

# Student Resource Guide



For detailed information on the many student services available throughout the college, refer to the Web links in the tables below from each Service title.

Services	Provide Assistance With:
<a href="#">Academic &amp; Transfer Advising Services</a> Bldg. B, Room B120 847-214-7390 <a href="mailto:advising@elgin.edu">advising@elgin.edu</a>	<ul style="list-style-type: none"><li>• Understand degree requirements/select appropriate courses</li><li>• Prepare for transfer and/or the workforce</li><li>• Exploration of career and personal goals</li><li>• Progress toward educational and career goals</li><li>• Individualized success plan</li></ul>
<a href="#">Bookstore</a> Bldg. B, Room B150 847-214-7395 <a href="mailto:eccbookstore@elgin.edu">eccbookstore@elgin.edu</a>	<ul style="list-style-type: none"><li>• Textbook purchases</li><li>• Textbook rentals and buyback</li><li>• School supplies and clothing</li></ul>
Cafeteria and Café Coffee Shop Bldg. B - next to Jobe Student Lounge	<ul style="list-style-type: none"><li>• Meals</li><li>• Snacks</li><li>• Catering services</li><li>• Vending services</li></ul>
<a href="#">Career Development Services</a> Bldg. B, Room B120 847-214-7399 <a href="mailto:careerservices@elgin.edu">careerservices@elgin.edu</a>	<ul style="list-style-type: none"><li>• Career assessment and counseling</li><li>• Career decision making/choosing majors</li><li>• Internships/Cooperative Work Study Program</li><li>• Résumé/Interview Skills Development</li></ul>
<a href="#">Disability Services</a> Bldg. B, Room B125 847-214-7417	<ul style="list-style-type: none"><li>• Accommodations for documented disabilities</li><li>• Student advocacy</li><li>• Sign Language interpreters and captionists, allow 4 weeks for request</li></ul>
<a href="#">Distance Learning</a> Bldg. C, Room C211 847-214-7945 D2L Help Desk: 847-214-7620	<ul style="list-style-type: none"><li>• Online and hybrid classes support for faculty and students</li><li>• D2L and other technical problems through walk-in, e-mail or telephone support</li><li>• Orientation for first-time distance learning students</li><li>• Walk-in use of computers</li></ul>
<a href="#">Early Childhood Lab School</a> Bldg. M, Room M137 847-214-7376	<ul style="list-style-type: none"><li>• Full- and part-time care for children ages 6 weeks through 5 years</li><li>• Hours: M-TH 8 a.m. - 5 p.m.; F 8 a.m. – 4 p.m.</li><li>• Accepts Financial Aid and many other funding sources</li></ul>

# Student Resource Guide



## Services

## Provide Assistance With:

### [English as a Second Language](#)

Building K, Front Desk  
847-214-6904

- Guiding and placing English as a Second Language students
- Beginning, Intermediate, and Advanced ESL classes
- ESL/Business 101 and ESL/English 101 Learning Communities
- Questions and concerns about ESL issues
- Career transitioning and academic program preparedness
- A transitions coordinator who assists students taking both ESL and credit classes

### [Financial Aid/ Scholarships](#)

Bldg. B, Room B156  
847-214-7360  
[financialaid@elgin.edu](mailto:financialaid@elgin.edu)

- Applying for financial assistance and scholarships
- Student employment
- Assistance completing the Free Application for Federal Student Aid (FAFSA)
- Student loans
- Financial Literacy Programs

### First Stop

Bldg. A, Room A100  
847-214-7570  
[accesssecc@elgin.edu](mailto:accesssecc@elgin.edu)

- Registering for classes or printing schedule
- Checking progress to completion (program evaluation)
- Transcript requests
- Payment plan set-up
- Intent to Graduate forms
- Evaluation of Prior College Credit Requests
- Assistance with Access ECC or campus directions

### First Year Programs

Bldg. B, Room B173  
847-214-7370  
[orientation@elgin.edu](mailto:orientation@elgin.edu)

- New Student Orientation
- Welcome Weeks and other new student programming
- New Student Convocation
- New student programs

### [Honors Program](#)

Bldg. B, Room B347  
847-214-7514  
[honors@elgin.edu](mailto:honors@elgin.edu)

- Challenging "honors-level" general education courses
- Out-of-class learning opportunities
- Program admission criteria applies (see website)
- Graduation recognition available for qualified students

### [International Education and Programs](#)

Bldg. B, Room B105  
847-214-7809

- F-1 International Student Admissions
- F-1 International Student Visa and Immigration Assistance and Advising
- International Student Orientation
- Semester or summer study abroad programs

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## Services

## Provide Assistance With:

### [Student Accounts](#)

Bldg. B, Room B151

847-214-7380

[studentaccounts@elgin.edu](mailto:studentaccounts@elgin.edu)

- Tuition and fee payments
- Payment plan options
- Financial Aid & scholarship disbursements
- ECC fine payments (parking, etc.)
- Electronic Refunds

### [Student Assistance Program](#)

Hotline 24 hours/7 days a week

(847) 742-4033

- Ongoing personal problems
- Crisis intervention
- NOTE: Initial assessment is free

### [Student Life](#)

Bldg. B, Room B173

847-214-7370

[studentlife@elgin.edu](mailto:studentlife@elgin.edu)

- Student leadership development
- Community service opportunities
- Campus events and activities
- Phi Theta Kappa honors society
- Clubs and organizations
- Student photo identification card
- Student Government
- Free student legal assistance

### [Student Success and Judicial Affairs](#)

Bldg. B, Room B105.11

847-214-7220

- Spartan Alert student success interventions
- Code of Conduct interventions
- Time management, goal articulation and other student success support
- Conflict resolution assistance
- Administrative Withdraw requests

### [Student Success course \(COL101\)](#)

Bldg. G, Room 219

847-214-7463

- Required one-credit hour course for all first-time, full-time students; part-time students encouraged to enroll
- Should be completed in first semester
- Emphasis on taking responsibility for learning, self-management, and self-motivation
- Students use D2L and introduced to key college resources

### [Testing Services](#)

Building B Room 115

847-214-7150 / 7219

[testing@elgin.edu](mailto:testing@elgin.edu)

- Administer "Make Up" tests for ECC students
- Administer ECC proficiency tests
- Administer certification tests for various ECC programs
- Administer the PSB-HOA test for health professions

# Student Resource Guide



## Services

## Provide Assistance With:

### [TRIO Student Support Services and Student Support Services – ESL](#)

Bldg. B, Room B155

847-214-6954

847-214- 6922

Bldg. K, Room K102

847-214-6959

[trio@elgin.edu](mailto:trio@elgin.edu)

- Educational support (academic, personal, financial, career, transfer and cultural/social support)
- Student advising/Mentoring
- Information/referrals to on-campus college support services
- Referral to community support agencies
- Success/educational planning and workshops
- Transfer college application assistance
- Leadership Activities

### Veteran Support Services

Bldg. B, Room B120

847-214-7390

[aking@elgin.edu](mailto:aking@elgin.edu)

- Navigating college services and finding solutions
- Discussing programs and career choices
- Preparation for the workforce
- Reducing barriers toward success
- Answering questions about benefits and how they work
- Assisting with online application to apply for all federal and state benefits

### Wellness Services

Bldg. B, Room B120

847-214-7390

[studentwellness@elgin.edu](mailto:studentwellness@elgin.edu)

- Wellness education for students
- Individual sessions and support groups
- Referrals to community agencies
- Health and wellness student publications

### [Workforce Transitions](#)

Bldg. K, Room K111

847-214-6901

- Tuition support for qualified youth
- Youth work experience program
- Individualized case management
- Unemployment services
- Free computer workshops
- Services tailored to the needs of adult learners over 50
- Tuition support for adult learners 50+

### Dean of Student Services & Development

Mr. Gregory Robinson

Bldg B, Room B105

847-214-7274

- Concerns or complaints/procedural assistance for resolution of an issue
- Behavioral Intervention Team/student conduct
- Administrative Withdrawals
- Share your successes!
- [Joint agreements & chargebacks](#)

# Student Resource Guide



## Academic Deans

\*Students should make every attempt to resolve a concern or complaint directly with an instructor first. If there is no resolution, students may appeal in writing to the dean of the appropriate academic department.

Refer to the College Policies & Procedures section of the [college catalog](#) for student appeal/complaint procedures.

Please review [elgin.edu/procedures](http://elgin.edu/procedures) for information of administrative procedures.

***Dean of Academic Development and Learning Resources,***  
Dr. Mi Hu, Bldg. C, Room C205, 847-214-7137

***Interim Dean of Adult Education, Continuing Ed & Workforce Development***

Ms. Elizabeth Hobson, Bldg. K, Room K100, 847-214-6911

***Dean of Communication and Behavioral Sciences,***

Dr. Rick Mao, Bldg. B, Room B335, 847-214-7440

***Dean of College Transitions & Developmental Education,***

Dr. Elizabeth Roeger Ludwig, Bldg. G, Room G219, 847-214-7463

***Dean of Health Professions; Interim Dean, Math, Science & Engineering***

Dr. Wendy Miller, Bldg. A, Room A106, 847-214-7350

***Dean of Liberal, Visual & Performing Arts,***

Ms. Mary Hatch, Bldg. H, Room H103, 847-214-7240

***Dean of Sustainability, Business & Career Technologies,***

Mr. Marc Battista, Bldg. O, Room O125, 847-214-7959