

Welcome to Carl Sandburg College





Make sure Sandburg always has your current address and phone number. Update your information online through mySandburg.



Check your Sandburg email each week!

Champ the Charger is our school mascot and he sends out emails each week reminding you of upcoming deadlines and important information. You can also learn about weekly events on campus. Ask the Tech Help desk how to forward your Sandburg emails to a personal account.

Follow Sandburg on social media!



Now that you are registered, what's next?

- **Log in to mySandburg**
 - Information on your username and password is located on the mySandburg page as well as contact information for Tech Help.
- **Arrange to pay for your classes**
 - **Payment must be made by the published due date. If you do not pay your tuition on or before the due date, you will be dropped from your classes.**
 - Talk with the financial aid office to ensure your financial aid is processed and applied to your account before the tuition due date.
 - If you do not receive any financial aid, you may sign up for the payment plan at mySandburg under *My Account*.
- **Get your Sandburg ID card**
 - Once campus re-opens, you can get your Sandburg ID card.
- **Attend Charge Up Orientation**
 - During your registration appointment, your advisor will sign you up for a session.
 - Charge Up Orientation will give you important information to begin taking classes at Sandburg.
- **Purchase your textbooks and supplies**
 - Take a copy of your schedule to the bookstore at least 2-3 weeks before classes begin or order online through the bookstore's website.
 - Keep the receipt in case you change classes.
- **Get organized**
 - Arrange your schedule to allow for plenty of study time.
 - Have a back up plan for transportation, child care, and other commitments.
- **Begin classes**
 - During the first week, there will be staff in the hallways to help find your classrooms and answer any questions.
 - **No Show You Go—make sure to attend classes the first week and log in to your online classes within the first 2 days of the semester or you risk being dropped for non-attendance.**

Important Dates

You can find the specific dates in the **Success Guide** you will receive at **Charge Up Orientation**.

Welcome Week activities: 1st week of the fall and spring semester

No Show You Go: 1st four days of the semester

100% refund period: 1st nine days of the fall and spring semester

Fall Fest: 2nd week of the fall semester

Spring Fest: 14th week of the spring semester

Midterm exams: during the 8th week of the fall and spring semester

October Bash: 9th week of the fall semester

Last day to drop: Tuesday of the 14th week of the fall and spring semester

Final exams: During the 17th week of the semester



Fall semester: August - December

Winter session: December - January

Spring semester: January - May

Summer session: June - July

Waitlists

If your advisor waitlisted you for a class, you will receive a notification through your mySandburg email account when a seat in the class becomes available. To claim your seat, you must register for the section during the business day immediately following the date of the email by calling 309-341-5237 between the hours of 8:00 AM and 3:30 PM. If you do not claim your seat, the seat that has been reserved for you will be offered to another student.

To register, please call 309-341-5237 and state that you need to register for a waitlisted class. Please be sure to tell your advisor if you need to drop any other classes you no longer need.

Due to the time-sensitive nature of the waitlist process, email is not a reliable method to register for your waitlisted seat. Please call 309-341-5237 and we will be glad to assist you!

Meet the advisors & success coach



Mike Bailey
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Donna Bradford
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Candy Fones
Success Coach
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Jenn Johnson
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Vicki McMullin
Counselor
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Dan Yasenکو
Counselor
309.341.5248
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Student Services office hours

Monday - Tuesday 8 AM - 6 PM

Wednesday - Friday 8 AM - 5 PM

Summer office hours

Monday - Friday 8 AM - 4 PM