

Academic and Student Services

Academic Advising

Building 1, Room 103, (541) 463-3200

Lane Community College's academic advising model is replicated in many two- and four-year institutions, and meets the standards of the National Academic Advising Association. The model addresses the student's development from enrollment through graduation. Services encompass student retention, academic advising (student advocacy, program development, course selection, career advising, scheduling and decision-making, and referrals) as well as career and retention counseling (career and life planning, counseling and dealing with obstacles including personal issues that impede success).

Lane uses a comprehensive centralized professional advising unit, with academic advisors, counselors, faculty, and other key staff. Advising teams have shared responsibilities to provide a managed advising system for students. The advising teams are clusters or "neighborhoods" identified with: instructional programs, geographical areas and diversity services areas. An administrator oversees all advising functions.

The Counseling Department offers students several academic advising services. They help students:

- learn about Lane services and programs,
- understand college procedures,
- obtain up-to-date written information about requirements for Lane programs and degrees,
- plan course schedules to meet personal needs and program requirements,
- select from Lane courses that meet degree requirements at Lane and at four-year schools throughout the state,
- and develop ways to do well in classes and feel satisfied about school.

A counselor and academic advisor are assigned to each academic division and to students who are undecided about a major. A list of transfer programs, counselors and academic advisors appears on pages 51. A list of career and technical programs, counselors and academic advisors appears on page 52. A list of counselors and academic advisors for students who are undecided is located in Counseling.

Students can make an appointment with a counselor or academic advisor at the reception desk in the Counseling Department, by calling (541) 463-3200, or directly contacting the counselor or academic advisor. Also, students may come in without an appointment during scheduled drop-in hours. Schedules for the term are posted on each office door.

Counselors and academic advisors have in-depth knowledge of academic departments' procedures and resources. New students meet with a department counselor or academic advisor during the program orientation/advisory session. These sessions orient students to their academic programs and provide help with course planning. Students are encouraged to meet with a counselor or academic advisor on a regular basis throughout their stay at Lane.

Representatives from four-year schools in the state make regular visits to Lane Community College. Students considering

transfer should meet with these representatives. Schedules of these visits are available in Counseling.

Advance Registration Students who attended any credit class during the prior academic year may participate in Advance Registration. The student attends an Advance Registration Advising Session with his or her assigned counselor or academic advisor for assistance in planning for the next term or the next four terms. Advising sessions are offered for fall, winter, spring, and summer terms.

Academic Learning Skills

Center Building, Second Floor, (541) 463-5439

Academic Learning Skills (ALS) offers courses to improve student success in lower division, career and technical and transfer courses. ALS courses offer clear and direct articulation with courses required for the Associate of Arts Oregon Transfer degree. ALS coordinates class sequences and outcomes with the following departments: Adult Basic and Secondary Education; English as a Second Language; Language, Literature and Communication; Family and Health Careers; Mathematics; and Women in Transition.

Academic Learning Skills includes:

- **Credit courses to develop skills** These courses are helpful to students who have been out of school for a long time, lack confidence in their skills, or need to improve skills which are developed but not refined. Students who are at college for the first time, who want to improve on previous school performance, or whose goals are to achieve high grades and strong knowledge are provided the instructional coursework to assure their success at Lane.
- **Support for students who have specific learning disabilities** Multi-sensory approaches to learning are included in many skill-building courses. Students strengthen their basic skills through step-by-step instruction. Computer classes include basic keyboarding and word processing, writing and study skills in a more individualized, self-paced approach to develop computer skills. Staff provide individual assistance to students with learning disabilities in using accommodations, selecting appropriate courses, and assisting as liaisons between the student and other programs or services.

Credit Courses Academic Learning Skills offers a number of courses for college credit. For more information about courses, see the Study Skills and College Preparation heading in the course description section of this catalog. Other specialized courses may be found under the following headings in the course descriptions: Mathematics; Computers: Introduction/Information Systems/Computer Science; Computers: Keyboarding; Women in Transition; and Writing.

Guided Studies Program Guided Studies is designed for students whose placement test scores indicate the need to strengthen academic skills before entering college-level courses. Guided Studies students are required to take appropriate preparatory courses and are restricted from other college-level courses their first term. Students meet with the Guided Studies counselors to plan an appropriate program.

Assessment and Testing

Building 1, Room 116, (541) 463-5324

For current information about Testing Service office hours, fees and other details, please visit lanecc.edu/testing.

Lane Community College offers a wide range of tests to students who want help in understanding themselves and making wise career decisions. The college uses tests as one of several counseling/advising tools, not merely as a record of performance. Testing Services tries to provide all students an opportunity to discuss their test results with a counselor/advisor who will assist them in exploring the meaning and implications of their test results.

Any current Lane student may use Testing Services, and in many cases people who expect to become Lane students may use it. Students who wish to take vocational interest surveys and personality inventories need to see a counselor to determine if a test is desirable and to get a referral. However, students do not need a referral to take GED tests, screening exams conducted for various departments, or the placement tests for new students in reading, writing and math. FAA tests require authorizations in most cases.

Occasionally, in the process of doing research, the college may also require tests of various students or groups of applicants.

Placement tests Placement tests also are available at the Cottage Grove and Florence centers, and many local high schools. Vocational interest surveys are available through counselors at Cottage Grove and Florence.

Many kinds of tests and assessments are available:

- Placement tests in reading, writing, and math
- General Educational Development (GED) tests for people wanting their high school Certificate of Equivalency
- Vocational interest surveys
- Personality inventories
- FAA computer-assisted tests for airplane pilots and mechanics
- Screening tests required for entry into some programs with limited enrollments
- FCC computer-assisted tests for radio applications licenses

Credit for Prior Learning

Generally, there is no need to take a class when a student has already learned the material, no matter where or how. Four alternative ways of earning credit are listed below:

Credit-by-Examination Credit-by-Examination (CBE) gives students the opportunity to demonstrate they have mastered material covered in a Lane course. In some cases, they take written examinations covering the content of a course. In other cases, they give performances or demonstrations of their skills in certain areas. If they are successful, Lane will award them college credit. Students must have completed at least 12 credits of non-CBE coursework at Lane and must currently be enrolled in at least six credit hours. Many courses may be challenged through the CBE process. Information on procedures and fees is available at Enrollment and Student Financial Services in the lobby of Building 1.

Credit-by-Assessment Students who have experience and knowledge in certain areas may receive college credit for many Lane courses through the Credit-by-Assessment (CBA) process. Examples of relevant experiences are work, volunteer work, travel, certain hobbies, noncredit courses, workshops, and work at schools accredited differently than Lane. If a student can describe and satisfactorily document that such learning satisfies one or more course requirements, faculty members will evaluate these accomplishments and may award course credit. Students must have completed at least 12 credits of non-CBE or CBA coursework at Lane and must currently be enrolled in at least six credit hours. CBA is different from having one's transcript evaluated, a service of the Student Records Office, and also is different from the Credit-by-Exam procedure. Information on procedures and fees is available at Enrollment and Student Financial Services in the lobby of Building 1.

The maximum CBE and CBA credit which may be applied to any degree or certificate is 25 percent.

College-Level Examination Program and Advanced Placement

Students may take exams on many college subjects through the College-Level Examination Program (CLEP) and receive credit for satisfactory scores in both general areas and various other specific subject areas. The credit Lane grants also is granted at most four-year colleges and universities. These credits do not appear on the Lane transcript. Lane accepts the following general examinations: social sciences/history, natural sciences, and humanities (arts and letters). Lane also accepts the following subject examinations: American History I and II, American Literature, Biology, Calculus with Elementary Functions, Chemistry (General), English Literature, French, Microeconomics, Macroeconomics, Spanish, and Sociology. Contact the Enrollment and Student Financial Services/Student Records Office for more information.

Students who have earned credit through the Advanced Placement (AP) program, usually through advanced high school courses, may receive credit for satisfactory scores. You need to provide Lane with an official report. To order a report, contact the College Board/Advanced Placement at 1-888-CALL-4-AP.

There is more information on Lane's website on scores and exams for both CLEP and AP.

Miscellaneous Training and Credit Credit is granted for military training and for work completed at some proprietary schools. Such credit generally applies only toward a vocational program and does not appear on the student's Lane transcript. The student should apply for such credit in Enrollment and Student Financial Services, bringing certificates of completion, school records or other available documentation. The student is notified of the credit granted by requesting a general evaluation (request forms are in Enrollment and Student Financial Services and Student Records), and a record is kept in the student's file. A veteran student will be granted 3 credits of PE (either required or 3 credits in Open Electives) by providing the college with a copy of a DD 214 with an Honorable Discharge.

Bookstore

Main Campus, Center Building, Third Floor, (541) 463-5256
Downtown Center Campus, Main Floor, lanecc.edu/bookstore/

The college Bookstore is located on the mezzanine of the Center Building with access stairs located across from the Library on the second floor of the Center Building and an elevator on the northeast end of the Center Building. Students may purchase materials needed for class work, including textbooks, reference books, general books, art supplies, computer hardware and software, and a variety of school supplies. The Bookstore also carries a line of specialty and gift items. Textbooks for outreach centers are available at main campus.

Student Book BuyBack is a service offered during final exam week. Students may receive up to 50 percent of the amount paid for textbooks that meet the following conditions. The book is:

- needed for the next term.
- in good, saleable condition.
- clean (some highlighting is permissible).

The main campus Bookstore is open Monday through Thursday, 8 a.m.-5 p.m. and Friday, 9 a.m.-4:30 p.m. The Bookstore offers extended hours the first week of fall, winter and spring terms and during Book BuyBack. Summer term hours vary and will be posted.

Career and Employment Services

Building 1, Room 102, (541) 463-5167, lanecc.edu/ces

Lane's Career and Employment Services (CES) offers comprehensive, career-related assistance to students and community members. Individuals can receive help with scholarship research, researching career options, career planning, reentering the job market, or changing career direction. CES provides free employment referral to part-time, temporary and permanent positions on campus or with local and nationwide organizations.

Career Information CES offers free career assessments. A career resource library contains an extensive range of information on careers, industries, labor market trends, and job search skills, as well as colleges and programs of study. The most popular source of information is Oregon's Career Information System (CIS), which provides occupational descriptions for 400 careers, including current salary ranges, job outlook, job descriptions, training, and programs of study. Other career materials include career websites, magazines, books and college catalogs.

Scholarship Information CES houses scholarship resources and information, including scholarship applications and scholarship books, as well as access to Internet sites and searches. Scholarship workshops are offered throughout the year, including the annual January scholarship workshop, and a credit class is offered winter term. CES Advisors and Student Service Associates (SSA's) are available to assist you in your research for cash for college lanecc.edu/ces/scholarships.

Career Advising Advisors are available by either drop-in or individual appointment for students and community members who would like help with career planning, career exploration and career changes.

Assessment As part of the career counseling process, students often find career-related inventories helpful to clarify their goals. These assessments explore career interests, skills, values, and personal style. Some inventories require counselor referral and interpretation. Fees are charged for some assessment tests. Referrals to Career Counselors are available to Lane students.

Off-Campus Student Employment Lane provides a free employment referral service for students, alumni and community members. Jobs are listed online at lanecc.edu/ces then click the "Lane Job Connection" link.

Career Fair CES hosts a Career Fair in April of each year. This event brings 50+ employers to campus and allows students and community members the opportunity to meet and talk about employment within their company.

Job Search Assistance Resources are provided in job search skills: writing a resume, interviewing, job search strategies, and Internet/Web resources. Computers with relevant software are available for students to gather information, gain job search skills, and produce job search-related documents.

On-Campus Student Employment (Learn and Earn program) Currently enrolled students may find employment as student workers in college departments. Eligible students can work up to 15 hours per week. Jobs pay \$8.50 per hour. Jobs are posted on Lane Job Connection, lanecc.edu/ces.

Student Service Associates Student Service Associates (SSA's) are peer mentors selected from the student body and trained to assist the Counseling department and Career and Employment Services (CES) in helping new and continuing students with enrollment and registration processes and campus resources. SSA's assist students, alumni, and community members in CES linking them with career development and information, scholarship resources, and job search strategies. In addition, SSA's conduct campus and department tours, assist with campus wide events such as our annual Career Fair, Scholarship Workshop, Lane Preview Night, Early Orientation, and other outreach activities. Interested students should inquire at lanecc.edu/ces/ssa.htm in early April for application and hiring process for the upcoming academic year.

Federal Work Study Eligibility is determined through your financial aid award. Jobs are posted on Lane Job Connection, lanecc.edu/ces. For more information, contact the financial aid office.

Career-Related Classes Information about career planning, scholarships, and job search skills workshops is available to interested individuals. Connections with credit-earning academic classes such as Career and Life Planning, Cooperative Education and Career Exploration are also offered.

Child Care

Lane's Child and Family Center, center office Building 24, Room 114, (541) 463-5519

The center is state licensed and located on the main campus. It provides care for students, staff and community families. The Child and Family Center is open from 6:45 am to 5:30 pm., Monday-Friday and serves children 30 months to five years old. Classrooms are staffed by professional teachers, Lane students and parents. The center is a lab school for students in the Early Childhood Education program and a cooperative where parents can work to reduce their fees. Limited child care tuition assistance is available. For additional information and fee schedules, contact the Child and Family Education Department office.

Lane Family Connections, Building 24, (541) 463-3954, or 1-800-222-3290

Lane Family Connections (LFC) is a community-based program that works to ensure the children of Lane students and other families have access to safe, quality and affordable child care in Lane County. LFC provides the following services:

Parents Parents receive personalized referrals to child care options in Lane County based on specific family needs. Trained consultants search hundreds of child care listings and offer support in making appropriate child care connections. Parents receive research-based information to help assess the quality of their child care choices.

Child care professionals Assistance in launching a child care business, training, technical assistance, and resources are offered to people who are interested in caring for children. Training topics include first aid/CPR, business development, and child guidance. Classes are offered evenings and weekends. Professional development scholarship opportunities are available on a limited basis.

Servicios en Espanol Servicios en Espanol son ofrecidos y disponibles a todos. Inclusive and accessible services are offered in Spanish.

Employers LFC helps employers assess the child care needs of their employees. Enhanced referral services, employer tax credits, dependent care assistance programs, and other family friendly benefit information is available.

Advocacy LFC advocates for improving the child care system in Lane County and produces data reports for public policy and community planning.

More information is available at lanecc.edu/lfc.

Clubs and Organizations

See Student Life and Leadership Development.

Community Center for Family Counseling

See page 248.

Computer Laboratories

All registered Lane students have unlimited access to the open computing laboratories on main campus and at the Cottage Grove and Florence Centers. The technology/ resource fees paid by each student provides this access.

Labs are available at various times weekdays and evenings. For more information on hours and availability of equipment, call the labs at the extensions below, or pick up a brochure at any of the labs.

The Library Laptop Lab has PC laptops. Software for word processing, spreadsheet, database, and miscellaneous educational programs is available. For more information, call (541) 463-3530.

The Microcomputer Lab in Building 4, Room 201, has Pentium and Macintosh computers. Software includes spreadsheet, database, word processing, graphics, desktop publishing, miscellaneous educational programs, and various program languages. For more information, call (541) 463-5288.

Students also have access to the SHed, Student Help Desk, to receive assistance using the SSAN (Staff and Student Access Network) and with other issues. The SHed is located in the open computer lab in Building 4, Room 201 and is open during the same operational hours as the lab. For more information, call (541) 463-3333.

Counseling

Building 1, Room 103, (541) 463-3200

Counseling provides retention and support services to help students achieve success during their learning experiences.

The counselors, academic advisors and support staff work together to present a variety of services to the diverse student population.

Counselors offer assistance with:

- returning to school and adjusting to changes.
- making career and educational decisions.
- developing academic programs.
- improving interpersonal communication skills.
- coping with stress and depression.
- resolving personal and family problems.
- strengthening student success.

During open hours, there is a counselor available to help students with crises or emergencies.

Lane counselors are highly trained professionals with a variety of credentials. All counselors engage in continuing education to maintain excellence and currency in services. All counselors subscribe to the Ethical Standards of the American Counseling Association, and Licensed Professional Counselors are bound by the Oregon Code of Ethics. These standards and laws protect student confidentiality and other rights. Personal information discussed with a counselor is private and confidential, unless the student gives written permission to share it with others; it involves potential danger to self or others; it involves child, elder or vulnerable adult abuse; a court orders the release of information; or other exceptions in accordance with Oregon statutes.

Students and prospective students may contact counselors or academic advisors directly during their posted office hours or through Counseling. The center is available to prospective students and new students for orientation and information on a drop-in basis, as well as continuing students for advising or for referral for counseling or advising.

Counseling is open Monday through Wednesday, 8 a.m.-5 p.m.; Thursday, 8 a.m.-4 p.m.; Friday, 8 a.m.-2 p.m. Counseling and advising services also are available at the Cottage Grove and Florence centers. Contact these centers for information or appointments.

Disability Resources

Building 1, Room 218, (541) 463-5150, (voice); (541) 463-3079, TTY; (541) 463-4937, Fax; disabilityresources@lanecc.edu; lanecc.edu/disability

Disability Resources collaborates with students, staff, faculty, and community members to create inclusive, equitable, diverse and sustainable learning environments for all.

The department is a resource for creative problem-solving to enhance access in the following areas:

- Admission/registration assistance, advising and advocacy
- Accommodations for classes, including:
Test accommodations (extended time, reduced distraction, separate room, reader, scribe)
Alternate format (enlargements, audio/ text formats, Braille)
Assistive technology (computer software and hardware, assistive devices)
Service Providers (sign language interpreter, classroom aide)
- Consultation, referral and disability awareness information
- Campus accessibility information, maps and basic mobility orientation

Other departments provide the following services:

Career and Employment Services Career/job/scholarship information is provided for persons with disabilities.

Health and Physical Education Department Health and PE teaches a therapeutic exercise and rehabilitation course for temporarily or permanently disabled persons. The instructor sets up an individualized exercise program for each student, taking into account the student's disability, needs and goals.

Library The following assistive technology is available for use in the library; text scanners, screen readers, text-enlarging programs, CCTV, large screen monitors, closed caption decoders and cassette players/recorders. The library is also equipped with automatic doors and wheelchair accessible adjustable workstations.

TRiO Learning Center Students eligible for Disability Resources also may be eligible for services through TRiO Learning Center.

Physical Campus Lane has an interconnecting ramp system that makes most buildings accessible. Restrooms, pay phones (V/TTY), and emergency phones also are accessible.

English as a Second Language

See page 247.

Enrollment and Student Financial Services/Financial Aid

Building 1, First Floor, (541) 463-3100, (877) 520-5391, TTY (541) 463-4722, or lanecc.edu/es/

Enrollment and Student Financial Services provides a variety of services for new and returning Lane students. These services include:

- Admission assistance
- Financial aid advising
- Cash payments
- LCC Photo ID cards (optional)
- Receiving documents from students
- Assistance with ExpressLane on:
 - Obtaining financial aid information
 - Registration
 - Ordering official transcripts
 - Making credit card, debit, or check payments
 - Updating address, telephone and e-mail information
 - LaneCC Debit Card

Food Services

Foodservices provides three dining areas for students, faculty and staff. The Snack Bar features chicken tenders, grilled chicken, hamburgers and grab-n-go. The Foodcourt features pizza and pasta, fresh made sandwiches and salads, Pan Asian (Asian), Carvers Station (roasted meats, vegetables and potatoes), and Veggie Ville (vegetarian and vegan). The Blenders Espresso Bar features fresh Wandering Goat Organic coffee beverages, blended smoothies, sandwiches, grab-n-go, and fresh in house pastries. All are located on the first floor of the Center Building. A full line of vending machines are located throughout campus.

Hours of Operation (subject to change):

	Mon-Thurs	Fri	Sat
Snack Bar	10:30 a.m.-2 p.m.	10:30 a.m.-2 p.m.	Closed
Foodcourt	7-10:45 a.m. 11:15 a.m.-3 p.m.	7-10:45 a.m. 11:15 a.m.-2 p.m.	Closed
Espresso Bar	7 a.m.-6 p.m.	7 a.m.-2 p.m.	Closed



Health Clinic

Building 18, Room 101 (541) 463-5665 lanecc.edu/healthclinic/

The LCC Health Clinic provides health care services to Lane students and employees, including treatment for acute illnesses, minor injuries, and some chronic conditions. Appointments are preferred. We also provide information and referrals to community resources.

The mission of the LCC Health Clinic is to provide affordable, accessible, efficient, evidence-based health care to the students and employees of Lane Community College. The Health Clinic staff provides holistic care in a collaborative partnership with the patient, with respect for diverse beliefs and needs, assisting the patient to make informed decisions about disease prevention and management of chronic health conditions. The clinic provides education to individuals and groups to enable them to be better consumers of health care and stewards of their own health.

Services available to eligible students and employees

Students who pay the ASLCC Activity Fee when registering for classes and employees who pay the Health Clinic fee are eligible for these services:

Free Services:

- Office visits
- X-ray referral (the clinic does not pay for x-rays)
- Limited follow-up for chronic illness
- Diagnosis and treatment of most acute illnesses
- Treatment of minor trauma including sprains, strains, cuts and abrasions
- Assistance managing mental health issues
- Tobacco cessation support

Low Cost Services:

- Specialized procedures such as spirometry, wart treatments and sutures
- Immunizations including flu vaccine
- EKGs
- Lab testing, on-site and reference lab work
- Family planning/contraceptives, pregnancy testing, pap smears
- Men's and women's sexual and reproductive health care
- Physicals for LCC programs and athletics

Family Planning Expansion Program:

- A Medicaid funded project offers limited FREE services such as birth control, exams, testing and supplies to those who are eligible. See our website: lanecc.edu/healthclinic/fpep/index.html

Services available to all students and employees regardless of eligibility

Free Services:

- Emergency response
- First aid
- Blood pressure checks
- Referrals to community agencies and health providers

Services available to individuals with disabilities

- Limited personal care assistance
- Medication assistance
- Loan of crutches

Payment methods Payments for our fee-based services are **due at time of service** or can be charged to an open LCC account. Reference lab costs can be billed directly to your insurance by the reference lab.

Confidentiality All services provided are confidential. A confidential medical record is established for each patient. This record is kept for 10 years. Federal and Oregon State laws govern the release of these records.

Health Insurance Lane Community College does not sell health insurance or handle any insurance claims. Brochures for a low cost health insurance plan for students and their families are available in the clinic lobby.

Referrals Patients with health problems beyond the scope and mission of the LCC Health Clinic are referred to specialists in the community, the Peacehealth Urgent Care Center, or local emergency rooms at the patient's expense. If an ambulance is required, the **patient will be responsible for costs incurred.**

Health Clinic Hours The health clinic is open Monday through Friday during fall, winter, and spring terms on days that classes are in session. Appointment times are available from 8:20 a.m. until 4 p.m. The Health Clinic is closed from 12:15 p.m. to 1:15 p.m. for lunch. The clinic is also open summer term on a limited basis. Please call for times. Practitioners are not available on weekends, holidays or during school breaks.

Housing

The following options are available for Lane Community College students taking credit classes leading to a degree, certificate or transfer program.

Students must meet application and income criteria determined by the agency operating each complex and must complete a separate application process for each location. Once the application process is complete, space will be allocated as available.

Bagley Downs, 19th Avenue between Pearl and High, Eugene

- St. Vincent de Paul offers these units in partnership with Lane. All units are two bedroom.
- Call (541) 687-5820, ext. 130 to get on the Lane Community College waiting list. As units become available students on the list will be contacted to complete application and verify income and student status.

Aurora Building, 100 East 11th, Eugene Village Oaks, 3606 West 18th, Eugene Firwood, 2139 West 12th, Eugene

- Students should apply in person at the Lane County Housing Authority, 300 West Fairview, Springfield.
- Some students may already be on the waiting list at these places. Students also may be on lists at other HACSA complexes. Contact the Lane County Housing Authority, 300 West Fairview, Springfield, and also ask to be placed on the Lane Community College waiting list.

College Corner, 704 Mill Street, Springfield

- Contact Tim Breen at Jennings Property Management, (541) 683-2271 for more information regarding Jennings application process.

University of Oregon housinguoregon.edu

- Students who are dual-enrolled may access the UO Housing Office, (541) 346-4277.

Many students reside in rental apartments throughout the Eugene-Springfield area. Lane's Student Life and Leadership Development office provides housing referral information to Lane students. Housing information also can be found at registerguard.com and at lanecc.edu (search housing).

Contact Tina Lymath, Lane Community College Student Life and Leadership Development, (541) 463-5336.

International Student Program

International Admissions/Advising and Student Activities,
Bldg 11

Jane Marshall 541-463-3404, Room 243; Colby Sheldon 541-463-5165, Room 242; Beth Schenderlein 541-463-3409, Room 219 internationaladvisor@lanecc.edu

Each year more than 200 international students attend Lane Community College. Students who are in the United States on a student visa can study in either the IESL Program or in credit level classes. There are special admission requirements for international students and support staff is available to help with this process. The International Student Program helps these students create a positive and successful educational experience that includes an orientation to the college and community, immigration advising, an academic schedule, assistance with housing and recreational activities.

Opportunities are available throughout the school for both international and American students, including on-campus activities and enrichment trips to local, regional and statewide places of interest. Students from all over the world join together and share their cultures in activities such as an English Conversation Partner program, social hours, holiday celebrations and an annual International Day. Activities focus on making friends and learning about each other.

International students are offered help in finding homestay living arrangements with local hosts. Students interested in homestays must make requests at least one month prior to arrival.

Assistance is offered in helping international students make connections in the community and finding resources on campus. Information is also available about other living opportunities, bus schedules, business referrals and other services.

More information is available on the International Student Program website at lanecc.edu/stuser/internat.htm.

Legal Services

Building 1, Room 210A, (541) 463-5365

Legal advice is free and available to all credit students on main campus through the mandatory student activity fee. A practicing attorney is available 20 hours per week and limited hours during summer term. Appointments may be made through the Legal Services office.

Library

Center Building, Second Floor, (541) 463-5220

The Library provides a wide variety of resources for instructional, research, recreational, and general information needs of students, faculty, staff, and community residents. The collection includes over 65,000 volumes of books and audiovisual materials, print subscriptions to more than 250 periodicals, and a variety of online databases. Remote access to the Library's online catalog and full-text online databases is available to Lane students and staff. The Library's website is lanecc.edu/library.

Instruction and Services Librarians provide information assistance to individual students, faculty and staff, offer classes in library research skills, present orientations to classes, assist with the preparation of research assignments, prepare specialized bibliographies, design course-specific web pages, and work with faculty to develop the Library's collection and provide curriculum support. Membership in several library consortia, including the Orbis Cascade Alliance, makes it possible for Lane students to borrow materials from libraries in the Pacific Northwest and around the world. Library services include laptop checkout, group study rooms, a video viewing area, library classroom, and assistive technology.

Loan Policies Lane students, faculty, staff, and those who purchase a Community Borrower card may borrow materials. Lane credit students and staff may also borrow materials from other academic libraries in the Pacific Northwest through the Summit online catalog, or as a visiting patron.

Hours The Library is open 7:30 a.m.-7 p.m. Monday through Thursday and from 7:30 a.m.-5:30 p.m. Friday. The Library is closed Saturday and Sunday.

Library Class For a description of Library classes, see page 209.

Multicultural Center

Building 1, Room 201, (541) 463-5276

Drop by the Multicultural Center lounge and relax, socialize and enjoy tea or coffee in a racism and homophobia-free zone. The center strives to create a space that is safe and supportive of all people, a space that inspires students to stretch and realize their potential.

The center offers support services to students of all ethnic backgrounds to ensure their academic success. Center staff can assist with admissions and financial aid information; referral to community resources including food, shelter, childcare, and medical and dental health; participation in student clubs and associations; starting your own student club; and organizing events throughout the year that promote inclusion and understanding.

Multicultural Center

Edificio 1, sala 201, (541) 463-5276

Venga a la sala del Multi-Cultural Center y reláxese, socialice y disfrute de té o café en una atmósfera libre de racismo e homofobia. El centro crea un lugar que es seguro para todas las

personas, es un lugar que inspira a los estudiantes a extender y desarrollar sus potenciales.

El Centro ofrece servicios de apoyo a estudiantes de todos los étnicos para asegurarles el éxito académico. El personal del Centro puede asistirle con información sobre admisión, ayuda financiera, participación en clubes y asociaciones estudiantiles, como empezar su propio club estudiantil, organizar eventos durante el tiempo escolar para promover entendimiento e inclusión. También encontrará información sobre servicios disponibles hacia la comunidad, tales como; comida, refugio, guarderías, y servicios de salud médica y dental.

Music, Dance and Theatre Arts

Music Music students at Lane have many opportunities to perform publicly as soloists and as members of vocal and instrumental ensembles. Lane has a chamber choir, a concert choir, a vocal jazz ensemble, a symphonic band, a jazz ensemble, a chamber orchestra, and various small ensembles. These groups perform regularly at term's end and on special occasions, including tours. Solo musicians are encouraged to perform in showcases held once or twice a term, usually at noon, on the main stage. Some of Lane's music ensembles are open to all students, others require auditions. Whether students already have some music training or want to get started, they can share the joy of making music at Lane.

Dance Lane's dance program offers a variety of performance opportunities for dance students in all levels and idioms. Open show, at the end of each term, is an opportunity for students in all dance classes to come together to perform in a setting that is informal and fun. The annual Student Dance Concert provides a venue for student choreographers and dancers to demonstrate their skills in a theater setting. Advanced students are invited to audition for Lane Dance Company which performs in the faculty concert presented each year and also is invited to perform in several community venues throughout the year. Collaborations in Rhythm, presented annually, provides Hip-Hop and Jazz dancers performance opportunities.

Individual lessons are available to support students in any of the dance idioms as well as in Pilates and Dance Therapy. Call Bonnie Simoa at (541) 463-5645.

Theatre Productions Productions are the logical outcome of class work, and Lane strongly encourages its theatre arts students to audition for shows. Public performance is the ultimate test of skill and courage. The Theatre Arts program usually produces several shows a year. Casting policy puts students first and sometimes includes guest artists and performers from the greater Lane community. Lane has earned a reputation for producing some of the best shows in the area.

In addition to faculty directed plays, the Student Production Club produces shows throughout the year including an evening of one act plays written by and for students. Lane faculty maintains strong relations with other producing groups in the community, often recommending students upon the request of that organization and providing students an opportunity to receive credit for their work. Talent grants and scholarships are

available. For more information, contact Patrick Torelle at (541) 463-5648.

The Native American Program

Building 1, Room 201, (541) 463-5238

The Native American Program purpose is to recruit and retain Native American Indian and Alaska Native students to Lane Community College and assist them in attaining their academic and career goals. The program aim is to help students make a smooth transition into the academic setting by helping them identify, seek and use the appropriate academic and social support services, provided by the college, necessary for them to succeed. For information about the Native American Student Association, see page 33. Contact James Florendo, (541) 463-5238.

Photo ID

A Lane Community College Photo ID is not required for conducting business at Lane. Many business processes will require a form of photo ID, including a valid driver's license, Lane photo ID or passport. The cost of a Lane Photo ID is not included in the ASLCC student activity fee. Any faculty/staff member or student currently registered at Lane may purchase a Lane Photo ID from Enrollment and Student Financial Services on the main campus. Replacement cards are \$5. For information and hours, contact Enrollment and Student Financial Services at (541) 463-3100.

Sports and Fitness

Fitness Education Center, Building 5, Room 101, (541) 463-3987

The Fitness Education Center provides state-of-the-art exercise equipment and educational instruction in the area health and fitness. Staff and students gain access to the center during usage hours by registering for Fitness Education: Introduction and Fitness Education: Orientation. Students satisfy course requirements through attending exercise sessions during usage hours. The class is available for credit or non-credit through Continuing Education. The environment is supportive, not competitive, educational and encourages people of all fitness levels and abilities. In addition, a professionally trained and dedicated staff is always available for personal guidance.

The orientation covers important exercise principles, instruction in proper equipment adjustments for safety and biomechanical alignment, guidance for cardiovascular equipment, and instruction on the use of the flexibility and functional training area. Students have the opportunity to participate in a health and fitness assessment including blood pressure, body composition and cardiovascular, flexibility, muscular strength, and muscular endurance tests. Seminars on a variety of health, wellness and fitness topics also are available. Students may also sign up for assistance in developing a personalized fitness plan.

The primary objective of the center is to provide an education-based exercise program in a safe, clean and supportive exercise

environment. Potential benefits of participation include added energy, improved self-image, improved ability to cope with stress, appetite control and reduced body fat, weight maintenance, and increased emotional stability.

Recreational and Club Sports Program, Building 5, Room 204, (541) 463-5293

The Recreational Sports program includes an array of services and programs for students, and their immediate families. These include: clubs and community sports, family activities, trips and outings, intramurals and drop-in activities.

Recreational sports special events provide a variety of opportunities for participation in individual and team activities. The one-day and weekend events provide an opportunity for social growth and recreational participation in a safe and fun environment. By design, the program is intended to create a climate where everyone is welcome. Participation in the program is voluntary and determined by interest. Recreational adventures/activities include:

Basketball	Golf	Roller Skating/Blading
Badminton	Hockey Games	Tennis
Bowling	Ice Skating	Volleyball
Fun Runs/Walks	Raft Trips	Weight Lifting

All recreational sports activities are governed by regulations provided in the Recreational Sports Handbook and supervised by the Recreational Sports office. All current students and their immediate family members are eligible for participation.

Open gyms (free gym time when classes are not held) are offered for students and faculty/staff in badminton, basketball, indoor soccer, volleyball, tennis, and weight lifting. These drop-in times are scheduled around facility availability. Brochures are available at the beginning of each term with exact times and locations.

The Club/Community Sports program serves individuals who desire to compete in city recreation leagues in the region. This program offers students the opportunity to participate in competitive sports events, to improve skill and overall knowledge of a sport, to help reach their athletic potential, and to build friendships as they enjoy individual and group activities. Club Sports and specific guidelines on eligibility are governed by regulations set forth in the Club Sports Handbook and supervised by the Recreational Sports Office.

Intercollegiate Athletics, Building 5, Room 205, (541) 463-5599

Lane Community College sponsors intercollegiate athletics that encourage an emphasis on academics, personal development, personal enrichment, community support, career development, and athletic excellence. The intercollegiate athletic program offers students opportunities to compete in eight varsity sports: Men's and Women's Basketball, Men's and Women's Cross Country, Men's and Women's Track and Field, Men's Baseball, and Women's Soccer. Teams participate in the Northwest Athletic Association of Community Colleges (NWAACC) Conference with 35 other Oregon, Washington, and Canadian colleges. The NWAACC governs the conference, which is divided into four main regions (north, east, south, and west). Lane competes in the southern region. Qualifiers from each region compete annually for conference championship titles.

Fall	Winter	Spring
Women's Cross Country	Women's Basketball	Men's Baseball
Men's Cross Country	Men's Basketball	Women's Track & Field
Women's Soccer		Men's Track & Field

The administration of the Athletic program is conducted through the Health, Physical Education and Athletic Division. The division chair oversees all employees of the Intercollegiate Athletic and Recreational programs. Personnel include the athletic director, head coaches, assistant coaches, athletic trainer, athletic administrative specialist, student recreation director, recreation assistants, and student academic coordinator.

Student Government: ASLCC

Building 1, Room 210, (541) 463-5290

The Associated Students of Lane Community College (ASLCC) legislative body is the Senate, composed of four executive officers, ten senators, and four student staff positions (appointed, non-voting positions). The purpose of ASLCC is to represent student interests and concerns and to promote student involvement in all phases of college life. Financing for ASLCC comes from the mandatory \$46.25 student activity fee.*

Contact the ASLCC president, staff secretary or the Student Activities Office if you would like to:

- serve on a college committee.
- form an organization.
- plan an activity.
- become involved in student government.
- make suggestions and express concerns.

* This fee is subject to change pending ASLCC elections.



Student Life and Leadership Development

Building 1, Room 206, (541) 463-5336

The Student Life and Leadership Development office coordinates and supervises the following areas: Student Activities and Programs; Black Student Union, Latino Student Union, QSA, Native American Student Association, Phi Theta Kappa, and other student clubs and organizations; Associated Students of Lane Community College (ASLCC) including the ASLCC senate and staff, ASLCC Legal Services, Cultural Events and Programs, Recreational Sports, Student Health, Oregon Student Association, and the Oregon Student Public Interest Research Group.

Student activities and programs provide students with opportunities to develop and enhance leadership skills and gain experiences in administration, budget development, computers, programming, and communication through participation in ASLCC, committees, cultural programs, and workshops.

Active clubs vary from year to year and represent many student interests on campus. Students are encouraged to organize new clubs and special groups compatible with the spirit of the college community. Students interested in contacting specific clubs can stop by Student Life and Leadership Development and leave a note in the club's mailbox. Groups or individuals interested in forming clubs and organizations should contact the director of Student Life and Leadership Development or ASLCC.

The Student Life and Leadership Development office is open Monday - Thursday, 8 a.m.- 6 p.m. and Friday, 8 a.m.- 5 p.m.

Black Student Union, Building 1, Room 201, (541) 463-5340

The Black Student Union (BSU) is a student-based organization focused on the cultural, social and academic needs of African-American students attending Lane. It seeks to build cultural and community bridges in the general context of the academic environment. The BSU is involved with the sponsorship of three campus/community events during the academic year: Kwanzaa, the Martin Luther King, Jr. Celebration, and Black History Month.

The BSU is open to all students, regardless of race, creed, color, religious affiliation, or sexual orientation. Membership in the BSU requires a commitment to the mission of the BSU. The BSU is committed to the development of cross-cultural ties with all groups on campus and in the community at-large. The faculty advisor for the BSU is Greg Evans.

Latino Student Union, Building 1, Room 201, (541) 463-3236

The goal of the Latino Student Union (LSU) is to unite, educate and empower Chicano, Mexicano, Latino, Caribbean, and Hispanic students attending Lane. LSU provides personal, social and academic support and encourages bicultural leadership skill development to serve the needs of the growing Latino community in Lane County. LSU assists with Lane's recruitment and outreach activities to high school students, including the Puertas Abiertas Leadership Academy. The faculty advisor for the LSU is Jim Garcia.

Queer Straight Alliance, Building 1, Room 206, (541) 463-5331

Queer Straight Alliance (QSA) is dedicated to creating alliances between the local queer population and its straight allies. The primary objectives of the QSA include educating the college and community groups about homophobia, heterosexism, and queer experiences; raising awareness about anti-queer legislation at the state and local levels; providing a safe space for open discussions about sexuality and gender issues; and providing queer-positive outreach to local high schools and community organizations.

Native American Student Association, Building 1, Room 201A, (541) 463-5238

The Native American Student Association (NASA) is an organization established to provide Native American students an environment which supports traditional cultural values and beliefs and academic achievement. NASA's priority is fostering a positive educational environment for Native American students while they are attending Lane. NASA assists all Native American students in maintaining contact with their tribal educational and financial departments, family, and the Bureau of Indian Affairs. Contacts are supported through the NASA faculty advisor and the network of Lane advisors. NASA openly welcomes all students at Lane to actively participate in NASA events and feel at ease to ask questions about tradition, heritage and the history of the Native American people. The Native American Student Advisor is James Florendo.

Phi Theta Kappa Honor Society, Building 1, Room 206, (541) 463-5345

Phi Theta Kappa is the only honor society for students enrolled in two-year colleges. It originated in 1918 in Mississippi and has over 1,000 chapters which honor students' academic achievement in every discipline. The Sigma Zeta Chapter began at Lane in 1968 and is one of the oldest chapters in Oregon.

To join, students must currently be enrolled in a degree, certificate or transfer program, have completed 12 full-time or 18 part-time credits, have a GPA of 3.25 or better, and be recommended by two members of the faculty as being self-motivated and committed to excellence. There are one-time dues which are payable in several options. For more information, contact chapter advisor Velda Arnaud.

Student Media

Denali, Building 18, Room 213, (541) 463-5897

Denali is LCC's literary and visual arts magazine presently published once a year. Original poetry, prose, visual and graphic arts are accepted for evaluation by a student-run editorial board.

Students are employed to assist in editing and production of the magazine and can receive Cooperative Education credit in journalism, graphic design or media arts. Denali operates under the guidelines of the LCC Media Commission and is distributed free of charge to Lane students and staff and to community members of Lane County.

Students wishing to submit copy or art, or become involved in any aspect of producing the magazine may contact Bill Woolum, adviser at (541) 463-3398.

Students interested in earning Cooperative Education credit may contact Dorothy Wearne at (541) 463-5656.

Torch, Building 18, Room 212, (541) 463-5655

The Torch is an award-winning, student-produced, weekly campus newspaper with an average circulation of 4,000 copies. Published by authority of the Lane Community College Board of Education through the LCC Media Commission, it is an autonomous newspaper free from censorship by the college administration, faculty and student government.

The Torch serves three purposes: it provides news and information of importance and interest to Lane students and staff; it serves as a learning laboratory for students of journalism, graphic arts, photography, publication design, web design, and advertising; and it provides a communication channel for student commentary and debate. All Lane students may submit guest commentaries and letters for publication in the Torch.

Cooperative Education credit in journalism, graphic design and media arts is available for students working on the Torch. Students interested in joining the Torch staff as writers, photographers or designers may contact Frank Ragulsky, news and editorial adviser, at (541) 463-5654 or Dorothy Wearne, production adviser, at (541) 463-5656.

Student Service Associates

Student Service Associates are peer mentors. Assist new and continuing students with ExpressLane functions, course scheduling and referrals to appropriate campus resources. Peer Mentors also assist students and community members in Career and Employment Services by linking them with career, major, college, scholarship, and job search. In addition, associates help with other department projects and campus-wide events as needed.

Interested students should inquire at Counseling, (541) 463-3200, in March to find out about the hiring and application process for the following academic year.

Student Snack Shack

Building 1, Second Floor, (541) 463-5343

The student run snack shack is offered through Student Government and sells bagels, muffins, cold drinks, chips, water, fresh fruit, yogurt, coffee, etc. for students on a daily basis. Hours vary from 8 a.m.- 3 p.m. most days. Free coffee is offered every Wednesday.

Taking a class at Lane is easy!

Watch the Getting Started at Lane YouTube video at <http://youtube.com/lanetuberscafe> by entering the "Taking a Class at Lane is Easy" in the search box.

Lane Tubers Cafe

Student Book Consignment

Center Building, Second Floor (541)463-5344

The student run book consignment is offered through Student Government and sells students' used books at a discount. The Book Consignment is open 4 days a week, hours vary.

Substance Abuse Prevention

The Recovery Center, Building 1, Room 226, (541) 463-5178

The Recovery Center offers comprehensive and confidential substance abuse prevention services for students and staff. Services include information, referral and individual and group counseling about issues which affect students, staff and their families. Support groups are available to support recovery or simply to gain information on a variety of issues including alcohol and other drug abuse, smoking cessation, eating issues, parenting, co-dependency, and related problems. The center suggests a wide variety of choices based on each individual's circumstances. The center does not advocate any particular program of recovery or self-help.

The Recovery Center facilitates the formation of student-run support groups on topical issues such as Narcotics Anonymous and Alcoholics Anonymous. While these meetings are listed in the community as being open meetings, they are facilitated by Lane students and therefore are subject to change from term to term. They are not held during finals week and school breaks.

All services are open to currently enrolled Lane Community College students (and their families) in credit, Adult Basic and Secondary Education, and Workforce Development classes. There is no cost to students or their families. Most services are provided by professionally trained staff. Information and referral services are provided by trained volunteers and students.

All services provided are confidential. Information is not released without student permission, except upon court order. Office hours for fall, winter and spring terms are 9 a.m. to 5 p.m., Monday through Friday. The center is closed summer term.

For more information, e-mail: harrism@lanecc.edu or call the center or visit lanecc.edu/stuser/subabus.htm.

TRIO Learning Center

Building 1, Room 219, (541) 463-3131, lanecc.edu/trio/

The TRIO Learning Center (TLC) at Lane Community College helps students succeed. It is a federally funded program with the goal of helping students stay in school and successfully graduate from Lane Community College and/or transfer to a four-year institution. The services provided to eligible students assist in meeting varied challenges of college life and are free of charge. TLC staff are available to assist students individually with their concerns.

TLC offers advice, support and encouragement to students; individual and small group tutoring with emphasis in math, science, writing, and computers; computer lab; academic advising; personal and career counseling; information and referral to services on and off campus; mentoring; cultural

enrichment activities; study groups; special workshops and classes; assistance with transfer planning; and visits to Oregon four-year colleges and universities.

Eligibility

The following criteria must be met to qualify for TRIO.

- enrollment or acceptance for enrollment at Lane Community College.
- working toward a degree at Lane, or planning to transfer to a four-year college or university within three years of enrollment, and have a need for academic support.
- U.S. citizen or registered permanent resident.
- one or more of the following applies:
 - neither parent received a four-year degree
 - qualify for financial aid or meet financial need guidelines
 - have a documented disability that interferes with education

Tutoring Services

lanecc.edu/tutor/

Tutoring Services coordinates free drop-in tutoring in many subject areas and centers on main campus. All tutoring is free to currently enrolled Lane students and provides one-on-one assistance in academic endeavors. **Tutors will** clarify information presented in class or textbooks, help students learn how to think about concepts in courses, engage in discussing ways to work problems, help with effective ways to study and learn, and offer support and encouragement. **Tutors will not** complete a student's homework, edit papers, help with take-home tests, rescue, or do problems without direct student involvement and critical thinking in the process of learning. Students are expected to take responsibility for their own learning, but tutors can empathize with the difficulty of a subject and offer coaching and guidance to make the process easier. For assistance in specific areas, visit the tutoring centers listed below. For general questions, contact Liz Coleman, Tutoring Services Coordinator by phone at (541) 463-5783, email at colemanl@lanecc.edu or come to Tutor Central in the Center Building, Room 208.

Tutor Central, Center Building, Room 210, (541) 463-5282 (Liz Coleman) lanecc.edu/tutor/tutorcent.htm

Fall, winter and spring term hours are Monday through Thursday, 9 a.m.-6 p.m.; Friday, 9 a.m.-2 p.m. This is a great place to study independently with easy access to tutors in the following subjects:

- Academic Learning Skills
- Computer Skills (CS 120, Center Building, Room 205)
- International Students/English as a Second Language
- Social Sciences
- Speech
- Writing Center (help with papers from any class)
- Quiet study room (Center Building, Room 206)
- Group study rooms (Center Building, Rooms 209, 214)

Business Lab, Building 2, Room 107, (541) 463-5765 (Judy Boozer)

The Business Lab provides assistance in Accounting and Business courses. Hours are posted on the door.

CIT Computer Lab, Building 19, Room 135A, (541) 463-5536 (Patty Hine)

The Computer Information Technology Department has tutoring available for all students enrolled in classes that use the lab. Tutors are generally advanced majors in the field of computing.

Math Resource Rooms, MTH 10 - MTH 97, Building 16, Room 163, (541) 463-5399; MTH 105 and up, Building 16, Room 177, (541) 463-5407 (Robert Thompson)

Peer and professional tutors are available.

math.lanecc.edu/math/mrc.html

Music Lab, Building 6, Room 125, (541) 463-5649 (Alberto Redondo)

Assistance is available for music theory, fundamentals, literature, history, and electronic music.

lanecc.edu/perarts/music/lab.htm

Science Resource Room, Building 16, Room 193, (541) 463-5041 (Star Glass)

Drop-in tutoring, microscopes, models, textbooks, and a computer tutorial for anatomy and physiology are available. Also, go to lanecc.edu/science/src/index.html.

Adult Basic and Secondary Education

Volunteer tutors assist Adult Basic and Secondary Education Students. Tutors are provided with 12 hours of training before receiving an assignment. Classroom tutors may work with small groups or one-on-one with individual students. Tutors also are placed outside of a classroom with one or two students to tutor in reading, writing, math, English as a Second Language, GED, computer technology, American culture, or other necessary subjects. To become a tutor, contact Amy Gaudia at the Downtown Center, (541) 463-5919. If you need a tutor, contact your instructor for a referral or go to lanecc.edu/volunteertutor/.



Veterans' Office

Building 1, Room 207, (541) 463-5663 lanecc.edu/va

Programs at Lane Community College are approved by the Oregon Department of Education State Approving Agency as a qualified training institution for students eligible for Veterans' Administration education benefits. All applications for federal VA educational benefits and enrollment certifications are processed through the VA Regional Office in Muskogee, OK. To confirm your eligibility for VA benefits, contact: Veterans Administration Regional Office, P. O. Box 8888, Muskogee, OK 74402-8888, 1-888-442-4551, 1 0, gibill.va.gov

For determination of eligibility to collect VA educational benefits go to: lanecc.edu/va/

New Enrollments Students who have never applied for VA benefits should call (541) 463-5663 or email jonese@lanecc.edu prior to visiting the Veterans Office to find out what paperwork or information will be needed. The VA takes up to six weeks to process the initial paperwork on a first-time award.

Electronic Certification Enrollment Certifications for students who previously have used VA educational benefits, as well as subsequent changes in enrollment, will be submitted to the VA via Electronic Certification. Awards and/or changes usually are processed within four to five weeks.

Credit Load/Payment For payment purposes, during a standard term, 12 credits is considered full-time, 9-11 credits is three-quarter-time, 6-8 credits is half-time. If a student registers for less than half-time, the student only receives tuition reimbursement, plus registration fees (not to exceed one-quarter-time) for the entire term. For non-standard terms, VA benefits are paid at an accelerated rate. Contact the Veterans Office for clarification of this policy.

Program of Study Students using VA educational benefits must be enrolled in an approved degree or certificate program and only courses applicable toward the degree or certificate and their prerequisites can be certified for VA payment.

Academic Standards Students using VA educational benefits will be required to follow all Lane's GPA requirements in accordance with the Academic Standards outlined in this catalog. Each student applying for VA educational benefits will receive a copy of the *Standards of Academic Progress for Using VA Benefits* at the time of initial certification. These standards apply to all eligible persons using educational benefits administered by the VA.

Unsatisfactory Progress The Veterans' Administration will be notified if a student fails to meet the minimum standards of academic progress for three consecutive terms, or receives all "F", "NC," or "NP" grades in any one term, in accordance with Lane's procedures for academic standards. In order to have VA educational benefits reinstated after unsatisfactory progress, a student must satisfactorily complete a subsequent term. The student will be reimbursed retroactively by the VA after completion of a successful term.

Schedule Changes, Drops and Adds

Within Drop Period If courses are dropped any time during the first four weeks of the term, the student is paid at the previous rate up to the date the course is dropped.

After Drop Period The VA allows a student to withdraw up to six credits one time only after the fourth week of the term and assumes that there are mitigating circumstances; hence, benefits will be paid at the previous rate until the date the course(s) is dropped. Outside of this one-time, six credit exclusion to the "mitigating circumstances" rule, unless mitigating circumstances are submitted and accepted by the VA, any reduction in credit load after the fourth week of the term will result in an overpayment retroactive back to the first day of the term. If there are "mitigating circumstances" involved in the reduction of credits, documentation and a statement by the student must be submitted to the Veterans Office to be forwarded to the VA for determining any overpayment.

Prior Credits (Transcripts) Students applying for Veterans' benefits at Lane who have received college credits prior to entry at Lane—either using VA educational benefits or not—must provide transcripts to Lane. Unless all transcripts are submitted to Lane during the student's first three terms of enrollment, subsequent enrollment periods cannot be certified.

Supplemental Information

- Students may not repeat any classes previously passed.
- Students will be paid for only those specific courses required in their declared major and any prerequisites.
- If a passing grade was not received in a program's required course, excluding electives, it can be repeated once again for VA payment.
- In order for a student to take prerequisites for major requirements for VA payment in math and writing, testing results from Testing Services must indicate they are necessary.



Web Access

- Check Lane's home page for the latest information about Lane. (lanecc.edu)
- Choose "ExpressLane" for class registration (add or drop), view your account, pay your bill, view your class schedule, request a transcript, view term grades, and check your financial aid status. Review important ExpressLane announcements. (lanecc.edu/explane/index.htm)
- Choose "Student Services" for information about dozens of services including an updated "Student Alert" with important current information. (lanecc.edu/stuser/stuser.htm)
- The Counseling page provides information about Counseling services, including a list of staff pages with pictures, office location, e-mail addresses and more. (lanecc.edu/stuser/coundept.htm)
- The Advising page has information on planning your classes, who your assigned counselor is, and a glossary of advising terms. (lanecc.edu/stuser/acadv.htm)



Women's Program

Building 1, Room 202, (541) 463-5353

The Women's Program provides integrated, comprehensive services and programs for women and a variety of gender equity activities and projects. The program ensures that women students have access to programs and services tailored to their needs and that the campus climate is sensitive to gender issues. Major program components include the Women's Center, Women in Transition, Career Technical Education advising, and Transiciones.

Mission Statement The mission of the Women's Program is to provide an educational environment where women are empowered to improve their lives.

Purpose The Women's Program:

- focuses on women's strengths and capacities.
- offers women of diverse backgrounds opportunities to create community and pursue education and life goals.
- promotes the college's ability to build and sustain a welcoming and supportive learning environment for women and create gender equity throughout the college community.
- offers programs, advocacy, information, classes, advising, support services, counseling and referral, and maintains and strengthens relationships with the community.

Women's Center The Women's Center acts as a supportive entry point to the college as well as providing services to assist women to stay in school. The center provides information, resource and referral, crisis intervention, advocacy, advising, and individual support. The center maintains bulletin boards on upcoming events and groups, has computer stations for students, has a library focused on women's and gender issues, and a lounge area with coffee and tea. Both drop-in services and individual appointments are available.

Women in Transition Women in Transition empowers women in transition to become economically self-sufficient and improve their lives through access to education. The program forms a learning community that includes:

- one-term, seven-credit core classes focusing on life/career planning, decision making/goal setting, self-exploration, and esteem-building
- optional classes in effective learning, math, writing, college success, physical education, and computer skills
- limited assistance with tuition, and books
- individual advising
- follow-up services
- evening and online Transitions classes offered most terms
- a follow-up Life Transitions 2 class

Transiciones Transiciones is a bridge program to help Spanish speaking women explore educational options and transition to credit classes. The program offers bilingual/bicultural advising, workshops, and credit and noncredit classes. For more information, call (541) 463-3253.

Transiciones Transiciones es un programa que ayuda a la mujer Latina, que habla español, encontrar su camino educativo y carera. El programa consiste en dos cursos y conserjería académica. Los cursos se llaman Transiciones y Teniendo Éxito en la Universidad. El curso de Teniendo Éxito en la Universidad se puede tomar por crédito o no. Este programa le ayuda entender y hacer planes realísticos de cómo aplicar para entrar en la escuela, becas, hacer un plan de estudio, y un plan de carera. Para más información llame a Judith Castro (541) 463-3253 y deje un mensaje lentamente con su teléfono.

Career and Technical Education Advising The Career and Technical Education advisor assists Women in Transition and Transiciones students in exploring the CTE programs offered at Lane. The advisor provides information, advising, group activities, workshops and other experiences that will assist students as they learn about one- and two-year training programs and other avenues to high-wage, high-demand employment.

Other activities of the Women's Program include working with departments to develop classes and services which meet women's needs, organizing workshops and events, providing leadership on gender equity issues, assisting with sexual harassment and gender based complaints, and marketing to women.

Taking a class at Lane is easy!

Watch the Getting Started at Lane YouTube video at <http://youtube.com/lanetuberscafe> by entering the "Taking a Class at Lane is Easy" in the search box.

Lane Tubers Cafe