



To Complete the Admissions Process as a student under the age of 18:

Lane Community College welcomes learners under the age of 18. It is important that you and your family become familiar with particular responsibilities which apply to you as a student under the age of 18 attending Lane.

If you are under 18 on the day you are completing the admission/readmission form, print this consent signature page. **After** you have received your L number, fill out and mail or fax this form to Enrollment and Student Financial Services. Once we have received your signed Under 18 Release Form, we will release you to be able to register when registration opens for the term you wish to take classes.

myLane is the web tool at www.lanecc.edu that you will use to register for classes, review and pay your bills, request official transcripts and view your unofficial transcripts (grades). Once you have been admitted as an under 18 student, myLane will be able to monitor your age and will automatically release you to be a regularly admitted student on the day you become 18.

If you plan to attend a GED preparation class, you will need to complete a release form from your high school or the Lane Educational Service District (ESD). Sixteen- and seventeen-year-olds who want to enroll in a GED preparation class, must have a signed referral or exemption from a local high school. For more information about the GED, please call the Adult Basic and Secondary Education (ABSE) department at (541) 463-5214 or e-mail sbell@lanecc.edu.

If you are interested in enrolling in Lane's College Now or Regional Educational Technical Consortium (RTEC) program, please contact High School Connections at (541) 463-5521.

If you have questions about enrolling as a student under 18, please call the office of Enrollment and Student Financial Services at (541) 463-3100 or ask your questions regarding this at AskLane@lanecc.edu.

I am under 18 and my parent/guardian and I understand the following nine points:

Attending classes as an under 18 student:

- As a student taking classes at Lane Community College I am choosing to be in an adult-oriented learning environment and recognize that course content, instructor focus and class discussions will not be amended to account for my age. Lane staff expects mature, adult behavior and will provide follow-up on non-attendance or provide feedback on academic progress only to me, the student.
- Many Lane faculty members teach at an institution of higher education for the reason that they want to teach in an adult environment. I understand that

instructors have the option to limit enrollment to adult students only, and if they decline to have me in their class, I will use myLane to drop my registration. I need to do this prior to the stated refund deadlines.

Registering and earning college credit as an under 18 student:

- All policies regarding grading, class attendance, registration deadline, payments on account and college procedures apply to me and exceptions will not be made because of my age. I will be expected to use myLane to register for classes, make adjustments to my schedule, review and access my Account Summary for any charges assessed and to review my unofficial transcript which will reflect my grades.
- Grades earned in classes will become part of my official transcript and will not be eligible for adjustment at a later date due to my being under 18 when they were earned. If I am interested in transferring credits earned at Lane back to my high school, I will consult with my high school counselor ahead of time to learn what my transfer options are. Likewise, if I am interested in transferring college credit earned at Lane to another college or university, I will consult with admissions staff at the receiving institution to become aware of their transfer credit policies.

Paying for classes as an under 18 student:

- Tuition and fees assessed on the class will be under my name and I will be responsible for ensuring that my account remains in good standing. I understand that my account balance must be paid in full within 120 days after being assessed the charges. After that date, I will be referred to a collection agency, regardless of my age.

Accessing my student records as an under 18 student:

- All students attending Lane, regardless of age, are protected by the federal Family Educational Rights and Privacy Act (FERPA). FERPA provides me with the right to review, restrict access and seek amendment to my educational records. The same law prevents Lane from releasing any information on my student records, including billing and registration information to anyone without written permission from me. For more information, please review Lane's FERPA policy at <http://www.lanecc.edu/cops/release.htm>.
- I will access my myLane account using the secure Personal Identification Number (PIN) that I will create for purposes of registering, making payments on my accounts and all other functions. I will not share my confidential PIN with anyone else.
- I may present a photo ID to Enrollment Services in the Student Services Building #1 on main campus to complete a Student Information Release form. This allows me, as the student, the opportunity to create a password, which is different than my secure myLane PIN, which I can share with others to allow

access to my student records, with the exception of class schedules, class attendance, and grading.

Return this completed page of the three-page form by faxing to (541) 463-3995, or mailing to:

**Enrollment and Student Financial Services
Lane Community College
4000 E. 30th Avenue
Eugene, OR 97405**

“L” Student Identification Number (Required) _____

Student Name: (Please print) _____

Student signature: _____ Date: _____

Date of Birth: Month _____ Day _____ Year _____

Parent/Guardian Name: (Please print) _____

Parent/Guardian signature: _____ Date: _____