

Credit Student Admissions and Registration

Who May Enroll in Lane Credit Classes

Students over age 18 Anyone who is at least 18 years of age may enroll in Lane credit classes. A high school diploma is not required. Students planning to use financial aid to attend Lane who do not have a high school diploma, a GED certificate, completed home schooling at the secondary level, or have satisfactorily completed six credits that apply toward an eligible program at Lane. Must take and pass an Ability to Benefit test. For more information, contact Testing Services (541) 463-5324.

Students under age 18 Anyone under age 18 must be a high school graduate or follow one of the procedures listed below in order to enroll in credit classes at Lane.

- Students who have not graduated and who are not enrolled in high school must have a GED certificate to enroll in credit classes at Lane.
- Students who are under the age of 18 at the time they are applying to Lane to become a credit student, need to complete the on-line admissions application process at lanecc.edu/es/admissions.html. To finalize the admissions process students under the age of 18 without a high school diploma must complete and submit to Enrollment and Student Financial Services the "Student/Parent-Guardian Consent Signature" form included in the on-line admissions process. Students attending Lane under the age of 18 will not be considered as regularly admitted students until they reach the age of 18 or they have demonstrated that a high school diploma has been earned.

Information about Lane's noncredit and Adult Basic and Secondary Education programs is in the Community Education section of this catalog.

Residency More information about residency, including tuition rates and documentation requirements, is provided in the Tuition, Financial Aid and Payment section. Briefly,

Students are considered In-District* if they

- have maintained a permanent residency within the college district for at least 90 continuous days prior to the first day of the term.

*In-District includes Lane County, the Monroe Elementary District, and the Harrisburg Union High School District.

Students are considered In-State (out-of-district) if they

- have maintained a permanent residency within the state for at least 90 continuous days prior to the first day of the term.

Students who are In-District, In-State or permanent residents of Washington, Idaho, Nevada, or California pay In-State tuition at Lane.

Please be aware that being designated as an Oregon resident at Lane Community College does not guarantee the same status with any other two-year or four-year institutions, both within and outside the state of Oregon. It is vital that you review the residency requirements at all institutions to understand their in-state residency requirements

Admissions

The admissions process at Lane is very easy. Simply complete the Admissions Process on-line at lanecc.edu, click on "Help for Students" and "Admission."

International Student Admissions

Building 11, Room 243, (541) 463-3404

International students are welcome at Lane. Certain criteria must be met for acceptance. For admission to credit level classes the following documents are required: official records of all upper secondary school work, including a certificate of diploma, and any additional education above that level; acceptable scores on the TOEFL (475 PBT, 153 CBT, 53 iBT) or an IELTS score of 5.5 or STEP Eiken pre-first grade; and proof of financial responsibility. Adequate funds must be available, and immigration authorities rarely give work permits. For admission to the International English as a Second Language program most of the same documents are required, but a TOEFL score and school records are not required. Upon completion of Lane's ESL program you can be admitted to credit level classes without a TOEFL score, but past school records would still be required.

International Student Admission Application deadlines vary each year. Deadline months are August for fall term, November for winter term and February for spring term. No new international students are accepted for summer term. For more specific information contact the International Admissions Advisor at (541) 463-3404, Lane Community College, 4000 East 30th Avenue, Eugene, Oregon 97405-0640, or email at InternationalAdvisor@lanecc.edu. The international application is now an online process and includes an application processing fee. Go to lanecc.edu to apply. Click on "Help for Students" and "Admission", but be sure to choose "International Admissions". If you are unable to apply online, paper applications can be downloaded from the Lane website at lanecc.edu/stuser/internat.htm.

The International Student Program offers special services and activities that assist international students in succeeding at the college. See page 30. See page 247 for information about Lane's International English as a Second Language program.

Transferring Credit to Lane

The amount of credit transferred depends upon the nature of the student's college work, which is evaluated according to the academic requirements of Lane Community College. Transcripts and other transfer documents are accepted for evaluation from students admitted to Lane and currently enrolled in their first term or who have previously completed college credit courses at Lane.

Once Lane receives a student's official transcript from another school, it becomes the property of Lane Community College and is subject to federal law, The Family Education Rights and Privacy Act (FERPA). A student may view the transcripts but Lane cannot release a copy back to the student. It is suggested that students order an unofficial copy for personal use. See "Policies and Procedures" page 53.

Programs with Special Admission Procedures

Each of the following programs has special admission procedures. Students must be officially admitted to these programs. Contact the Health Professions Application Center for more information *hpapplicationcenter@lanecc.edu*. Admission Packets are available on Lane’s website, *lanecc.edu*.

Associate Degree Nursing	Practical Nursing
Dental Hygiene	Dental Assisting
Emergency Medical Technology/Paramedic	Health Records Technology
Physical Therapist Assistant	Medical Office Assistant
	Respiratory Care

The programs listed below are limited enrollment requiring that the program be listed as the major or requiring a special application for acceptance listing as the major. Contact the sponsoring department for information:

Apprenticeship Trades	463-5843
Automotive Technology	463-5380
Culinary Arts and Food Service Management.....	463-5378
Hospitality Management.....	463-5378
Early Childhood Education	463-5617
Employment Skills Training.....	463-5078
Energy Management: Renewable Energy Technician	463-5446
Energy Management Technician.....	463-5446
Fitness Specialist or Fitness Technician	463-5545
Flight Technology.....	463-4195
Graphic Design (the second year).....	463-5409
Occupational Skills.....	463-5203

Physical Exams and Immunizations

Some academic programs and student activities such as varsity sports have special requirements for physical exams and immunizations. Students can get specific information from the sponsoring department.

Registering for Classes

Advance Registration

Students who attended any credit class during the prior academic year may participate in Advanced Registration. Students attend an Advance Registration Advising Session with an assigned counselor or advisor for assistance in selecting courses and planning a schedule. Advising sessions are offered each term, and a schedule of sessions is available in Counseling.

Advance Registration students must pay current term balance in full by midnight two business days prior to first day of continuing student registration for subsequent term. Failure to do so will result in cancellation of advance registration.

Schedule Changes

Students may add and drop full-term classes through the eighth week of the term using ExpressLane. Schedule changes could result in additional tuition and fees.

Some classes require the instructor’s consent to enroll. ExpressLane will inform students of this requirement when attempting registration.

Increasing the number of credits for a variable credit class can be processed using ExpressLane through the last week of regular classes, prior to the beginning of finals week. Additional tuition and applicable fees will be charged to the student’s account, and payment policies will apply.

Refunds

Tuition is not prorated. Students who drop a class and meet the refund deadline of Sunday midnight, the first week of the term for classes that meet 11 weeks will be refunded all of the tuition. Students who drop after this deadline will not receive a refund. More information about the refund process is provided in the tuition section of this catalog.



Steps to Enroll in Credit Classes

All the information you need for attending Lane is on Lane's website at lanecc.edu.

Step 1: Have an e-mail address

All new students will be required to submit an email address when applying to the college by using the online admissions process. Students who already have been admitted are encouraged to enter an email address via their ExpressLane account. Students taking online web courses also may be required to have a valid email address to participate in the course.

If you would like help in arranging for a free email address, contact the Help Desk by stopping by the SHED in Bldg. 4, Room 201 or call 541-463-3333 (ext. 3333 on campus).

Step 2: Apply for Admission/Readmission

First time credit student? Apply for admissions.

From lanecc.edu, click on Help for Students in the upper left-hand column and click on Admission in the "New Students" column.

Already taken credit classes at Lane? Apply for readmission if it has been more than four terms since you attended.

From lanecc.edu, click on Help for Students in the upper left-hand column and click on Apply for Readmission in the "Former Students" column. If you are returning to Lane on a non-immigrant visa, select the Reapply Online link.

Studying in the United States as an international student or on a non-immigrant visa?

From lanecc.edu, click on Help for Students in the upper left-hand column and click on International Students in the "New Students" column.

Under 18 and want to take credit classes?

From lanecc.edu, click on Help for Students in the upper left-hand column and click on Under 18 Years Old Admission in the "New Students" column.

Want to earn credit at Lane while attending high school?

From lanecc.edu, click on High School Connections in the upper left-hand corner to find out how to sign up for College Now, RTEC, Expanded Options and other High School Partnership classes.

Step 3: Apply for Financial Aid

From lanecc.edu, click on Help for Students in the upper left-hand column and click on Financial Aid in the "New" or "Current" Students boxes.

Step 4: Schedule Your Placement Testing

From lanecc.edu, click on Help for Students in the upper left-hand column and click on Placement Testing in the "New Students" column.

Step 5: Meet with your counselor or advisor

Identify your program counselor/advisor. Go to lanecc.edu, and in the Student Announcements box, click on Steps to Enroll in Credit Classes.

To review the programs currently offered at Lane, go to lanecc.edu and click on Catalog.

Step 6: Schedule a New Student Info Session

During this session, you will receive essential information for a successful start at Lane, including:

- how many classes to take each term
- valuable resources for students at Lane
- how to use ExpressLane

Once you have completed your placement testing and met with a counselor or advisor, go to lanecc.edu, click on Help for Students in the upper left-hand column and click on Advising/Counseling in the "New Students" column. Then click Steps to Enroll in Credit Classes in the left-hand column and select Schedule a New Student Information Session (NSIS).

Step 7: Register for Classes

Review credit classes being offered each term and for the current availability of each class.

From lanecc.edu, click on the term's classes, i.e. Spring Classes link on the left-hand column and click on Credit Class Listings by Subject to review classes offered and current availability.

From lanecc.edu, click on Help for Students in the upper left-hand column and click and read the directions on Registering for Classes in the "New Students" column.

Review refund deadlines and payment processes.

From lanecc.edu, click on Help for Students in the upper left-hand column and click on Paying for Classes in the "New Students" column.

If you have any questions about the programs offered at Lane Community College, contact the Counseling Department: email coundept@lanecc.edu, call (541) 463-3200, or come by the Counseling and Advising center at the 30th Avenue campus, in Building 1, Room 103. For the web version of the above steps go to: lanecc.edu/stuser/exprns0/20.htm



Pasos para matricularse en clases con valor curricular

Toda la información que necesita para asistir a Lane se encuentra en la página de Internet lanecc.edu.

Paso 1: Tener una dirección electrónica

Todos los estudiantes nuevos deberán presentar una dirección electrónica cuando se matriculan al college al usar el proceso electrónico de matriculación. A los estudiantes que previamente han sido admitidos se les pide que presenten una dirección electrónica por medio de su cuenta ExpressLane. Los estudiantes que toman cursos por medio del Internet también deben tener una dirección electrónica válida para participar en el curso. Si le gustaría obtener ayuda para conseguir una dirección electrónica gratuita, comuníquese con el Help Desk al visitar el SHED en el edificio 4, salón 201 o llame al 541-463-3333 (ext. 3333 en campus).

Paso 2: Solicitar matriculación/ readmisión

¿Estudiante de nuevo ingreso para clases con valor curricular? Solicite matriculación.

De lanecc.edu, seleccione Help for Students/Ayuda para estudiantes en la columna superior izquierda y luego seleccione Admission/Matriculación en la columna “New Students/Estudiantes nuevos”.

¿Ya ha tomado clases con valor curricular en Lane? Solicite readmisión si han pasado más de cuatro trimestres desde su último curso.

De lanecc.edu, seleccione Help for Students/Ayuda para estudiantes en la columna superior izquierda y luego seleccione Apply for Readmission/Solicitar Readmisión en la columna de “Former Students/Estudiantes anteriores”. Si está regresando a Lane con una visa no-inmigrante, seleccione Reapply Online/Readmisión por la red.

¿Está estudiando en los Estados Unidos como estudiante internacional o con una visa de no-inmigrante?

De lanecc.edu, seleccione Help for Students/Ayuda para estudiantes en la columna superior izquierda y seleccione International Students/Estudiantes internacionales en la columna “New Students/Estudiantes nuevos”.

¿Eres menor de 18 años y quieres tomar clase con valor curricular?

De lanecc.edu, selecciona Help for Students/Ayuda para Estudiantes en la columna superior izquierda y selecciona Under 18 Years/Menor de 18 años en la columna “New Students/Estudiantes nuevos”.

¿Quieres obtener crédito curricular en Lane mientras cursas la preparatoria?

De lanecc.edu, selecciona “High School Connections/Conexión con preparatorias” en la esquina superior izquierda para informarte cómo puedes matricularte para College Now, RTEC, Expanded Options y otras clases en colaboración con las preparatorias.

Paso 3: Solicite ayuda financiera

De lanecc.edu, seleccione Help for Students/Ayuda para estudiantes en la columna superior izquierda y seleccione Ayuda Financiera en los cuadros de estudiante “New/Nuevo” o “Current/Actual”.

Paso 4: Haga cita para su examen de ubicación

De lanecc.edu, seleccione Help for Students/Ayuda para estudiantes en la columna superior izquierda y seleccione Placement Testing/Examen de ubicación en la columna “New Students/Estudiantes nuevos”.

Paso 5: Reúnase con su consejero o asesor

Identifique al consejero de su programa /asesor académico. Vaya a lanecc.edu, y en el cuadro de Student Announcements/Avisos para estudiantes, seleccione Steps to Enroll in Credit Classes/Pasos para matricularse en clases con valor curricular.

Para ver los programas que se ofrecen actualmente en Lane, vaya a lanecc.edu y seleccione Catalog/Catálogo.

Paso 6: Haga cita para una sesión de orientación para estudiantes de nuevo ingreso

Durante esta sesión, recibirá información esencial para un comienzo exitoso en Lane, que incluye:

- cuántas clases va a tomar cada trimestre
- recursos valiosos para estudiantes en Lane
- cómo usar ExpressLane

Una vez que haya completado su examen de ubicación y se haya reunido con un consejero o asesor, vaya a lanecc.edu, seleccione Help for Students/Ayuda para estudiantes en la columna superior izquierda y seleccione Advising/Counseling/Asesoría/Consejería en la columna “New Students/Estudiantes nuevos”. Luego seleccione Steps to Enroll in Credit Classes/Pasos para Matricularse en Clases con Valor Curricular en la columna superior izquierda y seleccione Schedule a New Student Information Session (NSIS)/ Cita de orientación de nuevo ingreso.

Paso 7: Inscribese a clases

Repase las clases con valor curricular que se ofrecen cada trimestre así como la disponibilidad actual de cada clase.

De lanecc.edu, seleccione el enlace con las clases del trimestre deseado, p.e. Spring Classes/Clases de primavera y seleccione Credit Class Listings by Subject/Lista de clases con valor curricular por materia para ver las clases que se ofrecen y su disponibilidad actual.

De lanecc.edu, seleccione Help for Students/Ayuda para estudiantes en la columna superior izquierda y lea las instrucciones para inscribirse a clases en la columna de “New Students/Estudiantes nuevos”.

Examine la fecha límite para el reembolso y el proceso de pagos.

De lanecc.edu, seleccione Help for Students/Ayuda para estudiantes en la columna superior izquierda y seleccione Paying for Classes/Pago por clases en la columna de “New Students/Estudiantes nuevos”.

Si tiene cualquier pregunta sobre los programas ofrecidos en Lane Community College, comuníquese con el Departamento de Consejería:

Por correo electrónico: coundept@lanecc.edu, llame al (541) 463-3200, o visite el Centro de Consejería y Asesoría en el edificio 1, salón 103 del plantel de la Avenida 30.

Para la versión en red de los pasos anteriores, vaya a: lanecc.edu/stuser/expnso/20.htm