LAKE LAND COLLEGE JOHN DEERE TECH PROGRAM



LAKE LAND C O L L E G E

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LAKE LAND COLLEGE JOHN DEERE TECH PROGRAM

The John Deere Tech program is a two-year ag-mechanics program designed to upgrade the technical competence and professional level of the incoming dealership technician. The curriculum is designed by John Deere Company/North America and Lake Land College and leads to an associate in applied science degree. The program involves attending classroom lecture and laboratory experiences on John Deere products and a unique opportunity for students to work at a John Deere dealership.

The total program is completed in five semesters or approximately 21 months. Each specialized subject is studied in the classroom and laboratory on campus and then followed by related work experience in the dealership. The classes listed as SOE in the class schedule section are spent at the participating dealership gaining valuable work experience. After the dealership work experience is completed, the student returns to the campus to begin another academic cycle. This rotation system continues until completion of the program. The work experience at the participating dealership will relate as much as possible to the course work just completed at the campus.

Since considerable time is spent at the dealership, the program requires the student to have a participating John Deere dealer. If necessary, the student can request assistance in locating a participating dealer. The main responsibility of the dealership is to provide training-related opportunities and uniforms for the student during the work experience periods.

All tuition, fees and related costs are the responsibility of the student. In addition to the tuition and fees, the student is also required, if he/she does not already have one, to purchase a prescribed set of hand tools. Tools are available through manufacturers at considerable discounts.

John Deere Tech is certainly the optimum way to be directly involved in the training of professional technicians for a John Deere dealership. For more information, visit www.johndeerepowerup.com.

RESPONSIBILITIES OF PARTICIPANTS

LAKE LAND COLLEGE

- Maintain a current curriculum approved by John Deere.
- Provide a dedicated classroom and laboratory.
- Provide dedicated instructors who will act as liaisons between the school and John Deere company.
- Instructors will serve on the John Deere Tech Advisory Committee.
- Provide equipment and tools.
- Promote, advertise and recruit qualified student candidates.
- Screen applicants and assist dealers with student selection.
- Maintain all student records.
- Provide established student services such as academic advisement, financial aid, counseling, etc.
- Conduct student visitations during supervised occupational experience courses.
- Work with dealership John Deere Tech coordinator to assure attainment of work experience competencies.
- Furnish program information when requested.
- Provide associate in applied science degree in John Deere Tech program to graduates.

JOHN DEERE COMPANY

- Provide John Deere training for John Deere Tech instructors/coordinators.
- Furnish school with John Deere training equipment (manuals, components, essential tools, complete machines).
- Provide school with essential training materials (including technical publications and training aids).
- Oversee and participate in student selection procedure.
- Provide school with computer software as needed.
- Assist colleges and dealers with recruiting.

PARTICIPATING DEALERSHIP

- Meet the qualified participating dealership criteria listed in the John Deere Training Manual.
- Indicate your interest in being a participating dealer so your dealership name can be made available to interested students.
- Interview and select student that dealership will hire recommend all department managers interview students.
- Provide appropriate work experience which reinforces the trainee's most recent classroom instruction.
- Provide the student/employee with uniforms in a manner consistent with other dealership employees.
- Dealership is required to pay student during any work study or related experience at the dealership.
- Appoint an in-dealership coordinator to assist the other parties in planning and monitoring the cooperative work experience.
- Commit to promotion of the John Deere Tech Program in your local area to interested students.
- Strongly recommend the dealership hire this individual (if possible) prior to entering the program.
- Provide the student with a valid John Deere Dealer Path computer ID and password.

STUDENT

- Provide high school and post-secondary transcripts or equivalent.
- Apply and complete admissions requirements for admission to John Deere Tech Program at Lake Land College.
- Obtain participating John Deere dealership.
- Maintain Lake Land College and John Deere academic standards and adhere to academic policies.
- If at any time the student receives a grade below a C in any JDA or TEC class, he or she must obtain special permission to remain in the program.
- If at any time the student receives an F in any class, the class must be repeated to receive credit.
- Wear John Deere uniforms and safety equipment in Lake Land College labs and during supervised occupational work experiences at the dealerships.
- Provide the dealership with responsible and productive employment.
- Pay for program costs: tuition, fees, books and tools.
- Successfully complete all classes in the order listed.

PROGRAM SCHEDULE

JOHN DEERE AG TECH

(AAS.JDAT) ASSOCIATE IN APPLIED SCIENCE

A new generation of farm equipment demands a new generation of service technicians. To meet this demand, John Deere Company has created the John Deere Tech program and has selected Lake Land College as one of a limited number of North American sites.

The John Deere Tech program, offered jointly by John Deere and Lake Land College in cooperation with John Deere dealers, offers students many unique opportunities including earning a salary while learning through on-the-job training at a participating dealership; training on the latest John Deere tractors, combines and implements and learning the newest diagnostic and servicing procedures.

Students also have the opportunity to move directly into employment with their sponsoring dealership upon successful completion of this associate in applied science degree program.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR	₹		SECOND YEAR
First Semester		Hours	First Semester
Core JDA-080	John Deere Electrical Systems	3.5	Core JDA-042 John Deere SOE II
Gen TEC-048	Applied Shop Computations	3.0	Core JDA-087 John Deere Fuel Systems
Core JDA-073	JD Shop Skills & Fundamentals	3.0	Core JDA-050 John Deere Engine Systems
Core JDA-111	John Deere Ag Software	2.0	Gen COM-111 Intro to Speech Communication
Core JDA-091	John Deere Hydraulics I	3.0	SEMESTER TOTALS
	SEMESTER TOTALS	14.5	Second Semester
Second Semeste	er		Core JDA-095 John Deere Equip Diagnostics
Core JDA-071	John Deere Power Trains	3.0	Core JDA-082 Jd Advanced Elect/Electronic Sys
Core JDA-092	John Deere Hydraulics II	3.0	Core JDA-043 John Deere SOE III
Core JDA-086	John Deere Combine Production	2.5	Gen POS-160 American National Government
Gen ECO-130	The American Economy or		SEMESTER TOTALS
Gen PSY-271	Intr/Psychology or		TOTAL PROGRAM HOURS
Gen SOS-052	Workplace Communication & Safety	3.0	
Gen ENG-050	Writing for Industry or		SUGGESTED ELECTIVES
Gen ENG-119	Composition I Pathway or		Ele AGR-052 Principles of Crop Production
Gen ENG-120	Composition I	3.0	Ele HED-178 Responding to Emergencies
	SEMESTER TOTALS	14.5	Ele WEL-057 Welding Fundamentals
Summer Term			Ele JDA-054 Jd Turf & Utility Equipment
Core JDA-041	John Deere SOE I	2.0	Ele JDA-051 JD Tillage & Seeding Equipment
Core JDA-094	John Deere Air Cond Systems	2.5	Ele JDA-114 John Deere Hay Equipment
Core JDA-113	John Deere Apex Software	2.0	
Core JDA-072	JD Advanced Power Trains	3.0	
	SEMESTER TOTALS	9.5	

Call Counseling Services: 217-234-5232 Email: counsel@lakelandcollege.edu

Faculty Contact: Russell Neu

Faculty Email: rneu@lakelandcollege.edu

Faculty Phone: 217-234-5387

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COURSE DESCRIPTIONS

TEC-048 – Applied Shop Computations

Focuses on basic arithmetic and calculations necessary for solving shop oriented problems involving geometric figures, formulas, and algebra. F (3 credit, 3 lecture hours)

ENG-050 – Writing for Industry

Students will learn strategies for writing essays, instructions manuals, proposals, reports, career documents as well as deliver oral presentations to prepare them for a profession in industry. Students will practice research strategies by using library resources and the Internet. (3 credit, 3 lecture hours)

ENG-120 - Composition I

Students will study the writing process by reading essays that illustrate a variety of rhetorical strategies, analyzing writing tasks and texts, and writing, revising, and editing short essays.

HED-178 – Responding to Emergencies

Provides citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and help with sudden illness until professional medical help arrives. F, S, Su (2 credit, 2 lecture hours)

JDA-041 – John Deere Supervised Occupational Experience I

Students will receive on-the-job experience in a John Deere dealership. This will allow students to practice and utilize the skills and knowledge learned previously. The work will be supervised by the sponsoring dealership and a Lake Land College John Deere Tech instructor. S (2 credit hours)

JDA-042 – John Deere Supervised Occupational Experience II

A continuation of JDA 041. F (4 credit hours)

JDA-043 – John Deere Supervised Occupational Experience III

A continuation of JDA 042. S (4 credit hours)

JDA-050 – John Deere Engine Systems

This course is an introduction to John Deere engines and their systems. Basic theory of engine principles will be discussed with diagnosis and repair of intake and exhaust, cooling, and lubrication systems. F (3 credit, 1 lecture, 4 lab hours)

JDA-051 – John Deere Tillage and Seeding Equipment

Students will learn the theory and principles of operation, setup and adjustment, troubleshooting, and repair of John Deere tillage and seeding equipment. F (3 credit, 1 lecture, 4 lab hours)

JDA-054 – John Deere Turf & Utility Equipment

This course is a study of John Deere consumer and commercial equipment. Operation, diagnosis, and repair of internal combustion engines, engine ignition systems, electrical and safety systems, fuel systems, and mowing attachments will be covered. Testing, adjustment, and set-up of these systems will be covered. S (2 credit, 1.0 lecture, 2 lab hours)

JDA-071 – John Deere Power Trains

This course focuses on the theory of power transmission from engine to traction wheels including the function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Some minor disassembly, adjustments, and reassembly of components will be performed. Su (3 credit, 2 lecture, 2

JDA-072 – John Deere Advanced Power Trains

Students will put into practice the theories of diagnosis, disassembly, inspection, repair, and reassembly of John Deere power train components. These components will include clutches, transmissions, differentials, and final drives for both combines and tractors. F (3 credit, 1 lecture, 4 lab hours)

JDA-073 – John Deere Shop Skills and Fundamentals

Students will be taught procedures with respect to shop safety and organization, identification and proper use of tools, use of measuring equipment, plus orientation to John Deere manuals, warranty procedures, shop tickets, and product identification and evolution. F (3 credit, 1.5 lecture, 3 lab hours)

JDA-080 – John Deere Electrical Systems

The basic electrical principles and applications of magnetism, electro-magnetism, and the safe utilization of electrical test meters will be provided. The course will examine the principles of operation, testing, and repair of ignition systems, cranking systems, and charging systems will be demonstrated and practiced. F (3.5 credit, 2.0 lecture, 3 lab hours)

JDA-082 – John Deere Advanced Elec./Electronic Systems

Designed to develop knowledge in electronic/electrical systems. Upon completion of this course, students will be able to properly use service equipment to diagnose electronically controlled components and monitor systems used on tractors, planting, and harvesting equipment. S (3.5 credit, 1 lecture, 5 lab hours)

JDA-086 – John Deere Combine Production

This course is a study of the theory and principles of operation of John Deere combines, corn heads, and grain platforms. Pre-delivery, set-up, adjustment, and operation of combines and headers will be performed. In-field operation and adjustments will be conducted in both corn and soybeans.. S (2.5 credit, 1 lecture, 3 lab hours)

JDA-087 – John Deere Fuel Systems

The basic understanding of the operating principles of John Deere fuel systems will be presented. Students will also learn diagnosis, removal and installation, and repair of John Deere fuel system components. S (3 credit, 1 lecture, 4 lab hours)

JDA-095 – John Deere Equipment Diagnostics

This class will provide the student with an opportunity to develop proper diagnostic skills needed at a dealership. S (3 credit, .5 lecture, 5 lab hours)

JDA-091 – John Deere Hydraulics I

The principles and application of theory, construction, fluid flow, and testing of components used on John Deere tractors, combines, and lawn and ground care equipment will be discussed. F (3 credit, 2 lecture, 2 lab hours)

JDA-092 – John Deere Hydraulics II

The study of John Deere tractor and combine hydraulic systems will be presented. Emphasis will be placed on diagnosis and repair of hydraulic and hydrostatic drive systems. F (3 credit, 1 lecture, 4 lab hours)

JDA-094 – John Deere Air Conditioning Systems

The theory and principles of operation, diagnosis, and repair of John Deere heating and air conditioning systems will be presented in this course. Students also become certified to comply with state and federal laws. Su (2.5 credit, 1 lecture, 3 lab hours)

JDA-111 – John Deere Ag Software

Use of computers as required by John Deere dealership service employees. Emphasis will be on locating service diagnostic and repair information. F (2 credit, 1 lecture)

JDA-113 – John Deere Apex Software

Use of computers and machines to become familiar with precision agriculture and global positioning systems.

JDA-114 – John Deere Hay Equipment

This course introduces students to John Deere Hay Equipment. This equipment includes Mower-Conditioners, Hay Rakes, Small square balers, and Large round balers.

POS-160 – American National Government

The fundamental principles of the American government are summarized. Federalism, civil liberties, citizenship, parties and elections, the presidency, congress, judiciary, and national policies are discussed within the framework of the American Constitutional System. American politics are discussed in the context of liberal vs. conservative points of view. F, S, Su (3 credit, 3 lecture hours)

ECO-130 – The American Economy

Combines Macroeconomics and Microeconomics and focuses on basic supply and demand analysis, national income accounting, business cycles, inflation, unemployment, fiscal and monetary policy, and international economic problems.

(3 Credit, 3 Lecture hours)

COM-111 – Intro to Speech Communication

Students will focus on the fundamental principles and methods of selecting, analyzing, organizing, developing, and communicating information, evidence, and points of view to audiences. F, S, Su (3 credit, 3 lecture hours)

AGR-052 – Principles of Crop Production

Designed to develop needed skills involved in production of the major field crops in central Illinois & Indiana. Plant growth, crop choice, tillage, planting and sowing for maximum yields are emphasized.
(3 Credit, 2 lecture, 2 lab hours)

WEL-057 – Welding Fundamentals

Course will cover basic welding processes, including: Oxy-Acetylene welding, Arc welding, Cutting and Brazing.

PSY-271 – Introduction to Psychology

Focuses on psychology as a science, introducing concepts and research in a variety of subfields, including neuroscience, sensation and perception, consciousness, learning and memory, cognition, motivation and emotion, development, personality, disorders and therapy, and social psychology. (3 credits, 3 Lecture)

ENG-119 – Composition I Pathway

IAI C1 900 Prerequisite: Must assess into ENG-007 or take ENG-005 with a minimum grade of "C" Students will study the writing process by reading essays illustrating a variety of rhetorical strategies, analyzing texts, and writing, revising, and editing short essays. Course is for students who have assessed into developmental English, receiving supplemental instruction for course completion. Course Level Fee 2 (4 credits, 3 Lecture, 2 Lab/Lab-Discussion)

SOS-052 – Workforce Communication and Safety

Provides an understanding of the human mechanism when associated with interpersonal relationship on the job. Emphasis placed on vocational motivation, communication and perception, along with Red Cross CPR/AED/First Aid training to enhance safety and response skills in a workplace emergency. (3 credit, 3 lecture)

ADMISSION REQUIREMENTS

The John Deere Ag Tech program is a special admission program. Students must complete an application procedure and meet specific criteria to be admitted. Enrollment into the college does not guarantee admission into the program. To begin the admission process, follow these steps:

- 1. Submit completed Lake Land College Intent to Enroll form.
 - Go to the Lake Land College website: lakelandcollege.edu.
 - In the top left corner click on "Enroll."
 - Click on Submit Intent to Enroll Form.
- 2. After completing the form please contact Russell Neu, Brent Curry or Matthew Rodgers.
- 3. Send an official copy of your transcripts to Lake Land College Admissions & Records, 5001 Lake Land Blvd., Mattoon, IL 61938.
- 4. Complete Lake Land placement tests and Mechanical Reasoning Test. Students may submit ACT or SAT scores in lieu of taking the Lake Land assessment tests. ACT/SAT scores should be reported directly to the college. ACT/SAT scores are valid for four years after the test date.
- 5. Secure participating John Deere Dealer and submit dealer agreement to Lake Land College John Deere Tech Program.
- 6. Apply for financial aid by completing the FAFSA online at fafsa.gov. It is recommended that all students complete a FAFSA for the purpose of grants or loans. Lake Land College's code is 007644. Contact Financial Aid at financialaid@lakelandcollege.edu or 217-234-5231 with questions.
- 7. Complete the Lake Land College Foundation Scholarship application. The online application can be found online at lakelandcollege.edu/scholarship-opportunities. Applications are due by February 1 for the following academic year. Call the Foundation at 217-234-5445 for more information.
- 8. Attend new student orientation and registration day.

If you have any questions please contact:

Russell Neu, Instructor and Program Coordinator 217-234-5387 or rneu@lakelandcollege.edu

Matthew Rodgers, Instructor 217-234-5308 or mrodgers@lakelandcollege.edu

Brent Curry, Instructor 217-234-5028 or bcurry@lakelandcollege.edu

TRANSFER OPTIONS

The purpose of the John Deere Tech program is to prepare entry level technicians to work at their sponsoring dealers. Some students show interest in areas such as product support, GPS specialist, sales or management. To assist these students Lake Land College has transfer agreements with Southern Illinois University Carbondale and Murray State University to provide a streamlined transfer into each of their Ag Systems Technology programs. The advantage of this degree is to help the student advance faster, provide better management skills and provide more career opportunities at a John Deere dealer.

A student would have the ability to attend classes for approximately four years and have two separate degrees—an associate degree in John Deere Tech from Lake Land and a bachelor's degree in Ag Systems Technology from a university while taking advantage of the internships and lower cost provided by Lake Land College.

TRANSFER AGREEMENT UNIVERSITIES





LAKE LAND COLLEGE Mattoon, Illinois

John Deere Tech Program Dealer Approval Form

Directions to Dealer: Please submit this completed form to Lake Land College John Deere Tech. It is suggested that the following criteria be used when interviewing applicants. It is recommended that the student also work at the dealership as much as possible prior to actually entering the program.

In addition to meeting Lake Land College Admissions requirements, applicants must secure approved participating John Deere Dealer. The purpose of this interview is to determine whether or not your dealership is willing to participate with this applicant.

Education and Experience: Every applicant will have a unique background. Prior training or experience is not essential for success in the John Deere Tech program but may be valuable in certain instances.

Scholastic Aptitude: Evaluate the applicant's potential to complete the academic work required for graduation. The applicant can supply the dealer with high school transcripts and John Deere Tech program test results. Upon request the student will provide the dealership with grade reports from Lake Land College.

Commitment: The John Deere Tech program is approximately two years in length and applicants must be willing to make an honest commitment to complete all required courses and supervised occupational experiences. This commitment may be terminated by either party during the two years.

Employability: The applicant should be viewed as seeking permanent employment. The John Deere Tech program will help you train your future technicians. You should be able to consider this person as someone you could/would employ full time once the required skills are mastered.

Career Interest: The applicant should express a strong desire to be a reliable and knowledgeable ag technician. A successful applicant should be an individual who will assist you in meeting the needs of your customers in the future.

Computer ID: When the student begins the program he or she will need a valid user ID and password that will allow access to the Deere Dealer Path and CCMS web sites.

	ne
Address	
Telephone	
Dealer Approva	al:
	mend this applicant for the John Deere Tech program and agree to provide sponsorship.
Dealership	
Dealership Rep	resentative
	aler Account Number
Address of Emr	bloying Dealership
Return to:	Lake Land College
	John Deere Tech
	Attn: Russell Neu

5001 Lake Land Blvd. Mattoon, IL 61938

LAKE LAND COLLEGE JOHN DEERE TECH PROGRAM

RELEASE OF INFORMATION

I hereby grant permission to Lake Land College to share my high school transcripts and/or pre-admission test results concerning the John Deere Tech program with John Deere Company – John Deere Agricultural Marketing Center.

I also grant permission to Lake Land College to provide class grades and/or grade point average information to my sponsoring dealership upon written request.

Applicants Name (Printed)
Applicant's Signature
Date

John Deere Tech program candidates must return this completed form to:

Lake Land College John Deere Tech Attn: Russell Neu 5001 Lake Land Blvd. Mattoon, IL 61938

MINIMUM TOOL LIST

Consult with instructor before beginning the program about tool purchases. The Fluke 88V, 6" pocket ruler, pocket flashlight and safety glasses will be required when beginning school. Remainder of the tools will be required before the student's first SOE period. These tools are available at considerable discounts to our students.

1 – Tool box – Minimum of an eight- drawer top chest suggested.

Wrenches:

- 1 Standard ignition wrench set
- 1 Metric ignition wrench set
- 1 Standard Allen wrench set 1/16" 3/8"
- 1 Metric Allen wrench set 2 mm 19 mm
- 1 Long, 12 point, combination set 1/4" 1 1/4"
- 1 Long, 12 point, combination set 8 mm 32 mm
- 1 5/8" x 3/4" 12 point flare nut wrench
- 1 6" adjustable
- 1 12" adjustable

Sockets:

- 1/4" drive set –including: ratchet, universal joint, long & short extensions, standard sockets 3/16" 1/2", metric sockets 5 mm 13 mm, 1/4" to 3/8" adaptor
- 3/8" drive set –including: 8" ratchet, 3" & 6" extensions, 5/8", 3/4", 13/16" spark plug sockets, 9 mm 19 mm 12 point shallow sockets, 3/8" to 1/4" adaptor, 3/8" to 1/2" adaptor, 1/4" to 7/8" 12 point shallow sockets,
- 1/2" drive set –including: 12" ratchet, 5" & 10" extensions, 18" flexible handle breaker bar, universal joint, 3/8" 1 1/4" shallow 12 point sockets, 10 mm 32 mm 12 point sockets, 1/2" to 3/8" adaptor, 1/2" to 3/4" adaptor

Pliers:

- 1 8" slip joint
- 1 6" needle nose with wire cutters
- 1 7" diagonal wire cutting
- 1 12" Alligator or Cobra slip joint
- 1 10" Straight jaw Vise-Grip
- 1 Wire hose clamp pliers
- 1 Wire terminal pliers
- 1 Flat band hose clamp pliers

Screwdrivers:

Straight set – 6", 8", 10" and stubby Phillips set – #1, #2, #3 and stubby

Measuring Equipment:

- 1 Combination 6" and 150 mm steel pocket rule
- 1 General use feeler gauge .0015" .035" also stamped in metric
- 1 10' metric/fractional tape measure
- 1 Tire gauge 5-45 psi in one-pound increments for air-liquid filled tires
- 1 Fluke 88V digital multi-meter, DO NOT SUBSTITUTE
- 1 Ignition type feeler gauge

Miscellaneous:

- 1 Clear lens safety glasses (must meet Z 87 specs)
- 1 0-ring pick set
- 1 16" rolling head bar
- 1 18" pry bar w/handle
- 1 16 oz. ball peen hammer
- 1 24 oz. ball peen hammer
- 1 1 1/2" wide stiff gasket scraper
- 1 1/2" brass drift
- 1 7 piece punch & chisel set

SUGGESTED ADDITIONAL TOOLS

These tools should be purchased when possible.

Short, double box end set 3/8" - 3/4"

9 mm – 19 mm 12 point 3/8" drive deep sockets

1/4" to 7/8" 12 point 3/8" drive deep sockets,

3/8" drive T27 - T55 torx bits

3/8" - 1 1/4" ½" drive deep 12 point sockets

10-32mm1/2" drive deep sockets

Ratchet screwdriver with straight and Phillips bit

50 – 250 lb. Ft. ratcheting click type ½" drive torque wrench

Retractable magnetic pick-up tool

Battery post scraper

Retractable mirror

Air chuck

M777 hose ends

Air blow gun

Cotter pin puller

i410 Fluke amp clamp

LAKE LAND COLLEGE CONTACTS

Lake Land College 5001 Lake Land Blvd. Mattoon, IL 61938 217-234-LAKE (5253) 800-252-4121 Illinois Only

Russell Neu	217-234-5387			
Matthew Rodgers	217-234-5308			
Brent Curry John Deere Tech Instructor	217-234-5028			
Ryan Orrick	217-234-5208			
Cathy Montgomery Administrative Assistant to Agriculture and Technology	217-234-5566			
Manager, John Deere Tech partnerships	913-310-8481			
IMPORTANT COLLEGE NUMBERS				
Admissions & Records	217-234-5434			
Assessment Testing	217-234-5301			
Accounting (Tuition & Fees payment)	217-234-5214			
Registration	217-234-5434			
Counseling Services	217-234-5232			
Financial Aid/Veteran Services	217-234-5231			

ESTABLISHING IN-DISTRICT RESIDENCY OUT-OF-STATE / OUT-OF-DISTRICT STUDENTS ENTERING THE JOHN DEERE TECH PROGRAM LAKE LAND COLLEGE

ILLINOIS COMMUNITY COLLEGE TUITION CHARGE BACK PROCEDURE

Illinois residents who reside outside the Lake Land College district should follow the Chargeback Procedure.

Students residing in the state of Illinois but outside of Lake Land College's district should make application for a charge back from their home community college district. The procedure for applying is:

- Contact the appropriate office at your local community college. In most cases this will be Admissions & Records.
- Inform the office who handles the charge backs that you are a resident of their district and will be attending Lake Land College in Mattoon in the John Deere Tech program. The John Deere Tech program is not offered by any other Illinois community College.
- The local community college district will handle it from there.

OUT OF STATE STUDENTS

Students who wish to establish permanent residency in the Lake Land College district, may register to vote at Admissions & Records. Please provide:

- A copy of the in-district lease or piece of first-class mail received at the in-district address.
- A driver's license or state identification card.

Students may also register to vote at the county courthouse and present the voter registration form to Admissions & Records located in the Luther Student Center.

To qualify for in-district residency a student must have all completed information to Admissions & Records by the last day of their first term of enrollment or they will be responsible for payment of any out-of-district / out-of-state charges.

Change of residency should be reflected in student accounts within two business days.

