<Click to Enter Course # (ex. ART-101-101)> <Click to Enter Course Title>

Choose semester.

The syllabus is an introduction for students to the course. It functions as the instructor’s official communication with students regarding course priorities, policies, required texts, grading criteria, schedule of assignments, and outlines necessary expectations for student success.

According to the ECCFA contract (Article 4.31), faculty must provide a course syllabus that includes course information, instructor contact information, office hours, course requirements, course learning outcomes, grading standards, attendance policies, classroom behavioral expectations, methods of assessment, topical course outline, and tentative class schedule.

Throughout this guide to the TLSD Syllabus Template, you will find additional suggestions on what should be included for each category, located in a yellow box like the one you’re currently reading. These suggestions provide ideas for further tailoring your syllabus to your personality and course content. The provided Syllabus Template is optional for faculty. The Template Guide notes which sections of the syllabus, regardless of syllabus format, are required per the ECCFA contract.

Each section heading includes a note, in capital letters and that is color coded, to explain which parts of the syllabus are required, which are optional, and which require input to adjust.

**Red indicates the section, items specified, and language must be included.**

**Black indicates the section and specified items must be included. The text may be adjusted.**

**Purple indicates the section is a required part of the syllabus. The text may be adjusted.**

**Blue indicates the section is highly recommended to include in your syllabus, but not required**

**Green indicates the section requires you modify it to meet your particular class needs (you can simply enter N/A for sections that do not apply)**

To use the Syllabus Template, click the first fillable field at the top (where it says “Click to enter Course #”.) After entering the Course #, press the TAB key on your keyboard to move to the next fillable field. All fillable fields are indicated by **BOLD text highlighted in yellow**. Once you begin typing into that field, the bold font and highlighting will go away, and the formatting will return to normal.

For additional resources on crafting a course syllabus, consult [CETAL’s Library Research Guide on The Syllabus](https://library.elgin.edu/CETAL/Syllabus). This current version of the syllabus template has been created to maximize accessibility for all students. With any changes made, it is important to maintain document accessibility for your students. Consult [Elgin.edu’s Accessible Content pages.](https://elgin.edu/accessibility/accessible-content/)

Examples of alternative formats for course syllabi that might be adopted include: Sample Syllabus 1 ([Word](https://docs.google.com/document/d/10YIKTPUgBG_SS9cHhlS6eDykj50yGeTS/edit?usp=sharing&ouid=105136000553252189251&rtpof=true&sd=true)) ([Google Docs](https://docs.google.com/document/d/1RYhTtL-9-zRsjzO05yv2o13eAd-cfiZ-l6gkgauxpD0/edit)).

# Part 1: Course Information [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

|  |  |  |  |
| --- | --- | --- | --- |
| COURSE ITEM | DETAILS | COURSE ITEM | DETAILS |
| Instructor Name | **Enter instructor name** | Credit Hours | **Enter number of credit hours** |
| Instructor Email | **Enter instructor’s ECC email** | Room Number | **Enter classroom number** |
| Alternate Email | **Enter alternate email or “none”** | Start Date | **Enter start date** |
| Instructor Phone | **Enter instructor phone number** | End Date | **Enter end date** |
| Alternate Phone | **Enter alternate phone number or “none”** | Meeting Days | **Enter days (ex. MW, TTH)** |
| Office Location | **Enter office number** | Class Time | **Enter start and end times** |

## Office Hours – Student Assistance [REQUIRED. SECTION, ITEMS SPECIFIED, AND LANGUAGE MUST BE INCLUDED]

All students are encouraged to come to Office Hours throughout the course. These times are scheduled for you to discuss course topics with me in a one-on-one setting. Office Hours are a great opportunity to review past or upcoming assignments, work through challenges in the course material, discuss a topic in further detail, discuss how to navigate ECC more broadly, or talk about your career field.

I invite you to come to Office Hours at any of the scheduled times or to contact me about scheduling a separate time if your schedule doesn’t permit your attending the times listed below. Your success in this class is my priority.

In addition to describing Office Hours, you might include reference in this section to any preferred method of communication from students and let students know any expectations for the frequency with which you check your email. For asynchronous online courses, it is especially important to communicate your plan for interacting with students.

For example: If you have any additional questions or need help, you can post questions in the D2L Discussions forum that I set up for that purpose. You also may e-mail (faculty@elgin.edu) or call or text me (630-555-0372). You can call, e-mail, or text anytime. Typically, I check my texts and e-mail daily and will usually respond within 48 hours, Monday through Friday. If you need to communicate with me quickly, text is usually best.

| DAY | HOURS | LOCATION |
| --- | --- | --- |
| Monday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Tuesday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Wednesday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Thursday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Friday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Saturday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Sunday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, or none)** | Enter location of office hours and/or virtual link |

## Course Requirements [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

Having the necessary materials and prerequisites listed below are crucial to setting you up for success in this course.

|  |  |
| --- | --- |
| REQUIREMENT | DETAILS |
| Textbook Required | **Enter required textbook information including: title, author, edition, and ISBN** |
| Course Pre-Requisites | **Enter any pre-requisites for the course as stated in the ECC catalog** |
| Computer / Software Requirements | **Enter any computer or software requirements for the course** |
| D2L Requirements | **Enter how students will be expected to use D2L – check grades, access course materials, drop assignments, etc.** |
| Other Required Materials | **Enter any other additional materials required for the course including any instructions on how or where students can obtain these materials if applicable** |
| Other Requirements | **Enter any other requirements for the course such as travel requirements, health restrictions, scheduled field trips, etc.** |
| IAI Code | **Enter the Illinois Articulation Initiative (IAI) designation / code if applicable. Refer to the catalog to find this code.** |

## Course Description [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

Enter your course description in the field provided as well as your course outcomes. The description and outcomes should be taken from the current course outline found on [CurricUNET](http://www.curricunet.com/elgin/) at [www.curricunet.com/elgin](http://www.curricunet.com/elgin). You do not need a log to view course outlines. Simply click the “Course” link on the left side of the screen under “View Courses & Programs”.



Then click on the drop down box and select your department, then click “OK”



Here you can view the course outline as well as the course master syllabus, if available. Click the “WR” link to open the course outline in Microsoft Word.



**Enter the course description information from the course outline on Curricunet.**

## Course Learning Outcomes [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

Our Course Learning Outcomes detail the skills and concepts that we’ll focus on throughout the course. Your success in these outcomes will help you prepare for future courses, for your career, and for your engagement with your community. By the end of this course, students will:

* Outcome 1
* Outcome 2
* Outcome 3
* Outcome 4
* Outcome 5

# Grading Standards [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

## Grading Policies and Procedures

**Enter grading policies and procedures here**

This section should include grading related policies and procedures. Specific assignment information should be explained in the “Evaluation/Assessment Methods” section below. Examples of grade policy/procedure information may include:

* quiz policies including how often they are given and if any unannounced quizzes will be given
* exam policies
* where students can find grading criteria used for assignments
* how students can expect to receive feedback on their work (i.e., handed back in class, D2L, etc.); the method of collecting assignments
* how the grades will be provided to the student (i.e., D2L, method for students to calculate their own grades, etc.).

Before withdrawing from a course, you are encouraged to talk with your instructor and your Academic Advisor. Together, they can help you make informed decisions for your academic success.

## Grading Summary Table

Use one of the tables provided to list all of the graded items for the course along with their respective point values or weighted percentages and the total number of points to be earned or percent weight (as in the examples below)

**Points System**

|  |  |
| --- | --- |
| Graded Items | Point Values |
| 6 Homework assignments (20 points each) | 120 |
| 2 Quizzes (50 points each) | 100 |
| 5 Chapter Tests (100 points each) | 500 |
| Attendance & Participation  | 20 |
| Final Exam | 150 |
| Total Points | 890 |

**Weighted System**

|  |  |
| --- | --- |
| Graded Items | Percent Weight |
| 6 Homework assignments | 15% |
| 2 Quizzes | 15% |
| 5 Chapter Tests  | 30% |
| Attendance & Participation  | 10% |
| Final Exam | 30% |
| Total Percent | 100% |

|  |  |
| --- | --- |
| Graded Items | Point Values |
| Click here to enter text. | **Click here to enter text.** |
| Click here to enter text. | **Click here to enter text.** |
| Click here to enter text. | **Click here to enter text.** |
| Click here to enter text. | **Click here to enter text.** |
| Total Points | Click here to enter text. |

## Make-up Exam and/or Late Work [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

This section should include your late work and/or make-up policies. For example, is there a time limit or specific format? (i.e. – the lowest exam grade is dropped and the student is able to make up one exam; however, that exam will be given on the last week of the semester)

Regardless of what the specific policy is and any conditions it has (for example, late essays will only be accepted after the student comes to Office Hours to create a plan on how to complete the work), it is important to communicate that policy in the syllabus.

**Enter the policy for make-up exams and any late work policies**

## Grading Scale [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

|  |  |  |
| --- | --- | --- |
| Letter Grade | Minimum Points / Percentage | Maximum Points / Percentage |
| A | **Click here to enter text.** | **Click here to enter text.** |
| B | **Click here to enter text.** | **Click here to enter text.** |
| C | **Click here to enter text.** | **Click here to enter text.** |
| D | **Click here to enter text.** | **Click here to enter text.** |
| F | **Click here to enter text.** | **Click here to enter text.** |

## Mid-term & Withdrawal Dates [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

Go to [Elgin’s Withdrawal Procedures web page](https://www.elgin.edu/admissions/register-for-classes/withdrawal/) to find the mid-term and last day to withdrawal dates for your section. Open the spreadsheet to find the dates; then, add in the yellow fields below. Faculty may choose to include a note about “I” (Incomplete) grades, such as: If unforeseen circumstances will prevent you from finishing coursework by the course end date, communicate with your instructor early. There is a possibility of receiving an extension (grade of Incomplete [I]) to provide you with more time to complete the work.

|  |  |
| --- | --- |
| Course Date | Date |
| Mid-Term Date | **Enter date of mid-term exam** |
| The last day to withdraw from this course with a grade of W is: | **Choose withdrawal date deadline (Note: instructors can find the withdrawal date at www.elgin.edu/withdraw)** |

After the withdrawal date listed above, the only grades that will be assigned are A, B, C, D, F, or I.

# Classroom Policies

## Attendance, Tardiness, and Student Illness Policy [SECTION REQUIRES INPUT]

Suggested components for this section include the number of days allowed to be missed or tardy and what consequences, if any, will be applied. What are students expected to do to get the information missed? Enter this information into the table below, where indicated, and outline the procedure of what is expected of a student who cannot attend and/or will arrive late.

To learn the course’s concepts, provide you opportunities to practice the necessary skills, and allow opportunities for collaborating with your peers, it is important that you attend all classes in which you are enrolled. Be sure to know the attendance policy of each of your instructors.

Under no circumstances should a student stop attending class without formally withdrawing. This can result in a failing grade on the student’s permanent record. Attendance at the first class is expected. Registered students who do not attend the first day and do not contact the instructor may be dropped from the class for non-attendance.

|  |  |
| --- | --- |
| Policy | Details |
| Instructor’s Attendance Policy | **Enter individual attendance policy** |
| Instructor’s Tardiness Policy | **Enter individual tardiness policy** |
| Instructor’s Student Illness Policy | **Enter illness policy here.** |

## Behavioral Expectations [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

Suggested components for this section include: student participation expectations, expectations that students should have of you as an instructor, study recommendations, what a student should do to be successful in this class, policies regarding cell phone and/or computer use during class time, a list of student responsibilities (e.g. – take notes during lectures, read the assigned textbook pages, lab participation, perform all in-class assignments, participate in class discussions, review material covered in class/labs, etc.), and, if applicable, suggestions for positive student interactions in an online course environment.

To ensure an atmosphere of cooperative learning and respect for all, professional classroom behavior is expected during class. Students are expected to abide by the [Elgin Community College Student Code of Conduct](https://www.elgin.edu/about-ecc/college-administration/college-procedures/student-code-of-conduct-policy/) (see [www.elgin.edu/codeofconduct](http://www.elgin.edu/codeofconduct)). Because a respectful learning environment is important for the success of everyone in this course, any behavior that violates the conduct norms will not be tolerated. Professionalism consists of communicating and behaving in ways that are suitable for a public classroom. This includes attending all classes, arriving and submitting work on time, having consideration and respect for others, and using phones and electronic devices for classwork only.

Please contact your instructor if you have any questions or concerns about what is acceptable and productive classroom behavior or if you have additional suggestions for ways to create an inclusive learning environment for everyone.

**Enter instructor’s behavioral policies if applicable**

## Academic Integrity [REQUIRED. SECTION, ITEMS SPECIFIED, AND LANGUAGE MUST BE INCLUDED]

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being honest and responsible regarding any work submitted as one’s own. The purpose of academic assignments is to help you learn. The grade received shows your own understanding and effort. It also indicates how well you have met the learning goals in a course. To demonstrate that learning, the work done must always be your own, and if you consult others’ work, this must be properly cited. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting the same work in multiple courses, misconduct in research, and/or unauthorized use of AI. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course. For more information, view [ECC’s Academic Integrity policy](https://elgin.edu/academicintegrity).

If you have any questions about what does and does not constitute academic dishonesty in our course, please contact me so that we can ensure you’re confident in the work you submit. For information on how to maintain academic integrity, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the [ECC Library Tutorials Research Guide](https://library.elgin.edu/tutorials/WritingYourPaper). Students may also seek assistance from Librarians as well as [the Write Place](https://elgin.edu/life-at-ecc/tutoring/write-place/) staff.

**Enter instructor’s Academic Integrity policies if applicable**

## Safety Requirements [SECTION REQUIRES INPUT]

**Enter instructor’s safety requirements and policies if applicable**

# Part 2: Course Outline and Schedule

## Evaluation/Assessment Methods – Course Assignments [REQUIRED BUT LANGUAGE MAY BE REVISED]

This section should describe all of the course assignments, what format they should be in, and how they will be submitted to the instructor (i.e. – in class, via D2L, other method of submission), etc. If rubrics and/or further information will be provided during the term, indicate so. How the grades will be provided to the student should also be stated (i.e., D2L, rubric, etc.).

To help students understand how the assignments will contribute to their learning, it can be helpful, in the Graded Items table, to insert a row under each major assignment that lists the Course Learning Outcomes relevant to that assignment. This is a helpful exercise for faculty to align assignments with the outcomes and can also communicate to students what the goal of each assignment is.

**Describe course assignments how each will be evaluated**

## Topical Outline – Class Schedule [REQUIRED BUT LANGUAGE MAY BE REVISED]

The Topical Outline and Tentative Class Schedule must include general topics to be covered and relevant dates for major tests, papers, or other comparable major assignments. The below example table details the topics to be covered as well as out-of-class assignments (with due dates).

It is encouraged to also note any dates that the class will not be meeting (e.g.-holidays, winter recess, spring recess, pre-planned and approved field trips, etc.).

Faculty teaching an asynchronous online course or looking for an alternative example may find this [Alternative Topical Outline Example](https://docs.google.com/document/d/1lYOFiuxKSZ1z0XTexM3IHOF11ZUbRz8D/edit?usp=sharing&ouid=105136000553252189251&rtpof=true&sd=true) helpful.

If using the table included, to add a row to the table below, click in any cell in that row and click on the “Table Tools – Layout” ribbon at the top of the screen. Here you will see option to add a row above or below the row your cursor is currently in. You can also delete rows and columns from this same menu (to the left of the “Insert Above” command).



##

|  |  |  |  |
| --- | --- | --- | --- |
| Class Meeting Date | In-Class | Out-of-Class | Due Date |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
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| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |

## Emergency Closing Information

To receive emergency texts and emails whenever there is an emergency closing or safety issue, sign up for RAVE Alerts at [getrave.com/login/elgin/.](http://getrave.com/login/elgin/) For more information regarding emergency situations at ECC, please visit the college’s [Emergency Procedures page.](https://elgin.edu/about-ecc/college-administration/college-procedures/emergency-procedures-policy/)

## MyECC Experience App

MyECC Experience is Elgin Community College’s official app. This app is designed to enrich your ECC education and provide you with a personalized experience that provides access to student activities, events, and resources you’ll use most often.



# Part 3: Resources [REQUIRED. SECTION, ITEMS SPECIFIED, AND LANGUAGE MUST BE INCLUDED]

\*Contact information for resources included at the end of this section.

## **Campus Safety**

### ECC Police

[ECC Police](https://elgin.edu/about-ecc/police-department/) offer assistance, safety tips, and emergency response. You can call them if you need assistance with your vehicle or feel unsafe for any reason.

## **Academic Resources**

### Tutoring

The Tutoring Center offers free online tutoring, drop-in sessions, math and writing support, and study skills sessions. For more information, visit the [ECC Tutoring web page](https://www.elgin.edu/life-at-ecc/tutoring/).

### ECC Library

All students are encouraged to regularly visit ECC Library and take advantage of the in-person and online services and resources available. Reference librarians can support you throughout your research process for any of your classes or assignments. They can help you with topic selection, finding resources, citing sources, and more. ECC Library offers a large selection of materials for check out, including books, Chromebooks, and graphing calculators. Private study rooms are also available for student use. For information regarding the ECC Library, please visit: [ECC Library](https://library.elgin.edu/).

### Academic and Transfer Advising Services

[Advising Services](https://elgin.edu/advising) offers assistance in developing an educational plan. Your advisor will help you plan your courses and create a development plan to reach your goals.

### Success Coaching

Student Success Coaches can assist you in various aspects of your academic journey, from setting goals and managing your time effectively to honing your study skills, mastering test-taking strategies, advocating for yourself, staying motivated, and cultivating a positive mindset. For more information, visit the [Success Coach page.](https://elgin.edu/student-services/success-coach/)

### Distance Learning D2L Technical Help

Distance Learning staff can help you navigate and troubleshoot using the D2L online learning management system for our course and any course at ECC. For contact information and to login to D2L, visit the [Distance Learning page.](https://distancelearning.elgin.edu/)

### Accessibility and Disability Accommodations

The Student Access & Disability Services office collaborates with students who have disabilities to provide and arrange reasonable accommodations to foster full participation in courses and campus experiences. If you have a disability, please visit [elgin.edu/ada](http://www.elgin.edu/ada) and complete the “Registration Form” under “New to Student Disabilities Services,” gather documentation on your disability, and schedule an intake appointment. If you have received accommodations in the past at ECC and need accommodation letters for your courses this semester, please visit [elgin.edu/ada](http://www.elgin.edu/ada) and complete the “Request Form” under “Returning Student” as soon as possible.

The laws state that students do not need to disclose a disability, but if reasonable accommodations are needed, the students must disclose a disability to the Student Access & Disability Services office and provide documentation on the disability during the intake appointment.

### TRiO

The mission of [TRiO](https://elgin.edu/trio) is to encourage and assist traditionally underrepresented students in preparation for the completion of a college education. TRiO offers one-on-one assistance and support for students who are first in their family to attend college, have financial need, or have a documented disability.

### Veterans’ Assistance

Elgin Community College has additional supports for veterans whether you are starting college for the first-time or re-entering college. Please contact Anitra King, Career and Veterans Specialist, at (847) 214-7531 or email: aking@elgin.edu. Find more information on the [Veteran Services web page](https://elgin.edu/admissions/veterans-services/).

## **Holistic Support**

### Wellness Services

The mission of [Wellness Services](https://elgin.edu/life-at-ecc/wellness-services/) is to provide support for personal well-being so students can focus on academic success. They offer students individual and group support. Students may drop in and/or make an appointment in the Student Success office, Building B, room 120. Office hours at Mon-Thurs: 8 am - 7 pm and Friday: 8 am - 4 pm. Support is also available via the AID Crisis Hotline 24 hours a day, 7 days a week. Text 833-AID-TEXT (833-243-8398) or call 630-966-9393.

### Spartan Food Pantry

The Spartan Pantry, located in B175, is open regularly each week. **All ECC students** regardless of financial need can access various grocery items and toiletries for free. Please visit the [Spartan Pantry web page](http://www.elgin.edu/spartanpantry) for specific hours and more information including how to donate and volunteer.

### Career Development Services

[Career Development Services](https://elgin.edu/life-at-ecc/career-development-services/) helps you with everything related to your future career. They can help you explore career options, define your professional goals, and look for a job.

### Student Life

[Student Life](https://elgin.edu/life-at-ecc/student-life/) provides opportunities to get involved in clubs and organizations on campus and is where to get your Student ID.

### Financial Aid and Scholarships

[Financial Aid](https://elgin.edu/pay-for-college/financial-aid/) can help you apply for and obtain financial assistance. They can also help you explore scholarship opportunities.

### Student Accounts

[Student Accounts](https://elgin.edu/pay-for-college/student-accounts/) is the centralized billing and collection point for ECC. If you would like to explore payment plans and options or pay any fees, go to Student Accounts in B151.

### Child Care

[Child Care](https://elgin.edu/life-at-ecc/early-childhood-lab-school/) is offered to students and staff for children ages 6 weeks to 5 years. For more information, go to elgin.edu/childcare.

### Transportation

ECC has a stop on the [Pace Suburban Bus Service.](https://www.pacebus.com/)

### Additional Resources

Additional resources not highlighted in this syllabus to support your well-being and academic success can be found in the[Student Resource Guide](https://elgin.edu/media/elginedu/life-at-ecc/additional-services-amp-resources/Student-Resource-Guide.pdf).

|  |  |
| --- | --- |
| Resources (Column 1 of 2) | Resource (Column 2 of 2) |
| Academic and Transfer Advising ServicesLocation: B120Phone: 847-214-7390 advising@elgin.edu[elgin.edu/advising](http://www.elgin.edu/advising) | Student AccountsLocation: B151Phone: 847-214-7380 Se Habla Español, 847-214-7380 [elgin.edu/studentaccounts](http://www.elgin.edu/studentaccounts) |
| Accessibility and Disability AccommodationsLocation: B105/B125Phone: 847-214-7717Email: sds@elgin.edu[elgin.edu/ada](http://www.elgin.edu/ada) | Student LifeLocation: B173Phone: 847-214-7352Email: studentlife@elgin.edu[elgin.edu/studentlife](http://www.elgin.edu/studentlife) |
| Career Development ServicesLocation: B120Phone: 847-214-7390Email: careerservices@elgin.edu [elgin.edu/careerservices](http://www.elgin.edu/careerservices) | Success CoachingLocation: B120Phone: 847-214-7390Email: coachappt@elgin.edu <https://elgin.edu/student-services/success-coach/> |
| Child CareLocation: M137Phone: 847-214-7376Email: ECLS@elgin.edu[elgin.edu/childcare](http://www.elgin.edu/childcare) | TransportationPace Phone: 847-364-7223RTA Travel information 312-836-7000 [elgin.edu/maps](http://www.elgin.edu/maps) |
| Distance Learning Technical HelpLocation: C210Phone: 847-214-7620Email: d2lhelpdesk@elgin.edu<https://distancelearning.elgin.edu/> | TRIO Location: B155Phone: 847-214-6959Email: trio@elgin.edu[elgin.edu/trio](http://www.elgin.edu/trio) |
| ECC LibraryLocation: Building CPhone: 847-214-7337 (Circulation Desk) 855-523-3225 (Reference Desk)Email: circdesk@elgin.edu (Circulation Desk)libref@elgin.edu (Reference Desk)[library.elgin.edu](https://library.elgin.edu/home) | Tutoring Location: C230Phone: 847-214-7256Email: tutoring@elgin.edu[elgin.edu/tutoring](http://www.elgin.edu/tutoring) |
| ECC PoliceLocation: D136Phone: 847-214-7777 (emergencies)  847-7778 (non-emergencies)Email: eccpolice@elgin.edu[elgin.edu/police](http://www.elgin.edu/police) | Veterans’ Assistance Phone: 847-214-7531 Email: aking@elgin.edu[elgin.edu/veterans](http://www.elgin.edu/veterans) |
| Financial Aid and ScholarshipsLocation: B156Phone: 847-214-7360 Se Habla Español847-214-7360Email: financialaid@elgin.edu[elgin.edu/financialaid](http://www.elgin.edu/financialaid)[elgin.edu/scholarships](http://www.elgin.edu/scholarships) | Wellness ServicesLocation: B120Phone: 847-214-7390Email: studentwellness@elgin.edu[elgin.edu/student-services/wellness](http://www.elgin.edu/studentwellness) |
| Spartan Food PantryLocation: B175[elgin.edu/spartanpantry](http://www.elgin.edu/spartanpantry) |  |

## Frequently Asked Questions [SECTION REQUIRES INPUT]

**Additional pertinent information regarding the course that has not already been covered in any of the sections above.**

*Note: As our course progresses, I may need to change elements of the syllabus. When changes are made, I will notify students as soon as possible.*