

COLLEGE SUCCESS TELECOURSE SYLLABUS

COURSE TITLE: College Success

<u>COURSE NUMBER:</u>	<u>CRN:</u>	<u>CREDITS:</u>	
CG100	30113	3	
CG100A	30114	1	*CG100A is a prerequisite to CG100B; CG100A and
*CG100B	30115	1	CG100B are prerequisites to CG100C
*CG100C	30116	1	
CG100 - Cottage Grove	30581	3	
CG100 – Florence	30351	3	

INSTRUCTOR: Carolyn Litty, Ph.D.

OFFICE HOURS: Drop-in office hours M, T, 12-2 p.m.; other times by appointment

OFFICE: Advanced Technology Division, Building 12, Room 202

PHONE: (541) 463-5236. Leave a message and I will return your call.

FAX: (541) 463-3951

E-MAIL: littyc@lanecc.edu

COURSE DESCRIPTION:

Mastering the College Experience is a student success and orientation telecourse for new and returning college students. This course will explore a range of powerful tools, skills, techniques and strategies that will lead you to greater success, both at school and in your personal life. During 18 lessons, you will complete a journey of self-discovery that will help you refine your academic and career goals. Along the way, *Mastering the College Experience* will offer you methods to strengthen your academic performance based on the latest research in how people learn and succeed. By observing a group of real students make their way through a college term, you will learn the principles of this course and see how they are used in real-world situations. Whether you're seeking a specific degree or focusing on personal enrichment, this telecourse will help you get the most out of your college experience.

COURSE LEARNING OBJECTIVES:

After successfully completing this course, you will be able to:

1. Define success as YOU see it, describe your purpose for being in school, and develop specific college, career and life goals.
2. Describe what will be expected of you in college, and identify the services available to help you succeed in higher education.
3. Determine your own "learning style," and use this information to make learning easier and more effective.
4. Perform skills in the areas of note taking, reading, and test taking that will lead directly to your success in college.
5. Demonstrate mastery of general strategies and skills in such areas as memory building, critical thinking, and writing that will lead to success throughout your life.

6. Work more effectively and cooperatively with others, whether face-to-face or through communications technology.
7. Identify beliefs, attitudes, and habits that may inhibit your success, and replace them with new success-oriented values and behavior.
8. Take responsibility for yourself and your own success.

REQUIREMENTS:

- CG100A (1 credit): Complete all assignments for lessons 1 through 7 (see pages 3 & 4). Take the first midterm examination.
- CG100B (1 credit): Complete all assignments lessons 8 through 15 (excluding lesson 13, see page 4). Take the second midterm examination.
- CG100C (1 credit): Complete all assignments for lessons 16-19 (see page 4). Take the final examination.
- CG100 (3 credits): Complete all assignments for lessons 1-19 (excluding lesson 13, see pages 3 & 4). Take the first, second and final examinations.

REQUIRED TEXTS: (All books are available in the LCC Bookstore)

Study Guide: Telecourse Student Guide for Mastering the College Experience, 3rd edition, Houghton Mifflin Company, 2006.

Textbook: Becoming a Master Student, 11th edition, by Dave Ellis, Houghton Mifflin Company, 2006.

STUDENT EVALUATION:

There will be three exams given on main campus. Students enrolled at outreach centers may take exams at Lane's centers in Cottage Grove and Florence. **IF YOU SHOULD MISS TAKING AN EXAM, YOU MAY DO MAKE-UP EXAMS IN MY OFFICE DURING MY USUAL DROP-IN HOURS.**

Each exam will consist of 100 points. Multiple choice, matching, fill in the word, and true and false questions will be used. There won't be any essay questions on the exams. Your grade will be the average of these three exams, plus your telecourse student guide assignments, weighted 50 percent each, respectively, of your final grade. **NO EXAMS MAY BE TAKEN OR HOMEWORK HANDED IN AFTER March 17, 2009.**

GRADING OPTIONS:

THIS IS A PASS/NO PASS ONLY CLASS.

According to Lane Community College grading policy, the only acceptable grades in a Pass/No Pass course are the following: P (pass), N (no pass), I (incomplete), NC (no credit), and A (excellent performance).

Grades will be given on a percentage basis as follows: **50 percent exams and 50 percent telecourse student guide assignments**

90 - 100% = A

70 - 89% = Pass

69% or below = No Pass

EXAMINATION DATES:

MIDTERM #1

Covers material studied video lessons 1 through 7 and Telecourse Student Guide assignments lessons 1 through 7.

Tuesday, January 27, 2009
2-3 p.m.

Advanced Technology
Division
Bldg. 12, Room 217
(See Map)

MIDTERM #2

Covers material studied video lessons 8 through 12, 14, and 15; Telecourse Student Guide assignments lessons 8 through 12, 14, and 15.

Tuesday, February 24, 2009
2-3 p.m.

Advanced Technology
Division
Bldg. 12, Room 217
(See Map)

FINAL

Covers material studied video lessons 16 through 19 and Telecourse Student Guide assignments lessons 16 through 19. Some review questions from midterms 1 and 2 will be included also.

Tuesday, March 17, 2009
2-3 p.m.

Advanced Technology
Division
Bldg. 12, Room 217
(See Map)

Please turn in ALL HOMEWORK ASSIGNMENTS at the time of the examination.*

In addition to the three written exams, the student can arrange a review and discussion appointment with the instructor, if desired.

At the conclusion of the term, you may be asked to complete an overall evaluation of this telecourse. You can do this when you take the final exam.

TELECOURSE STUDENT GUIDE ASSIGNMENTS:

Assignments may be word processed, typed, hand written, or hand printed. You may tear pages out of your books, write assignments out on blank pieces of paper or photocopy your book pages in preparation to hand assignments in to the instructor.

**** Homework Assignment Schedule***

		READING ASSIGNMENTS	VIEWING ASSIGNMENTS	HOMEWORK ASSIGNMENTS
Week of	Week	Becoming a Master Student	Video Lesson	Telecourse Student Guide
Jan. 5	1	Pages: 1-4, 9-12, 20-22, 43-45, 51-53 and 59.	Welcome to College Lesson 1	All Quiz Questions on page 8 and Exercises 1, 3, and 6 on page 7, Lesson 1 (Welcome to College)
		Pages: 5-8, 16 and 24-32	The First Step Lesson 2	All Quiz Questions on page 15 and all Exercises on pages 12 and 13, Lesson 2 (The First Step)
Jan. 12	2	Pages: 33-42, (including LSI-1 through LSI-8) and 54-56.	Ideas are Tools Lesson 3	All Quiz Questions on pages 23 and 24 and Exercises 1, 2, 3, 4, and 5 on page 22, Lesson 3 (Ideas are Tools)
		Pages: 60-66, 70-71, 75-86 and 102-104	Finding the Time Lesson 4	All Quiz Questions on page 32 and Exercises 3 and 6, on page 31, Lesson 4 (Finding the Time)

Jan. 19	3	Pages: 15, 46-47, 67-69, 72-74, 87-94 and 107. Review pages 85-86. Pages: 108-130 and 133	Looking Ahead Lesson 5 You've Got a Great Memory Lesson 6	All Quiz Questions on page 41 and Exercises 3, 6, and 8, on pages 39 and 40, Lesson 5 (Looking Ahead) All Quiz Questions on page 49 and Exercises 1, 8, and 9, on page 48, Lesson 6 (You've Got a Great Memory)
Jan. 26	4	Pages: 18-19 and 134-141	Muscle Reading Lesson 7	All Quiz Questions on page 59 and Exercises 1, 4, and 5 on page 57, Lesson 7 (Muscle Reading)
Midterm Examination #1: Tuesday, January 27, 2009				
Feb. 2	5	Pages: 142-154 and 157 Pages: 158-169 and 175-176	Reading Challenges Lesson 8 Taking Notes Lesson 9	All Quiz Questions on pages 67-68 and Exercises 1, 3, and 5 on page 64, Lesson 8 (Reading Challenges) All Quiz Questions on pages 76-77 and Exercises 1, 3, and 4 on page 75, Lesson 9 (Taking Notes)
Feb. 9	6	Pages: 170-174, 177-182, 185 and 318-320. Review page: 165 Pages: 186-192, 201, 207 and 215	Challenges Worth Noting Lesson 10 Preparing for the Test Lesson 11	All Quiz Questions on pages 86-87 and Exercises 1, 4, and 5 on page 85, Lesson 10 (Challenges Worth Noting) All Quiz Questions on pages 94-95 and Exercises 1, 2, and 3 on page 92, Lesson 11 (Preparing for the Test)
Feb. 16	7	Pages: 193-200 and 208-212. Pages: 216-218, 223-227, 231 and 240-242	This is Not a Test Lesson 12 Thinking Creatively Lesson 14	All Quiz Questions on pages 103-104 and Exercises 2, 3, 4, and 5 on page 102, Lesson 12 (This is Not a Test) All Quiz Questions on page 118 and Exercises 1 and 3 on page 116, Lesson 14 (Thinking Creatively)
Feb. 23	8	Pages: 219-222, 228-230, 245, 288, 312 and 356. Review pages 217-218 and 231.	Thinking Critically Lesson 15	All Quiz Questions on page 126 and Exercises 1, 2, and 4 on page 123, Lesson 15 (Thinking Critically)
Midterm Examination #2: Tuesday, February 24, 2009				
March 2	9	Pages: 202-207 and 235-236. Review pages: 46-47, 152-153, 191-192, 198-200 and 210-211. Pages: 306, 308-311, 313-323 and 328. Review pages: 177 and 312.	Math and Science: A 3-D Solution Lesson 16 Research: Solving A Mystery Lesson 17	All quiz Questions on page 137 and Exercises 1 and 2 on page 136, Lesson 16 (Math and Science: A 3-D Solution) All Quiz Questions on page 145 and Exercises 1 and 2 on page 144, Lesson 17 (Research: Solving A Mystery)
March 9	10	Pages: 262-266 and 269. Review page: 147 Pages: 266-268, 270-272, 293 and 326-327.	Writing Well--The First Draft Lesson 18 Writing Well--The Final Presentation Lesson 19	All Quiz Questions on pages 156-157 and Exercises 1, 2, 3, and 4 on page 156, Lesson 18 (Writing Well--The First Draft) All Quiz Questions on pages 163-164 and Exercise 4 on page 163, Lesson 19 (Writing Well--The Final Presentation)
Final Examination: Tuesday, March 17, 2009				

Telecourse Components

INSTRUCTOR CONTACT:

I may be reached at the number listed on the first page. If you reach my voice mail, please leave your name and number and the times you will be available by phone. I will return your call. Please do not hesitate to call with your questions. I check my e-mail regularly and can be reached by that method if you prefer.

ENVIRONMENT FOR VIEWING:

Taking a telecourse requires a disciplined and controlled environment. Watching each program will demand your undivided attention. It is wise to prepare yourself by doing all the steps indicated in the Telecourse Student Guide before viewing the telecourse lessons.

Two 30-minute lessons will be cablecast on Comcast ch. 23 and Charter Communications ch. 9 each week. If you miss a lesson at home, any one of them may be viewed in the Lane library on the main campus. If you have technical difficulties viewing cable 23, please call 463-5319. The LCC library hours are Mon.-Tues., 7:30 a.m.-7:30 p.m., Wed.-Thurs., 7:30 a.m.-6:30 p.m., Fri., 7:30 a.m.-5:30 p.m. When requesting to view or check out a tape in the library, please identify this telecourse by the number MV#2114.

Videotapes of the lessons may also be viewed at the LCC Centers at Florence and Cottage Grove during their regular operating hours.

There is a limited number of complete sets of videotapes available for check out from the LCC Library. Only one tape may be checked out at a time for a one-week limit. These tapes are provided for those who are unable to receive the cable signal.

TELECOURSE STUDENT GUIDE:

The Telecourse Student Guide is, perhaps, the most important component of *Mastering the College Experience*. It is your "road map" for the telecourse, and serves as a critical bridge between the textbook and the video programs. Start each lesson with the Telecourse Student Guide and follow the step-by-step instructions for reading, viewing and completing exercises. It is important that you complete the assignments in the order they are listed in your syllabus under "Homework Assignment Schedule" (see pages 3 & 4) to make the most effective use of your study time.

Each telecourse student guide lesson includes the following components:

- **Assignments:** Detailed instructions on activities to be completed before, during and after viewing the video program.
- **Learning Objectives:** A list of what you'll know and be able to do after you complete each lesson. (**Hint: Instructors often use learning objectives to write test questions.**)
- **Preview:** An introduction to the major topics covered in the lesson, plus questions you may consider while reading and viewing.
- **Lesson Summary:** A summary of the lesson--to be read after reading the textbook and viewing the video--that also clarifies key points of the lesson.
- **Exercises:** Various exercises designed to help you review and reinforce your understanding of important terms, concepts and skills. (Your instructor has indicated which of these activities you are required to complete in your syllabus under "Homework Assignment Schedule," pages 3 & 4.)
- **Quiz:** A brief quiz that will help you test your understanding of the concepts in the lesson. These practice questions are taken primarily from the chapter quizzes in your textbook, *Becoming a Master Student*.
- **Answer Key:** This section found in the back of the Telecourse Student Guide provides answers to each quiz. If you have any incorrect answers, review the material noted.

TEXTBOOK:

Mastering the College Experience is based on the leading textbook in the field of college orientation and student success: *Becoming a Master Student*, 11th edition, by Dave Ellis (Boston: Houghton Mifflin Company, 2006). Written in a conversational style, this text presents "digestible" pieces of information in a colorful, easy-to-read format. The content of the textbook parallels the content of the video programs, but you will not always be required to read an entire chapter for each lesson. Your course syllabus "Home-work Assignment Schedule" (see pages 3 & 4) tells you which pages to read, and when to read them.

VIDEO PROGRAMS:

The 18 half-hour video lessons reinforce and elaborate on the information in the student guide and textbook. In each program, two video hosts will walk you through the basic concepts and skills. You will also see a group of real college students who are learning and using these same concepts and skills. By watching the successes and failures of these students, you will learn how to apply these new ideas in real-world situations.

In the videos, you will see both distance learners (like yourself) and traditional, on-campus students. There are two reasons for this. First, most of the ideas presented in this course apply to both distance learning and traditional education. Second, most telecourse learners end up taking traditional classes to complete their education, so their experiences will be valuable for you to see.

(Note: If the video lessons are broadcast or cablecast in your area at inconvenient times, feel free to record them on your home video cassette recorder for later viewing. As long as you use these tapes for your own personal viewing at home, there is no copyright infringement.)

How to Take a Distance Learning Course

If this is your first experience with distance learning, welcome. Distance learning courses are designed for busy people whose situation or schedule do not permit them to take a traditional on-campus course.

The Telecourse Student Guide is designed to help you study effectively and learn the material presented in both the textbook and the video lessons. The Telecourse Student Guide is a complement to the textbook and the video lesson. IT IS NOT A SUBSTITUTE. By following the instructions in this guide, you should easily master the learning objectives for each lesson.

To complete this course successfully, you will need to schedule sufficient time to read the textbook, watch each video lesson, and study the materials in the Telecourse Student Guide. You will need to:

- Read the course "syllabus" that Dr. Litty provides to you. This syllabus lists and explains what you will be required to do to complete this course successfully. It describes assignments, explains the course grading options, and offers a schedule for homework assignments and exams. If you have questions about what you must do in this course, look for the answer in your syllabus. If you are still unsure, contact your course faculty member, Dr. Litty.
- Purchase, read, and study the Telecourse Student Guide and the course textbook.
- View each video lesson in its entirety. (The course syllabus explains how you can view the lesson videos.)
- Focus your study time so you can achieve each lesson's Learning Objectives.
- Complete the exercises in the Telecourse Student Guide.

Even though you do not have schedule classes to attend each week on campus, please keep in mind that this is a college-level course. It will require the same amount of work as a traditional, classroom version of this course and at the same level of difficulty. As a telecourse learner, however, it will be up to you alone to keep up with your deadlines. It's important that you schedule enough time to read, study, review, and reflect.

Do your best to keep up with the work. In a telecourse, it's very difficult to catch up if you allow yourself to get behind schedule. It is strongly recommended that you set aside specific times each week for reading, viewing the videos, completing assignments, and studying for quizzes and exams. You will be more likely to succeed if you make a formal study schedule and stick to it.

When you watch each video program, try to do so without any interruptions. If you are interrupted you may miss an important point. Try to view the videos in a recorded mode so you can stop the tape and take notes. Also, take some time immediately after watching the video to reflect on what you have just seen. This is an excellent time to discuss the lesson with a friend or family member. Active thinking and involvement promotes success.

Lane Community College is committed to providing a working and learning environment that is free from discrimination, harassment and retaliation. Lane Community College is committed to equal opportunity in education and employment, affirmative action, cultural diversity, and compliance with the Americans with Disabilities Act. The college prohibits discrimination in admissions, employment and access to college programs, activities and services on the basis of race, color, national origin, sex, marital status, familial relationship, sexual orientation, pregnancy, age, disability, religion, expunged juvenile record, or veterans' status. This commitment is made by the college in accordance with federal, state and local laws and regulations.

Disability Resources:

If you need support or assistance because of a disability, you may be eligible for academic accommodations through Disability Resources. For more information contact Disability Resources at (541) 463-5150 (voice) or 463-3079 (TTY), or stop by Building 1, room 218, or contact Nancy Hart (541) 463-3010.

[Mastering the College Experience - Viewing Schedule](#)

College Success - CG100V
 Mastering the College Experience: MV#2114
 Lane Community College
 Comcast ch. 23 & Charter Communications ch. 9
 Winter Term 2009
 30-minute programs

Monday	January	5	8:00 p.m.	Welcome to College (Lesson 1)
			8:30 p.m.	The First Step (Lesson 2)
Wednesday	January	7	8:00 a.m.	Repeat - Lesson 1
			8:30 a.m.	Repeat - Lesson 2
Saturday	January	10	12 noon	Repeat - Lesson 1
			12:30 p.m.	Repeat - Lesson 2
Sunday	January	11	12 midnight	Repeat - Lesson 1
			12:30 a.m.	Repeat - Lesson 2
Monday	January	12	8:00 p.m.	Ideas are Tools (Lesson 3)
			8:30 p.m.	Finding The Time (Lesson 4)
Wednesday	January	14	8:00 a.m.	Repeat - Lesson 3
			8:30 a.m.	Repeat - Lesson 4
Saturday	January	17	12 noon	Repeat - Lesson 3
			12:30 p.m.	Repeat - Lesson 4
Sunday	January	18	12 midnight	Repeat - Lesson 3
			12:30 a.m.	Repeat - Lesson 4
Monday	January	19	8:00 p.m.	Looking Ahead (Lesson 5)
			8:30 p.m.	You've Got a Great Memory (Lesson 6)
Wednesday	January	21	8:00 a.m.	Repeat - Lesson 5
			8:30 a.m.	Repeat - Lesson 6
Saturday	January	24	12 noon	Repeat - Lesson 5
			12:30 p.m.	Repeat - Lesson 6
Sunday	January	25	12 midnight	Repeat - Lesson 5
			12:30 a.m.	Repeat - Lesson 6
Monday	January	26	8:00 p.m.	Muscle Reading (Lesson 7)
Wednesday	January	28	8:00 a.m.	Repeat - Lesson 7
Saturday	January	31	12 noon	Repeat - Lesson 7
Sunday	February	1	12 midnight	Repeat - Lesson 7
Monday	February	2	8:00 p.m.	Reading Challenges (Lesson 8)
			8:30 p.m.	Taking Notes (Lesson 9)
Wednesday	February	4	8:00 a.m.	Repeat - Lesson 8
			8:30 a.m.	Repeat - Lesson 9
Saturday	February	7	12 noon	Repeat - Lesson 8
			12:30 p.m.	Repeat - Lesson 9
Sunday	February	8	12 midnight	Repeat - Lesson 8
			12:30 a.m.	Repeat - Lesson 9

Monday	February	9	8:00 p.m.	Challenges Worth Noting (Lesson 10)
			8:30 p.m.	Preparing for the Test (Lesson 11)
Wednesday	February	11	8:00 a.m.	Repeat - Lesson 10
			8:30 a.m.	Repeat - Lesson 11
Saturday	February	14	12 noon	Repeat - Lesson 10
			12:30 p.m.	Repeat - Lesson 11
Sunday	February	15	12 midnight	Repeat - Lesson 10
			12:30 a.m.	Repeat - Lesson 11
Monday	February	16	8:00 p.m.	This is Not a Test (Lesson 12)
			8:30 p.m.	Thinking Creatively (Lesson 14)
Wednesday	February	18	8:00 a.m.	Repeat - Lesson 12
			8:30 a.m.	Repeat - Lesson 14
Saturday	February	21	12 noon	Repeat - Lesson 12
			12:30 p.m.	Repeat - Lesson 14
Sunday	February	22	12 midnight	Repeat - Lesson 12
			12:30 a.m.	Repeat - Lesson 14
Monday	February	23	8:00 p.m.	Thinking Critically (Lesson 15)
Wednesday	February	25	8:00 a.m.	Repeat - Lesson 15
Saturday	February	28	12 noon	Repeat - Lesson 15
Sunday	March	1	12 midnight	Repeat - Lesson 15
Monday	March	2	8:00 p.m.	Math and Science: A 3-D Solution (Lesson 16)
			8:30 p.m.	Research: Solving a Mystery (Lesson 17)
Wednesday	March	4	8:00 a.m.	Repeat - Lesson 16
			8:30 a.m.	Repeat - Lesson 17
Saturday	March	7	12 noon	Repeat - Lesson 16
			12:30 p.m.	Repeat - Lesson 17
Sunday	March	8	12 midnight	Repeat - Lesson 16
			12:30 a.m.	Repeat - Lesson 17
Monday	March	9	8:00 p.m.	Writing Well - The First Draft (Lesson 18)
			8:30 p.m.	Writing Well - The Final Presentation (Lesson 19)
Wednesday	March	11	8:00 a.m.	Repeat - Lesson 18
			8:30 a.m.	Repeat - Lesson 19
Saturday	March	14	12 noon	Repeat - Lesson 18
			12:30 p.m.	Repeat - Lesson 19
Sunday	March	15	12 midnight	Repeat - Lesson 18
			12:30 a.m.	Repeat - Lesson 19

Winter Term 2009 Details for Telecourse Students

Important Dates

Last day to receive refund	Sunday, January 11, midnight
Martin Luther King Day, college closed	Monday, January 19
President's Day, college closed	Monday, February 16
Last day for schedule changes	Friday, February 27
Finals week	March 16-21

Lane Community College's Administrative Withdrawal Policy For Telecourses:

Telecourse students must obtain the telecourse syllabus and complete a blue student information card before the end of the first week of the term. The instructor may withdraw students who fail to follow this procedure. Students unable to attend the telecourse orientation may purchase the syllabus and complete a blue student information card at the college Bookstore. It is every student's responsibility to use ExpressLane to drop any classes in which they do not want to be enrolled. Students should not assume that the instructor will withdraw them for not completing the blue card. Students are responsible for all charges for classes not dropped by the full refund deadline. **After SUNDAY, January 11, at midnight, no tuition or fees will be refunded. Students withdrawing from a course after the refund period is over will NOT receive a refund. It is the student's responsibility to officially drop.** For college policy regarding refunds, see Lane's website or the current Aspire Magazine. Students enrolling after the first week of classes must immediately obtain the syllabus and complete a student information card available for purchase in the Bookstore and contact the instructor.

Distance Learning Department:

Distance Learning is located in the Workforce Training Building 19, room 253A, 463-5893. Telecourse students may call (541) 463-5319 with cable viewing discrepancies.

Disability Resources Statement:

If you need support or assistance because of a disability, you may be eligible for academic accommodations. Contact Disability Resources at (541) 463-5150, or TTY 463-3079, or stop by Bldg.1, Room 218.

Main Campus Bookstore Hours:

First week of classes beginning Mon., Jan. 5 through Sat., January 10: Mon. through Thurs., 8 am-7:30 pm; Fri., 8 am-4:30 pm.; Sat., 9 am-1 pm. Distance learning students may have books shipped by using VISA/ MasterCard. For details, call the LCC Bookstore, (541) 463-5676, or email bollenbaughp@lanecc.edu Last day to return books for full refund is Monday, January 12. Details for students using CreditLine may be found at: lanecc.edu/bookstore/purchasing/charging.htm

Main Campus Library Services:

All telecourses may be viewed in the library on the main campus. In addition, videotape/DVD copies may be checked-out for 1 week. Lane's library is open Mon. through Thurs., 7:30 am–7 pm; Fri., 7:30 am–5:30 pm. Closed Sat. and Sun. For magazine articles, books, newspapers and other Internet resources visit the library home page at www.lanecc.edu/library/ Distance Learning students who wish to check videos, books etc., out of the main library will need to show a driver's license, passport, high school ID, Lane ID or any other type of legitimate photo ID.

Internet and Computer Access:

Main Campus Student Computer Lab/Student Help Desk (SHeD), Bldg. 4, Room #201 Hours: Mon. through Thurs., 7:30am-7pm; Fri., 7:30am-6pm. Closed Saturdays and Sundays; closed 1/19 and 2/16. Laptop computers are available for 2-hour checkout in the Lane Library, 9:30 am – 3 pm (hours may change), and may be used anywhere inside the Library.

Social Science Testing Lab:

The following telecourses may use the Social Science Testing Lab in Center 456 for testing. See your telecourse syllabus for testing details: FA255 - Understanding Movies, HE250 – Personal Health, HO100-Medical Terminology, HST105 – World History, HST202- History of the United States, PSY110-Exploring Psychology, PSY239 – Intro to Abnormal Psychology, and SOC204-Intro to Sociology. Check the website for operating hours: <https://teach.lanecc.edu/timmerst/>

Student Activity Fee, Photo ID and Transportation Fee Information:

Students only enrolled in distance learning courses (no on-campus courses) are not charged the ASLCC Student Activity Fee. An LCC photo ID is not required to attend Lane. It is available to all currently registered students as an alternate form of photo identification. A card may be purchased at a cost of \$5 through Enrollment Services, Building 1 or the Downtown Center. Distance Learning students are not charged the \$22 transportation fee and are not eligible for an LTD Bus Pass. DL students are charged a \$5 transportation fee.

Proctored Exams With Off Campus Proctors:

Proctored testing is an option available for students who live outside of the local Lane County area. For complete information, please go to: www.lanec.edu/distance/testing.htm (This does not apply to students enrolled at the Cottage Grove and Florence campuses.)

Grade Reports:

Beginning on Wednesday following the end of the term, students can obtain unofficial transcripts with their grades from ExpressLane. Grade reports are not mailed. Official transcripts may be paid for and ordered through ExpressLane or at Enrollment Services on the main campus or by calling (541) 463-3100.

Students are requested to use these special MV numbers when requesting telecourse programs from the library.

CG100 (A,B,C) - College Success: Mastering College Experience	MV#2114
CG140 - Career and Life Planning: Career Advantage	MV#2112
CG213 - Improving Parent/Child Relationships	MV#2121
ES102 - Contemporary Racial & Ethnic Issues: Dealing with Diversity	MV#2079
FA255 - Understanding Movies: American Cinema	MV#2088
GS142 – Earth Science: Earth Revealed	MV#2070
HE250 - Personal Health: The Human Condition	MV#2130
HO100 - Medical Terminology	MV#2110
HST105 - World History: Bridging World History	MV#2129
HST202 - History of the United States: Shaping America	MV#2131
HST202 - History of the United States: Transforming America	MV#2132
PSY110 - Exploring Psychology: Psychology-Human Experience	MV#2066
PSY239 – Introduction to Abnormal Psychology: World of Abnormal Psych	MV#2072
SOC205 – Social Stratification and Social Systems: Exploring Society	MV#2120