the "I" changed to an appropriate letter grade. If the student does not complete the requirements within the three weeks, the "I" will automatically be changed to an "F" depending on the grading options for that class. Extensions will be handled on an individual basis.

## Audit

Students who want to take a course and not receive a final grade may audit it with the instructor's approval (Auditing the class is the same cost as taking a class for credit). The course will appear on the student's permanent academic record with the AU (Audit) in place of a grade. For additional information on auditing and tuition, students should contact the Office of Admissions and Records at 815-599-3500.

## Withdrawal

Students who choose to withdraw from a course or are withdrawn by an instructor will receive a final grade of "W" on their academic record. Changes in enrollment will likely affect the amount of a student's financial aid award. Please see the Admissions & Registration section of the catalog under "Withdrawal From a Course".

## Administrative Withdrawal

Students who withdraw from the College due to unforeseen circumstances may apply for an administrative/hardship withdraw through the following process. Hardships may include, but are not limited to the following: serious injury or illness, chronic illness, a medical issue of a family member that results in the student becoming a part-time or full-time caretaker of that family member, a mental health condition, a sudden or consistent lack of transportation, or a significant cost of living increase.

Requests for administrative/hardship withdraws should be made to the Director of Enrollment and Records through a written request explaining the circumstances accompanied by sufficient documentation. Retroactive withdraws will be considered until the end of the fall or spring semester following the semester for which the administrative/hardship withdraw is being requested.

Students granted an administrative/hardship withdraw may receive a grade of AW (Administrative Withdraw), which carries no academic penalty and is not used in the calculation of the student's grade point average.

## Grade Reports

Final grades can be viewed online in the student's ROAR account at the end of the semester. Hard copies of grades are not mailed to the student's residence. Midterm grades can be viewed in the student's ROAR account at a designated time.

## Academic Honors

Highest Honors (Summa Cum Laude), High Honors (Magna Cum Laude), and Honors (Cum Laude) lists are compiled and published at the end of each semester. Students enrolled in at least twelve semester hours of

courses during the previous semester will be recognized as follows based on their semester grade-point average:

Honor	GPA
Highest Honors	GPA 4.00
High Honors	GPA 3.50 - 3.99
Honors	GPA 3.25 - 3.49

## Academic Standing

All students are considered to be "in good standing" unless they are placed on academic probation or suspension. Students placed on academic probation or suspension can achieve good standing by meeting or exceeding the minimum grade-point average requirements stated in the section below.

## Academic Probation

Students will be placed on academic probation if they fail to satisfy the following requirements:

The student's cumulative grade-point average must be at least:

- 1.75 after attempting 12 semester hours below
- 2.00 after attempting 24 semester hours

All credit, including credit transferred from other institutions, will be used in calculating grade-point average for purposes of academic probation.

Students on probation must see their student advisor before registering for the upcoming semester. For further information on probationary status, contact the Office of Admissions and Records.

## Academic Suspension

Students will be placed on academic suspension if they are on academic probation and fail to meet any of the minimum grade-point average requirements for three semesters and show no academic progress. In addition, the student's cumulative GPA is below 2.0. Students placed on academic suspension will not be allowed to register for the next semester unless they work on the academic suspension plan that is communicated to them. The fastest way to be back in good standing is to retake classes that did not go so well in previous semesters and earn Bs and As in future classes.

Students who wish to return after their one-semester suspension will be required to have an academic advising session with a student advisor. Students should contact the Director of Enrollment and Records regarding appeals at 815-599-3500.

## Transferring Credit to Other Colleges & Universities

Highland is accredited by the Higher Learning Commission (HLC), which facilitates credit transfer to other colleges and universities. Careful planning of the educational program with a student advisor should help students transfer to another college or university.

Students who earn the Associate of Arts (or Associate of Science degree with IAI GECC requirements) and transfer to any of the 12 Illinois State Public Universities will be accepted by the universities as juniors and as having met lower division university general education requirements. Students planning to transfer to other colleges or universities are encouraged to contact a student advisor for assistance.

Please refer to the Illinois Articulation Initiative section in the catalog for other transfer information.

## Community College Comprehensive Agreement

Highland Community College has a Community College Comprehensive Agreement with all 47 other community colleges in Illinois that allows students from Highland's district to enroll in any ICCB-approved occupational credit-bearing certificate or applied science degree program not offered by Highland Community College. Enrollment requires the approval of the Highland Community College Vice President/Chief Academic Officer, Academic Services. In most circumstances, students are required to take General Education and equivalent program courses at Highland before transferring to the host college when possible.

Program courses covered by the Comprehensive Agreement are usually offered at the College with the approved program or certificate, but some courses may also be offered at Highland Community College. Tuition is paid to the College offering the courses that the student enrolls in any semester at the College's in-district rate.

Students interested in programs not offered at Highland Community College should make initial contact with the Office of Admissions and Records for more information. Required forms and final approval will need to be obtained from the office of the Vice President/Chief Academic Officer, Academic Services. The application to attend an Illinois out-of-district public community college can be found on the Admissions section under "Apply Online" at [highland.edu](https://highland.edu) (<https://highland.edu>).

In addition, Highland residents also have the opportunity to attend College through cooperative agreements with two Wisconsin colleges: Blackhawk Technical College (Monroe and Janesville campus) and Southwest Wisconsin Technical College (Fennimore, WI).

## Occupational Course Guarantees

Students graduating with an Associate of Applied Science degree (AAS) in an occupational program are guaranteed competency in the technical skills represented in the degree. Should the graduate not be able to demonstrate the technical skills expected of his or her employer, the student will be offered free tuition and lab fees for up to 15 credit hours of retraining, subject to the following conditions:

- A. The course work in which competency was expected to be developed for the degree must have been completed at HCC within three years of initial enrollment.
- B. The student must be employed full-time in a job directly related to his or her program of study within one year of graduation from the approved program at HCC.
- C. The employer must verify in writing, within 90 days of the graduate's initial employment, that the graduate lacks competency in specific technical skills, as represented in the degree.
- D. A written retraining plan must be developed by the employer, the graduate and the appropriate instructional dean specifying the course(s) needed for retraining and the competencies to be demonstrated.
- E. The retraining is limited to courses regularly offered by the College and completed within one academic year of the date the retraining plan is finalized.
- F. Prerequisites, corequisites and other admission requirements for retraining courses must be met and are not included in those courses covered in this guarantee.

G. Should the student audit, withdraw or not receive a passing grade in a course identified in the retraining plan, it will be included in the 15 credit hour limit.

H. The Board will waive tuition and lab fees for those courses identified in the retraining plan, but the student must be responsible for any other costs that might be associated with taking the course.

This guarantee does not apply to those programs in which the graduates are licensed, including but not limited to, nursing and cosmetology. The guarantee is void if the program is no longer offered by the College.

The sole recourse available to participants enrolled in this guarantee program shall be limited to retraining in the appropriate class with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by Highland Community College.

## Transfer Course Guarantees

Students graduating with an Associate of Arts (AA) or Associate of Science (AS) degree from Highland Community College are guaranteed the acceptance of baccalaureate credits earned at HCC by the Illinois Articulation Initiative (IAI) participating transfer institution, backed by an offer of a refund of tuition for any courses not accepted, subject to all conditions listed below:

- A. The application for a refund must be submitted within one calendar year of completion or graduation with a transfer degree from HCC.
- B. The course must have been completed with a grade of "C" or better.
- C. The refund would be based upon tuition paid at the time the course was completed.
- D. The student has met with an academic advisor from HCC, declared a major and a transfer college or university prior to taking any courses in the guarantee, and taking only those courses approved in writing by the advisor.
- E. The student transfers to the college or university declared and approved as in section "D" above within two years of initial enrollment at HCC.
- F. The student requests an evaluation by the transfer institution of the HCC courses completed immediately upon transfer.
- G. The student cooperates with HCC personnel in resolving any transfer difficulties by notifying the College and submitting any necessary consents or releases for student records or correspondence.
- H. The student submits within 60 days of being notified by the transfer institution that the course has been refused for credit and makes a claim for the refund. The claim must state the reasons for the refusal offered by the institution; the name, position, address, and telephone number of the person notifying the student of the refusal; and copies of any correspondence or documentation provided by the transfer institution. The College will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days, the reimbursement will be authorized. Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to tuition reimbursement of the class at the time of enrollment, with no recourse for damage, court costs, or any associated costs of any kind for the right to appeal beyond those specified by Highland Community College.

## Credit for Prior Learning

Students with previous academic training, on-the-job experiences, military training, and other past learning activities can translate their acquired knowledge into college credit through various options. However, only a maximum of 25 percent of a degree or certificate may be awarded using

Prior Learning options. Students will receive the letter grade of “PR” on their transcript for the following areas.

## CLEP Exams

The College-Level Examination Program (CLEP) allows students to receive college credit by earning qualifying scores on various subject examinations. Credit can be earned by demonstrating knowledge previously gained through independent study, prior course work, on-the-job training, professional development, cultural pursuits, or internships. CLEP tests are administered in the Testing Center, located in the Student/Conference Center on the Highland campus during fall, spring, and summer semesters. Students should check with their transfer institution regarding their CLEP policies. Contact the Testing Center at 815-599-3680 for more information. For information regarding CLEP course equivalencies, speak to a student advisor at 815-599-3573. To learn more about CLEP examinations and access review materials, visit [www.collegeboard.org/CLEP](http://www.collegeboard.org/CLEP) (<https://www.collegeboard.org/CLEP/>).

## Advanced Placement Credit/College Board Testing

Proficiency credit may be awarded for specific scores of advanced placement classes taken in high school. Official scores must be sent to the Director of Enrollment and Records. Contact the Director of Enrollment and Records for Advanced Placement scores accepted for college credit. Students must earn 6 hours of HCC credit before Advanced Placement credits are applied to their transcript.

## PEP (Proficiency Examination Program)

PEP credit will be allowed for specific nursing courses only. Students must make arrangements with the Dean of Nursing and Allied Health for testing and test specifics.

## IB Diploma Programme (DP)

The International Baccalaureate Diploma Programme subject tests may be used to fulfill HCC course requirements in a variety of areas. Download the online guide to learn more about your IB diploma and College admission at <https://highland.edu/wp-content/uploads/2020/06/IB-Test-Scores.pdf>.

It is the student's responsibility to request examination scores to be sent to the Director of Enrollment and Records. Credit will be designated with a “PR” test credit on the student's transcript. No credit by examination will be recorded on a student's transcript until the student has earned at least six (6) semester hours in regular classes at Highland Community College.

## Military Experience

College-level credit will be awarded to veterans based upon recommendations listed in the most recent Guide to Evaluation of Educational Experiences in the Armed Services or evaluation of the student's SMART transcripts which are available online. If requested, up to four semester hours of physical education activity credit will be awarded to veterans whose DD214 verifies at least one year of “active duty” or more upon request. Contact the Office of Admissions and Records at 815-599-3414 for more information.

## Credit by Proficiency

Students can earn up to 25% of the credit hours required for an HCC degree or certificate by successfully completing proficiency tests. Proficiency tests are best suited for students with considerable academic and life experiences.

To take proficiency tests at Highland, a student must first be formally admitted to the College. Students are also encouraged to meet with an

HCC advisor or instructor to assess their qualifications before taking proficiency exams. Students must pay a non-refundable administrative fee of \$25 and non-refundable tuition of \$25/credit hour before taking the test. The tests may include a written or oral exam, portfolio review, history of on-the-job experiences, or any combination of the above.

Following successful completion of proficiency tests (Passing completion % of each test may vary from department to department depending on industry/certification standards), credit will be granted and will appear on the student's official HCC transcript. Proficiency credit carries no grade value and does not affect a student's grade point average. It cannot be used to fulfill the residency requirements of HCC degrees. Students should check with their transfer institution regarding their policies for proficiency credit.

Interested students should contact the Office of Admissions and Records for details at 815-599-3414.

## High School/HCC Articulation Agreements

### Articulation Agreements With Area High Schools

Highland Community College has credit-by-articulation agreements with in-district high schools. These agreements allow college-enrolled high school graduates to receive college credits in English and mathematics for successful completion of high school English and mathematics requirements. Proficiency credit for ENGL 121 Rhetoric and Composition I will be granted to those students meeting the following requirements:

1. Completion of four years of high school English with a GPA of 2.0 or better.
2. Completion of senior year, college-prep English with a grade of “B” or better.
3. Placement exam results show a writing competency level that suggests probable success in the advanced writing course.
4. Proficiency credit for ENGL 121 Rhetoric and Composition I, will be granted upon completion of ENGL 122 Rhetoric and Composition II with a grade of “C” or better.

Proficiency credit for MATH 166 College Algebra will be granted for those students meeting the following requirements:

1. High School completion of math courses containing at least 80% of course content of MATH 166 College Algebra.
2. Math placement exam results place the student in a math course above MATH 166 College Algebra.
3. Proficiency credit for MATH 166 College Algebra will be granted upon completion of MATH 167 Plane Trigonometry or above, with a grade of “C” or better.

## Dual Credit Through Highland Community College

Many students participate in a state-approved program known as “Dual Credit,” whereby high school or home-schooled students take college-level courses at their vocational center, local school, or Highland Community College. An approved instructor delivers the courses, and the student may receive college credit as well as high school credit.

Students must complete the same prerequisites, course content, and evaluation of outcomes as in the traditional college course. Course grades are recorded on the HCC transcript in the same manner as regularly enrolled college students and may be used toward a degree or certificate program at HCC or transferred to other colleges. They may



also be used as information presented to a prospective employer to verify training and competencies.

A variety of courses are available in technical and transfer areas. Depending on the Career and Technical program and course availability, students may earn from one to over 30 college credits before their high school graduation. In some cases, the tuition for Career and Technical courses is paid by the vocational system or local school district.

Students may be required to pay tuition, course fees, and textbook costs. Students and their parents or guardians are encouraged to check with their local high school counselors for course availability and advising. Students in dual credit courses must be over 16 and have the approval of their school before registering.

For more information regarding dual credit at Highland, contact the Coordinator, Outreach and Dual Credit at 815-599-3512.

For more information regarding dual credit transfer courses, contact the Transfer Coordinator at 815-599-3664, and for more information about dual credit career and technical courses, contact the Dean of Agriculture, Business, and Technology at 815-599-3416.

## Honors Program

The Honors Program seeks to provide qualified students with the challenges inherent in enriched and advanced study related to general education courses and/or areas of concentration or specialization. Honors students will have the opportunity to work on individual research with instructors or participate in honors courses with fellow honors students. To be admitted to the Honors Program, students must pursue a certificate or degree and meet one of the following criteria: possess an ACT composite score of 25 or greater (or SAT score of 1200 or greater) or have graduated in the top 10% of their high school graduating class, or have completed 12 or more credit hours of formally articulated, college-level coursework with a 3.5/4.0-grade point average.

Students must maintain a 3.5/4.0 grade point average to remain eligible for the Honors Program. Benefits of the Honors Program include conducting specialized research with the guidance of Highland faculty, registering for courses before other students, and competing for additional transfer scholarships at four-year colleges and universities. Students will be recognized at the Honors Convocation and Commencement, and they will have a special designation placed on their transcript.

## Graduation

### Degree Checks

Students working toward completion of a degree or certificate can run their own unofficial Degree Evaluation in their Degree Works Account. Students should consult with an advisor for questions about their Degree Works Degree Evaluation the semester prior to degree or certificate completion. Official degree evaluations will be performed by the Director of Enrollment and Records after the student returns an Intent to Graduate form to the Admissions and Records office (see Intent to Graduate form (<https://highland.edu/additional-services/enrollment-and-records/>) for deadlines) during the semester of intended completion.

## Graduation Requirements

### Associate Degrees

Students must:

1. Successfully complete the minimum number of semester hours required for a degree (62).
2. Have an overall cumulative grade-point average (including transfer credits) of 2.00 or higher.
3. Have enrolled at Highland for at least 15 approved semester hours of credit at Highland.
4. Successfully completed LIBS 199 First-Year Experience Seminar or PHYS 120 Introduction to Engineering.
5. Satisfy the diversity course requirement for all degrees.
6. File an Intent to Graduate form, available at the Office of Admissions and Records (see Intent to Graduate form (<https://highland.edu/additional-services/enrollment-and-records/>)), by the appropriate deadline.  
Fall Graduation - Third Monday in October  
Spring Graduation - Third Monday in February  
Summer Graduation - Third Monday in April

## Certificates

Students must:

1. Successfully complete the minimum number of semester hours required for a certificate (number varies).
2. Have a grade point average of 2.00 or higher for the courses that apply toward each certificate.
3. Complete at least one-half (1/2) of the required semester hours for the certificate at Highland.
4. Successfully complete LIBS 199 First-Year Experience Seminar or PHYS 120 Introduction to Engineering.
5. Satisfy the diversity course requirement for select certificates.
6. File an Intent to Graduate form, available at the Office of Admissions and Records, by the appropriate deadline.

## The Graduation Ceremony

Students receiving degrees or certificates at the end of fall, spring, or summer semesters are requested to participate in the graduation ceremony held on the HCC campus. Graduation ceremonies are held on either the second or third Saturday in May. After the student has filed his/her Intent to Graduate form, the Office of Admissions and Records will mail the student a letter providing information on cap and gown distribution (held in early May) and any other special dates pertaining to graduation.

## Graduation Honors

Highest Honors, High Honors, or Honors will be indicated on the official transcript of those attaining an Associate Degree based on the cumulative grade-point average (including transfer credit) as follows:

Honor	GPA
Summa Cum Laude	GPA 4.00
Magna Cum Laude	GPA 3.50-3.99
Cum Laude:	GPA 3.25-3.49

Students will also be recognized at the graduation ceremony with appropriate honors chords. In addition, a separate honors ceremony is held before the actual graduation ceremony.

## Honors Program Designation

Those students who have completed 12 hours of honors coursework at Highland Community College will have a special designation on their

transcript. In addition, they will receive appropriate honors cords at a separate honors ceremony.

## Waivers

A student requesting waivers of admissions, academic, and graduation requirements must submit a request in writing to the Director of Enrollment and Records.

## Transferring Credit From Other Colleges & Universities

Students who have attended other colleges and/or universities and wish to have that credit applied to their degrees or certificates at Highland will be required to have official transcripts from those schools sent to the Office of Admissions and Records at Highland. When the transcripts are received at Highland, the Director of Enrollment and Records will bring in credits that are C or better and go towards a degree or certificate. Highland will accept credits from regionally accredited institutions.

## Columbia College

Columbia College at Highland Community College is accredited by the Higher Learning Commission (HLC) and approved by the Illinois Board of Higher Education.

Columbia College teaches classes in eight-week sessions six times a year. Online and virtual classes are offered, with affordable tuition and financial aid. A full-time staff member is conveniently located on the Highland campus. All students awarded an Associate of Science or Arts degree at Highland Community College transfer in having completed the general education requirements for a Columbia College baccalaureate degree.

A variety of bachelor's and master's degrees are offered from departments, including:

- Business Administration
- Computer & Mathematical Sciences
- Education
- Humanities
- Language & Communication Studies
- Nursing
- Physical & Biological Sciences
- Social & Behavioral Sciences
- Visual Arts & Music

For more information on Columbia College and its programs, call 815-599-3585, email [freeport@ccis.edu](mailto:freeport@ccis.edu), or go to [ccis.edu/freeport/](https://ccis.edu/freeport/) (<https://ccis.edu/freeport/>).

## Transcripts

Students who want to have official transcripts of their Highland academic work sent to their home, other colleges/universities, or employers must request transcripts (<https://tsorder.studentclearinghouse.org/school/welcome/>) from [highland.edu](https://highland.edu) by hovering over "Quick Links" and selecting "Request Transcript". Students can select electronic transcripts or printed transcripts for a fee. Unofficial transcripts for students who took classes after 1993 may view them in their ROAR account. Highland will not send/make copies of other college/university or high school transcripts.

## Release of Student Information

The "Family Educational Rights and Privacy Act of 1974," also known as the "Buckley Amendment," or Public Law 93-380, as amended, restricts access to student records by third parties. Highland Community College will release information to third parties only with the written permission of the student. Students who would like to grant access to their records must fill out a "FERPA Release" form in the Enrollment Services Office. The student will meet with the Director of Enrollment and Records to understand the implications of signing such a document. However, the College will comply with any lawful judicial order, decree, subpoena, and/or process that may compel the production of information.

The law does provide for the release of specific information about students without their written permission; this is classified as directory information. The following is considered directory information, and it can be released as public information.

1. Name, address, and telephone number
2. Major field of study
3. Participation in intercollegiate athletics, including height and weight
4. Dates of attendance and enrollment status
5. Degrees, honors, and awards received
6. Previous educational agencies or institutions attended

**NOTE: A student who objects to having his/her directory information released must file a notice of objection with the Director of Enrollment and Records.**

A student may inspect any permanent record that contains information about the student. To do so, the student must request permission to inspect the files in writing and allow the Enrollment Services Office reasonable time to comply with the request. Information may be produced within 45 days from receipt of the written request.

## Consumer Information, Student Right-to-Know, and Partners in a Safe, Drug-Free Campus

The College publishes Higher Education Act (HEA) information designed to give current students, prospective students, and the general public an overview of Highland Community College and its procedures and practices.

The information includes academic programs, accreditation, athletics participation rates, crime statistics, privacy, financial aid procedures, completion rates, and other important college policies.

The Higher Education Act (HEA) information can be found at [www.highland.edu/student-information](https://www.highland.edu/student-information) (<https://www.highland.edu/student-information/>). If you need assistance with any of the information found on the webpage, please contact the Vice President of Student Development and Support Services at 815-599-3531, or email [liz.gerber@highland.edu](mailto:liz.gerber@highland.edu).

## Adult Education

The Highland Adult Education Program provides adults with the opportunity to access and achieve educational skills that are valuable in meeting high school equivalency (HSE) requirements, gaining entry into training programs, job promotions, admission to College, and personal satisfaction. Instructional methods include instructor-presented activities, computer-aided instruction, and volunteer tutors.

Learner-centered goals support students in acquiring needed skills and knowledge to meet their goals. Classroom instruction is in-person and virtual. Individual and/or small-group tutoring is also available.

HSE preparation/Adult Basic Skills classes provide learners with the resources and instruction to improve their basic skills in reading, math, writing, social studies, and science. English as a Second Language (ESL) programming offers non-English speaking adults an opportunity to learn English and communicate in a variety of ways. Foreign-born adults with knowledge of English may improve their reading, speaking, and writing skills.

There are no tuition charges or book fees for the regularly scheduled Adult Education classes. The Adult Education Department coordinates with HCC academic advisors and local workforce employment advisors to support students as they transition to higher education coursework and/or employment. The Adult Education Department is located in Building R on the HCC campus. Official HSE exams can be taken at the Highland Community College Testing Center or a local Regional Office of Education.

For more information about how Adult Education classes can help you meet your goals, call 815-599-3460, or email [dawn.switzer@highland.edu](mailto:dawn.switzer@highland.edu).

## Lifelong Learning

Learning is a lifelong commitment. To serve the needs of all those in the Highland district, Highland has developed a community education program called Lifelong Learning. Lifelong Learning classes are non-credit and held throughout the Highland district, both in-person and online. Popular topics include history and culture, creative arts, culinary arts, hobbies, technology and computing, personal development, fitness, and health and wellness. All classes are reasonably priced, and the instructors are well-qualified.

Current class information may be found at [highland.edu/lifelong](http://highland.edu/lifelong). For more information, call 815-599-3403, or email [lifelonglearning@highland.edu](mailto:lifelonglearning@highland.edu).

## Leadership Programs

Embracing the philosophy of "Servant As Leader," Highland Community College has developed a number of leadership programs that incorporate the concept that the role of a leader is to be in service to others. Those programs include:

### The Leadership Institute/Leadership Forum

These nine-to-eleven-month programs are open to residents of the College District. Their purpose is to identify, develop, and sustain a network of capable and committed local leaders who can guide the future of the communities of northwest Illinois. The program's goals are to help participants become more knowledgeable about community issues, be able to demonstrate effective leadership and collaboration skills and commit to building and improving organizations and communities. These courses provide participants with the opportunity to develop and improve leadership skills by learning, practicing, and mastering skills in such areas as problem-solving, decision-making, articulating visions, setting and obtaining goals, fostering collaboration, encouraging others, and handling ethical dilemmas.

### Phi Theta Kappa Leadership Development Studies (SPCH 294)

This course provides students the opportunity to develop and improve leadership skills by learning, practicing, and mastering skills in such areas as problem-solving, decision-making, articulating visions, setting and obtaining goals, delegating, managing conflict, and handling ethical dilemmas. Students will utilize a humanities-based leadership curriculum developed by Phi Theta Kappa.

### The Highland Community College Employee Leadership Development

This eleven-week program is designed to further the development of employee leadership skills by encouraging employee cooperation and collaboration, increasing employee knowledge of Highland, and providing insight and information about community topics and issues.

### The High School Servant Leadership Program

The nine-month college credit-bearing program serves high schools in northwest Illinois. Selected high school juniors and seniors work with an adult mentor to learn about the "Servant As Leader" concept. Students meet once a month for formal training in personal skill development and team development. Students learn through an experiential service learning approach by implementing community-based service that embodies Servant Leadership principles.

### Retired and Senior Volunteer Program

Highland Community College serves as the sponsoring organization for the Retired and Senior Volunteer Program of northwest Illinois, established in 1972, and is funded through the Corporation for National Service and the Illinois Department on Aging. RSVP volunteers come from many different backgrounds with many talents and interests. RSVP has led senior volunteerism across the college district. RSVP enhances the quality of life among older adults by keeping them active and engaged in their communities. RSVP meets the needs of Stephenson, Jo Daviess, Carroll, and Ogle counties by providing meaningful opportunities to more than 60 non-profit agencies and organizations for people 55 and older.

Because of the diversity of the volunteers, RSVP can place volunteers at tasks ranging from management consulting, tutoring, and driving/escorting to doctor appointments to working in health care facilities, preparing taxes, and assisting veterans and people with limited abilities. RSVP volunteers also assist during times of disaster and have been deployed into national disaster areas. RSVP provides both long-term and on-call assignments, with the volunteers choosing how often they want to serve and what types of positions they would accept. Some choose to volunteer just a few hours a month, while others assist almost full-time. Still, others choose to do temporary assignments rather than commit themselves to an ongoing assignment. For further information about the RSVP program, call 815-599-3491.

### Business Institute

The Business Institute at Highland Community College has provided high-quality business and industry services since 1990. For customized training, credit classes for apprenticeships, convenient online classes, and consultant and technical assistance needs, companies and organizations large and small have become our business development partners.

Contract training is the perfect solution for companies and organizations. It can be customized and conveniently delivered any time, any place to best meet company needs.

For the smaller company or individual determined to stay competitive in an ever-changing business environment, non-credit online classes may be more suitable and convenient.

Let the Business Institute plan, implement, and deliver your next training event. The Business Institute will take care of all the details. They can plan training at your place of business or provide Conference Center rooms here at HCC for no additional costs.

From needs assessment to project design to solution delivery, the Business Institute ensures desired results provided by industry experts. Business Institute is the right choice for:

#### Soft Skills

- Communication/Leadership
- Team Building
- Customer Service/Critical Thinking
- Time Management
- Personality Assessment
  - DISC
  - 360 Evaluation

#### Computer Training

- Excel, Word, Publisher, PowerPoint

#### Technical Training

- Welding, Print Reading, CNC, CAD
- ISO, Lean Manufacturing, 6S, Six Sigma
- Lock-Out/Tag-Out
- OSHA/Safety
- Workplace Violence
- Emergency Medical Response

Note: This is an abbreviated list of available classes. If you don't see what you need, please contact the Business Institute. We can help.

#### Other Services

- Strategic Planning
- Consulting & Coaching
- Program Development

Our non-credit online training includes fundamental courses that will allow you to gain new personal and professional skills. More advanced training courses will prepare you for a new career or a recognized certification. For more information about non-credit online training, go to [www.highland.edu/businessinstitute/online-training/](http://www.highland.edu/businessinstitute/online-training/) (<https://www.highland.edu/businessinstitute/online-training/>)

For more information about what the Business Institute can do for you, phone 815-599-3677, fax 815-235-6130, or email [businessinstitute@highland.edu](mailto:businessinstitute@highland.edu).