

Lake Forest College Orientation

Welcome to Lake Forest College, we are glad you are here!



**LAKE FOREST
COLLEGE**

Lake Forest College has a lot to offer you!

This orientation presentation highlights a variety of the College's offerings as you get started in your career journey with the College.

For a faculty & staff directory or detailed information about any programs, services or departments visit the Lake Forest College website at:
<https://www.lakeforest.edu>



About Lake Forest College

Lake Forest College is located in the suburban town of Lake Forest, a half mile from Lake Michigan and 30 miles north of downtown Chicago. The College's 107 acres are spread out across three campuses that are divided by wooded ravines. It is home to more than 250 species of naturalized plants and 187 bird species.

With classic 19th and 20th Century architecture, mature oak trees, and numerous green spaces, the College has been and remains a popular place to film movies.

Student Body

- Total undergraduates: 1.813
- Our students come from 43 states, Washington D.C., the U.S. Virgin Islands, and 114 countries.
- 40% of domestic students identify as students of color
- 20% are international students (including dual citizens)
- 13% are transfer students
- More than 40 languages are spoken on campus

Faculty

- Lake Forest professors regularly include undergraduates in their primary research and supervise independent research projects.
- They receive fellowships and grants from such notable organizations as the Fulbright Program, National Science Foundation, National Institutes of Health, National Endowment for the Humanities, Freeman Foundation, Mellon Foundation, MacArthur Foundation, Getty Trust, Goldsmith Foundation, and Kemper Foundation.

Areas of Study

- The College has 34 majors, 49 minors, 15 accelerated programs and affiliations, and three pre-professional programs. Students can declare up to one minor, or one major and two minors.

Academic Year

- The year includes two 15-week semesters and three four-week terms in the summer session.



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About Lake Forest College – Mission Statement

Mission Statement

Lake Forest College affirms that education ennobles the individual.

Our curriculum engages students in the breadth of the liberal arts and the depth of traditional disciplines. We encourage students to read critically, reason analytically, communicate persuasively, and, above all, to think for themselves. We prepare our students for, and help them attain, productive and rewarding careers. We foster creative talent and independent research. We embrace cultural diversity. We honor achievement. Our faculty of distinguished scholars takes pride in its commitment to teaching. We know our students by name and prepare them to become responsible citizens of the global community. We enable students, faculty, trustees, and administrators to solve problems in a civil manner, collectively. We maintain a secure residential campus of great beauty. We enrich our curriculum with the vibrant resources of Chicago. Lake Forest College celebrates the personal growth that accompanies the quest for excellence. Approved by the Faculty and Trustees – May 1992; amended 2014.

Lake Forest College Community Values

As Foresters, we belong to a community that finds strength in its diverse identities and perspectives, and we take pride in our connectedness. As we strive for excellence, we continue to build an environment where every individual is seen, heard, cared for, and supported. The values and traditions we share as Foresters connect us to one another and to our future. Endorsed by College Council and Board of Trustees – May 2025.

Curiosity

- We are curious about the world.
- We are curious about each other.
- We are curious about the people we may become.

Accountability

- We are accountable to our community, leading to transparency and shared governance.
- We are accountable for the impact of our actions.
- We are accountable for our environment and campus spaces.

Intellectual inquiry

- We pursue intellectual inquiry that champions critical thinking.
- We pursue intellectual inquiry that invites interdisciplinary and co-curricular learning.
- We pursue intellectual inquiry that embraces respectful dialogue.

Engagement

- We engage with purpose, bringing our passion, ideas, and energy to everything we do.
- We engage respectfully with one another's diverse identities and perspectives.
- We engage in bettering our community by connecting across our campus, local community, and beyond.



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Academic Freedom and Freedom of Expression

- Lake Forest College upholds academic freedom and freedom of expression as fundamental rights protected by the U.S. Constitution. These rights are shared by all Foresters and are essential for the educational process. The College's mission emphasizes the importance of free inquiry and the open exchange of ideas, which are vital for an intellectual community committed to knowledge production and sharing.
- Lake Forest College's approach to academic freedom and freedom of expression is guided by the Lake Forest College Community Values. Foresters value a diversity of peoples and perspectives, fostering an environment that cultivates critical thinking and dialogue across our connectedness and differences.



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About Lake Forest College – Administration

At Lake Forest College, the following offices work together to supervise and maintain the administrative aspects of the College:

For detailed information visit:

<https://www.lakeforest.edu/about-us/administration>

- [President](#)
 - Dr. Michael “Mike” Sosulski is the College’s 15th president, effective August 11, 2025,
- **Business Office**
- **Career Advancement**
- **Communications and Marketing**
- [Dean of the Faculty](#)
- **Development and Alumni Relations**
- **Enrollment**
- **Information Technology Services**
- **Office of Campus Life**
- **Trustees**
- [Senior leadership team](#)
- **Strategic framework**



LAKE FOREST
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Campus Map



Virtual
tour



LAKE FOREST COLLEGE

Public Safety

Phone: 847-735-5555
if you are experiencing a life-
threatening emergency, please call 911

Operating 24 hours a day, every day of the year, the Department of Public Safety seeks to provide for the safety and protection of persons and property within our community by providing a highly visible, reassuring, and readily accessible presence of professional and well-trained personnel who are committed to promoting positive community relations while maintaining a safe and secure learning environment.

- Look to this department for the following:
 - Lake Forest College faculty & staff ID badges
 - Parking permits
 - Campus escorts
 - Guest Registration for parking
 - The SafeForesters mobile app
 - Rave Alert
- SafeForesters allows you to immediately contact Lake Forest College Public Safety or local law enforcement at the touch of a button in addition to other safety features. SafeForesters app can be downloaded by going to <https://lakeforest.apparmor.com/clients/lakeforest.edu/index.html>
- Staff/Faculty get notified of emergency situations/campus closures through Rave Alert. Campus-wide emergency notification tests are conducted from time tot time. The test is delivered through Rave Alert and includes notifications via phone calls, emails, text messages, the SafeForesters app, and digital signage displays across campus. If you do not receive the notification on your phone or through other channels, please contact the ITS Service Desk so we can review your contact information and ensure it is properly configured.



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Public Safety – Active Shooter

ACTIVE SHOOTER

QUICKLY DETERMINE YOUR BEST OPTION TO PROTECT YOUR OWN LIFE

RUN



If there is an escape path

- **Leave the building** immediately
- **Leave** your belongings
- **Help** others escape
- **Call 911** when you are safe

HIDE



If you cannot run

- **Lock** or **barricade** the door
- **Silence** your cell phone; be quiet
- **Hide** from sight

FIGHT



As a last resort

- Attempt to **incapacitate** the shooter

- **Improvise** weapons

When law enforcement arrives on the scene:

- Keep your hands visible
- Avoid pointing/yelling



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Public Safety: 847-735-5555
lakeforest.edu/publicsafety



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Public Safety – Emergency Response



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EMERGENCY RESPONSE QUICK REFERENCE CHART



Read the entire Emergency Response Reference
Guide on www.lakeforest.edu/emergency
Public Safety: 847-735-5555

MEDICAL EMERGENCY

IF THE PERSON IS UNCONSCIOUS

or has difficulty breathing – complaining of chest pain – bleeding profusely

- Call 911 – Then call Public Safety at 847-735-5555
- Do not attempt to move the person
- Provide first aid or CPR if you know how

IF THE PERSON IS CONSCIOUS

and has no difficulty breathing – no chest pain – and no significant blood loss

- Call Public Safety at 847-735-5555
- Provide first aid if possible
- If alcohol or other poisoning is suspected, keep the person awake and do not attempt to give any food or beverage

TORNADO

TORNADO – IF YOU RECEIVE A WEATHER BULLETIN OR HEAR THE CITY ALERT SIRENS

- Seek shelter inside a building
- Go to the basement or a small room or hallway on the lowest floor
- Stay away from windows and pull shades down
- Remain sheltered until you receive an "all clear" message

ACTIVE SHOOTER

QUICKLY DETERMINE YOUR BEST OPTION TO PROTECT YOUR OWN LIFE

RUN

If there is an escape path, run

- Leave the building whether others agree to or not
- Leave your belongings
- Help others escape if possible
- Prevent others from entering the area
- Call 911 when you are safe, then call Public Safety at 847-735-5555

HIDE

If you cannot run, hide

- Lock and/or barricade the door if possible
- Silence your cell phone; be quiet
- Hide behind large objects
- Remain very quiet

FIGHT

As a last resort

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons

When law enforcement arrives on the scene:

- Keep your hands visible
- Avoid pointing/yelling and know that help is on the way



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Information Technology

Phone: 847-735-5544

Email:

servicedesk@lakeforest.edu

Information Technology Services delivers technology strategy, services, and solutions to enhance Lake Forest College's core mission by achieving excellence in our operations and anticipating the needs of students, faculty, and staff as they pursue their educational and professional goals.

- Look to this department for the following:
 - PC and/or laptop issuance
 - Access to software, applications, etc.
 - Telephone set-up/support
 - Printer set-up/support
 - Internal av or livestream set-up needs
 - Technical Troubleshooting
 - Connectivity and Access Solutions
 - Password Reset Support
 - Setup and Configuration
 - Software Training



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Communications & Marketing

Phone: 847-735-5014

The Office of Communications and Marketing develops strategic marketing and communications initiatives to promote the Lake Forest College brand to various audiences including prospective and current students, alumni, parents, donors, faculty and staff, and media.

- Look to this department for the following:
 - Business Card Orders
 - Faculty and Staff headshots
 - Brand Book – use of college logos, colors, fonts, etc.
 - Add Events to Calendar
 - Design requests



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Facilities Management

Phone: 847-735-5040

Facilities Management is responsible for maintaining the College's buildings and grounds as well as overseeing the College's construction and renovation projects.

- Look to this department for the following:
 - Keys
 - Office furniture
 - Lake Forest College Van Reservations
 - Carpentry
 - Painting
 - Hvac
 - Custodial services
 - Grounds



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Campus Dining

Phone: 847-735-5225

Dining at Lake Forest College

Fresh Approach to Food: Our focus is on craftsmanship, and we choose imperfect over standardized food. Our chefs take production into their own hands – chopping, dicing, peeling and cooking from scratch with real ingredients. It's at the core of who we are, and we embrace it.

- Look to this department for the following:
 - Meal plans, flex dollars
 - Catering services
 - Care packages
 - Menus and Nutritional information
 - Food u app



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Campus Dining – Dining Options

DINING HOURS OF OPERATION

Whether you're grabbing a quick bite or enjoying a sit-down meal, our dining locations are here to serve fresh, delicious options throughout the day. Standard hours of operations for the academic year are listed below.

HART DINING HALL Breakfast Monday – Friday: 7:30 am – 9:30 am Brunch Saturday & Sunday: 9:00 am – 2:00 pm Lunch Monday – Friday: 10:45 am – 2:00 pm Dinner Sunday – Thursday: 4:30 pm – 8:00 pm Friday & Saturday: 4:30 pm – 7:30 pm	BOOMER'S Monday – Friday: 11:00 am – 12:00 am (midnight) Saturday & Sunday: 2:00 pm – 12:00 am (midnight)	DEERPATH CAFÉ Monday – Friday: 10:00 am – 4:00 pm Saturday & Sunday Closed
THE PAW Monday – Friday: 9:30 am – 9:00 pm Saturday & Sunday: 9:00 am – 8:00 pm	CYBER CAFÉ Monday – Thursday: 7:30 am - 6:00 pm Friday: 7:30 am - 2:00 pm Saturday & Sunday: Closed	DEERPATH CAFÉ Open 7 days a week: 8:00 pm - 12:00 am (midnight)
THE MARKET Monday – Friday: 8:00 am – 12:00 am (midnight) Saturday & Sunday: 10:00 am – 12:00 am (midnight)		



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Lake Forest College Sports and Recreation Center

Phone: 847-735-6133

The Sports Center, originally constructed in 1968, has long been home to Forester Athletics. But after the completion of a \$17-million, 65,000-square-foot recreation and fitness addition, the building was appropriately renamed the Lake Forest College Sports and Recreation Center. This building now provides ample space for both varsity athletic competition (basketball games, volleyball matches, swimming & diving meets, and handball tournaments) and training as well as club sports, intramurals, and general recreation. The completion of this project helps the College to emphasize its commitment to full-body wellness for all students, faculty, and staff. Photos of the building and its features and hours are listed below.

- Look to this department for the following:
 - Faculty & Staff facility access



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Human Resources

Lake Forest College is an inspiring and supportive community in which to work. The [Human Resources department](#) at Lake Forest College ensures the college offers comprehensive and competitive pay and benefits to attract and retain talented individuals to further our mission.

Human Resources provides on college employment opportunities, benefits, support and guidance on performance concerns, HR policies and procedures, professional development, retirement planning, HR news and events, and much more.

- Look to this department for the following:
 - Faculty & Staff handbooks
 - Faculty & Staff Benefits offering
 - Current Open positions
 - Recruitment
 - Verifications of Employment
 - ADP support

North Hall, Middle
Campus

Phone: 847-735-5028

Email:
hr@lakeforest.edu



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Dean Of The Faculty

North Hall, Room 209
Middle Campus

Phone: 847-735-5038

The Dean of the Faculty Office oversees all departmental and interdisciplinary academic programs, as well as off-campus studies and the College's Center for Chicago Programs.

- Look to this department for the following:
 - Faculty specific questions
 - Faculty programs
 - Faculty hiring
 - Department reviews
 - Commencement



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Title IX

Phone: 847-735-6009

Email:
Titleix@lakeforest.edu

Access, Equity & Title IX is committed to addressing all incidents of discrimination based on sex and power-based interpersonal violence, remedying the effects on individuals who have been harmed and providing an equitable process for all participants. We believe that sexual misconduct is a form of power-based interpersonal violence that violates the dignity of a person and interferes with an individual's right to equal access and full participation in the Lake Forest College community. Equal access and full participation as a member of the Lake Forest College community is critical to individual success and to the College's vision as an intellectual and creative community in which teaching, learning, scholarship, and creative work are accomplished at the highest levels.

To ensure compliance with Federal and State law we rely on the participation of the entire LFC community, including but not limited to, Human Resources, Deans, Academics, and Student Affairs, and students.

In order to coordinate and provide oversight of the College's efforts for Access, Equity, & Title IX, including but not limited to:

- Receives and responds to reports of power-based interpersonal violence
- Oversee sex and gender concerns, including sexual orientation and gender identity
- Admissions, recruitment, programs, athletics, counseling, housing, financial aid etc.
- Conducts investigations
- Coordinates appropriate supportive and protective measures
- Offers informal and formal options
- Identify and address patterns, monitor outcomes, and make recommendations to the College designed to show its commitment to Emerson's value of a safe, respectful, and diverse learning, living and working environment
- Maintains campus-wide oversight for compliance



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Campus Conduct Hotline

Phone: 866-943-5787

Campus Conduct Hotline is a confidential, independent, call-in service that provides a simple, anonymous way for you to help preserve the values and reputation of our institution. One phone call from you can alert the institution administration of problems that may affect the entire campus community.

How does Campus Conduct Hotline work?

When you call Campus Conduct Hotline you will speak to a friendly, trained specialist who will guide you through the details of your concern. You will be given a case number for your reference, so your call will be completely anonymous. No information will be taken about you, so you will never be identified.

If you prefer to report online, please follow this link:

www.intouchwebsite.com/CCH1773

Your concerns will be submitted to the campus administration for investigation. Using your case number you can call Campus Conduct Hotline at any time to check on the status of the investigation and learn of any actions that have been taken.

When you use Campus Conduct Hotline, your call will be:

- Confidential and anonymous
- Answered by a masters'-degreed specialist in psychology or social service
- Handled with support and sensitivity
- Reported to the administration for investigation
- Assigned a case number you can use to follow-up on the status of your concern

When should you call Campus Conduct Hotline?

Campus Conduct Hotline offers an easy, comfortable way to report activity or behavior you may observe or experience on campus that is harmful, unethical, questionable, or causes you or someone else personal injury. You should call the Campus Conduct Hotline if you experience or observe any of the following:

- Fraud or crime
- Sexual harassment
- Discrimination
- Safety or facility risk issues
- Security and Internet policy abuses
- Code of Conduct violations
- Workplace hostility
- Unethical grading practices
- Fraudulent financial or business practices
- Any other questionable behavior



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Business Office

Phone: 847-735-5030

Email:

businessoffice@lakeforest.edu

The [Office of Business Affairs](#) at Lake Forest College serves the economic needs of the College community. We do so by anticipating concerns, providing timely information, and seeking innovative solutions. We take pride in achieving these goals courteously, fairly, and efficiently, and invite and encourage those involved to become partners with us in the process.

- Look to this department for the following:
 - Payroll
 - Student accounts
 - Cashier
 - Accounts payable
 - Vendor payments
 - Reimbursements / departmental staff reimbursements
 - Accounting office
 - Departmental budgets and other accounting needs



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Business Office - Payroll

The Payroll Department administers and processes your payroll.

Faculty and Staff employees are paid based on approved Employment Letters from an Officer of the college.

Faculty and Administrative Staff (Exempt) are paid monthly, on the first working day of the month.

Biweekly (Non-Exempt) Staff are paid every other Friday.

For pay statements, log onto ADP, at Home page, MYSELF, select Pay and you will find Annual Statements.

- Look to this department for the following:
 - Earnings/Pay statement information
 - Time sheets
 - W2 forms
 - W-4 forms
 - ADP support
 - Payroll Calendar



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2026 PAYROLL CALENDAR



January

S	M	T	W	T	F	S
1				1	2	3
2	4	5	6	7	8	9
3	11	12	13	14	15	16
4	18	19	20	21	22	23
5	25	26	27	28	29	30

February

S	M	T	W	T	F	S
6	1	2	3	4	5	6
7	8	9	10	11	12	13
8	15	16	17	18	19	20
9	22	23	24	25	26	27

March

S	M	T	W	T	F	S
10	1	2	3	4	5	6
11	8	9	10	11	12	13
12	15	16	17	18	19	20
13	22	23	24	25	26	27
14	29	30	31			

April

S	M	T	W	T	F	S
14			1	2	3	4
15	5	6	7	8	9	10
16	12	13	14	15	16	17
17	19	20	21	22	23	24
18	26	27	28	29	30	

May

S	M	T	W	T	F	S
19	3	4	5	6	7	8
20	10	11	12	13	14	15
21	17	18	19	20	21	22
22	24	25	26	27	28	29
23	31					

June

S	M	T	W	T	F	S
23	1	2	3	4	5	6
24	7	8	9	10	11	12
25	14	15	16	17	18	19
26	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
27			1	2	3	4
28	5	6	7	8	9	10
29	12	13	14	15	16	17
30	19	20	21	22	23	24
31	26	27	28	29	30	31

August

S	M	T	W	T	F	S
32	2	3	4	5	6	7
33	9	10	11	12	13	14
34	16	17	18	19	20	21
35	23	24	25	26	27	28
36	30	31				

September

S	M	T	W	T	F	S
36			1	2	3	4
37	6	7	8	9	10	11
38	13	14	15	16	17	18
39	20	21	22	23	24	25
40	27	28	29	30		

October

S	M	T	W	T	F	S
40			1	2	3	4
41	4	5	6	7	8	9
42	11	12	13	14	15	16
43	18	19	20	21	22	23
44	25	26	27	28	29	30

November

S	M	T	W	T	F	S
45	1	2	3	4	5	6
46	8	9	10	11	12	13
47	15	16	17	18	19	20
48	22	23	24	25	26	27
49	29	30				

December

S	M	T	W	T	F	S
49			1	2	3	4
50	6	7	8	9	10	11
51	13	14	15	16	17	18
52	20	21	22	23	24	25
53	27	28	29	30	31	

If you make a schedule change, please check your Payroll Schedule to be sure you use the correct week number.

- ADP processing week number (Sunday - Thursday)
- ADP processing week number (Friday & Saturday)

- ADP, Federal Reserve, and banks are closed. Allow an extra day for direct deposit.
- Federal Reserve is closed. Most banks closed. Allow an extra day for direct deposit.
- ADP is closed. Federal Reserve is open. Most banks open.

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Monthly payroll - paid on the first business day of each month

Biweekly payroll – see calendar



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Business Office – Payroll Calendar



YOUR WORK AREA

BUILDING/OFFICE/CUBICLE/DESK

Each building and work area is different, please check with your manager for the following:

- Office supplies and process for requesting office supplies
- Use of kitchen/kitchenette areas in your building
- Use of conference rooms in your building
- Outgoing/incoming mail
- Copier access
- Location of restrooms
- Fire safety and evacuation

**CHECK WITH
YOUR
MANAGER**



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Calendar

Events

[Lake Forest College Calendar | Lake Forest College](#)

Academic Calendar

[2025–2026 Academic Calendar | Lake Forest College](#)



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Calendar – Holiday Schedule

Below are the staff holidays for the 2025–2026 academic year.

	2025	2026
New Year's Day	Wednesday, January 1	Thursday, January 1
Martin Luther King Day	Monday, January 20	Monday, January 19
Memorial Day	Monday, May 26	Monday, May 25
Juneteenth	Thursday, June 19	Friday, June 19
Independence Day	Friday, July 4	Friday, July 3
Labor Day*	Monday, September 1	Monday, September 7
Thanksgiving Day	Thursday, November 27	Thursday, November 26
Friday After Thanksgiving	Friday, November 28	Friday, November 27
Christmas Eve Day	Wednesday, December 24	Thursday, December 24
Christmas Day	Thursday, December 25	Friday, December 25
Winter Recess	Friday, December 26 – Tuesday, December 30	Monday, December 28 – Wednesday, December 30
New Year's Eve Day	Wednesday, December 31	Thursday, December 31

Staff employees receive one floating holiday annually to be used by the end of the fiscal year (5/31).



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The Staff Governance Committee – Monthly all Staff Meetings

The goal of the staff governance committee is to strengthen staff engagement, promote a positive work culture, and contribute to the College's long-term success and sustainability.

The Staff Governance Committee hosts the monthly all staff meeting. An email invitation is sent to your lake forest college email account.

All staff are invited to attend. This is a great way to learn about what is going on at the college and network.

**Attend the All
Staff Meetings**



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The Staff Governance Committee – Mission and Values in Action

The Staff Governance Committee is responsible for receiving recommendations from fellow staff sharing stories of staff colleagues demonstrating the Lake Forest College mission and values in action.

Share your story about a staff colleague in your department or another that embodies the Lake Forest College Mission and Values in action so that we can celebrate them at our all Staff Meeting.

Your identity will be anonymous, but we will call out the person you are recognizing.

[Lake Forest College Mission and Values in Action](#)

**Celebrate
Your
Colleague(s)**



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Community, Advocacy, Resources, and Empowerment (CARE)

Welcome to the Office for CARE.

Community. Advocacy. Resources. Empowerment.

The Office for Community, Advocacy, Resources, and Empowerment (CARE) is dedicated to cultivating a campus culture where equity, belonging, and well-being are deeply embedded in the student, faculty, and staff experience.

CARE is a space of support, connection, and transformation—where community is nurtured, advocacy is amplified, and every individual is encouraged to bring their full self to campus life.

**Visit the
CARE
Office**

**Mohr Student Center,
Room 033
(847) 735-5076**



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City of Lake Forest

The [City of Lake Forest](#) and the North Shore are rich with resources for recreation, entertainment, culture, and more.

The City of Lake Forest, population 20,000, is a safe, suburban community recognized for its natural beauty, sensitivity to open space and preservation of its historic structures and landscapes.

A vibrant downtown business district, including historic Market Square and the Metra train station, is a ten minute walk from campus.

The beautiful Lake Michigan beach is a five minute walk from campus.



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Welcome!

To Do List

- Get your Lake Forest ID Card
- Register for Parking, if applicable
- Familiarize yourself with the Lake Forest College website
- Familiarize yourself with ADP
- Enroll for Benefits, if applicable
- Enroll for 403(b) Plan
- Enter your time in ADP Time & Attendance, if applicable
- Optional
 - Register to use the Sports Center
 - Load your ID card with funds to use in the Dining areas



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Welcome!

lakeforest.edu