

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:
Academic & Transfer Advising Services Bldg. B, Room B120 847-214-7390 advising@elgin.edu	<ul style="list-style-type: none">• Understand degree requirements/select appropriate courses• Prepare for transfer and/or the workforce• Exploration of career and personal goals• Progress toward educational and career goals• Individualized success plan
Academic Skills Labs <ul style="list-style-type: none">• Math Lab, Bldg. D, Room D219• The Write Place, Bldg. B, Room B274 847-214-7480	<ul style="list-style-type: none">• Free one-to-one writing <u>or</u> math help for any project in any class• Computers & printers available• Drop in when you need help!• Addressing academic integrity violations
Bookstore Bldg. B, Room B150 847-214-7395 eccbookstore@elgin.edu Cafeteria and Café Coffee Shop Bldg. B - next to Jobe Student Lounge	<ul style="list-style-type: none">• Textbook purchases• Textbook rentals and buyback• School supplies and clothing• Meals• Snacks• Catering services• Vending services
Career Development Services Bldg. B, Room B120 847-214-7399 careerservices@elgin.edu	<ul style="list-style-type: none">• Career assessment and counseling• Career decision making/choosing majors• Internships/Cooperative Work Study Program• Résumé/Interview Skills Development
Disability Services Bldg. B, Room B125 847-214-7417	<ul style="list-style-type: none">• Accommodations for documented disabilities• Personally designed study skills strategies/tutoring• Student advocacy• Sign Language interpreters, allow 4 weeks for request
Distance Learning Bldg. C, Room C211 847-214-7945 D2L Help Desk: 847-214-7620 www.elgin.edu/online	<ul style="list-style-type: none">• Online and hybrid classes support for faculty and students• D2L and other technical problems through walk-in, e-mail or telephone support• Orientation for first-time distance learning students• Walk-in use of computers
Early Childhood Lab School Bldg. M, Room M137 847-214-7376 www.elgin.edu/childcare	<ul style="list-style-type: none">• Full- and part-time care for children ages 6 weeks through 5 years• Hours: M-TH 8 a.m. - 5 p.m.; F 8 a.m. – 4 p.m.• Accepts Financial Aid and many other funding sources

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Services	Provide Assistance With:
<p>English as a Second Language Building K, Front Desk 847-214-6904</p>	<ul style="list-style-type: none">• 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
<p>Financial Aid/ Scholarships Bldg. B, Room B156 847-214-7360 financialaid@elgin.edu</p>	<ul style="list-style-type: none">• Applying for financial assistance and scholarships• Student employment• Assistance completing the Free Application for Federal Student Aid (FAFSA)• Student loans• Financial Literacy Programs
<p>First Stop Bldg. A, Room A100 847-214-7570 accessecc@elgin.edu</p>	<ul style="list-style-type: none">• 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
<p>First Year Programs Bldg. B, Room B173 847-214-7370 orientation@elgin.edu</p>	<ul style="list-style-type: none">• New Student Orientation• Welcome Weeks and other new student programming• New Student Convocation• New student programs
<p>Honors Program Bldg. B, Room B347 847-214-7514 honors@elgin.edu</p>	<ul style="list-style-type: none">• Challenging "honors-level" general education courses• Out-of-class learning opportunities• Program admission criteria applies (see website)• Graduation recognition available for qualified students
<p>International Education and Programs Bldg. B, Room B105 847-214-7809 www.elgin.edu/international</p>	<ul style="list-style-type: none">• 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:

[Registration & Records](#)

Bldg. B, Room B105

847-214-7393

records@elgin.edu; registration@elgin.edu

- Registration for credit and non-credit classes
- Transcript evaluation of prior college credit
- Graduation
- Updating student record information
- Grade reports
- Enrollment & residency verification
- Official Transcripts

[Student Accounts](#)

Bldg. B, Room B151

847-214-7380

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

- 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 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

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Services

Provide Assistance With:

[Testing Center](#)

Bldg. B, Room B115
847-214-7150
847-214-7219
testing@elgin.edu

- Placement tests and placement prep
- Make-up and on-line tests
- Proficiency tests
- HS Equivalency Tests
- PSB Test
- Work Keys Test

[Tutoring Center](#)

Bldg. C, Room C230
847-214-7256
tutoring@elgin.edu

- Free drop-in tutoring in a wide range of subjects
- Private tutoring available – 5 free sessions per semester
- Free online tutoring available 7 day/week for 57 courses
- Tutoring from trained professionals
- Filling the Gap non-credit sessions to sharpen basic skills

[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

- 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

- 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

- 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+

Services

Dean of Student Services & Development

Mr. Gregory Robinson
Bldg B, Room B105
847-214-7274

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 for information of administrative procedures.

Provide Assistance With:

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

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, 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,
Dr. Ileo Lott, Bldg. F, Room F222, 847-214-7747