



- 7) FEC Incentive Program for total workout visits accumulated with FEC awards given for specific levels:  
33 visits = FEC water bottle; 100 visits = FEC t-shirt; 200 visits = FEC sweatshirt; 500 visits = FEC jacket

**Code of Conduct:** All FEC students are expected to conduct themselves in a forthright and honest manner. In the event that students display disruptive behavior or are suspected of cheating, plagiarism, or otherwise misrepresenting their work, they will be subject to due process as outlined in the Lane Community College Student Code of Conduct Handbook. Students will be warned if their behavior in the FEC is in violation of the Student Code of Conduct.

## **Course Requirements and Grading Policy for Credit Students**

**NEW Fitness Education Students:** - Completion of an **FEC orientation** is **required** for **ALL** first-term FEC students. The FEC orientation includes: Student information forms, health screening, course outline, exercise equipment overview, and the FEC computer & ID card procedures.

**Note:** The orientation will last 1 hour and 50 minutes. Once you have completed your orientation, you will receive **one workout visit** that will count towards your grade. You can then start working out in the FEC **during the usage hours** to accumulate the remaining visits required for your desired grade.

**Grading Scale for ALL Fitness Education Students (new and returning):** This class is designated as “Pass/No Pass”. For those students who wish to invest extra time, there is the option of earning an “A” or “A+” grade. All workout visits must be completed during FEC usage hours!

*If you have ANY questions or concerns regarding our grading scale please see an FEC Instructor.*

**Summer “MINUTES” Grading Option:** Summer students may earn their grade by accumulating total minutes or visits (**a minimum of 40 minutes and a maximum of 120 minutes each day**):

**“No Pass” = less than 23 workout visits or less than 1000 minutes**

**“Pass” = 23 workout visits or 1000 total minutes**

**“A” = 30 workout visits or 1350 total minutes and completion of Final Exam**

**“A+” = 33 workout visits or 1500 total minutes and completion of Final Exam and at least one optional Fitness Center activity must be completed**

**\*Please Note:** Any student taking the FEC for **two PE credits** should check with a staff member for proper recording of their workouts.\*

### **Important Grading Reminders:**

- ✓ Only **one** (1) workout visit **per day** will count for credit towards your grade (except as indicated below).
- ✓ **Each workout visit** must be a minimum of **40 minutes** to count for your grade (**max 120 minutes** per day).
- ✓ Please be dressed down and ready to work out **before** checking in, and check out **prior to** leaving the FEC.
- ✓ FEC ID cards must be **left out in the display rack** at front counter during the **entire** workout.
- ✓ To go **outside the FEC** for a portion of your workout (to the LCC weight room during **their posted open hours** OR the LCC track **ONLY**), **please** give your FEC ID card to an FEC staff member. **When you return** to the FEC, **please** notify a staff member, and we will return your FEC ID card to the display rack. **If you are not in one of these designated spaces your workout will be revoked.** **Note: You must be dressed down when working out on the track.**
- ✓ **If you forget to check out, or if you leave the FEC after checking in** without letting us know and giving us your FEC ID card, you will **not** receive credit for that day’s workout visit.
- ✓ All students working to earn an “A” or “A+” grade are required to take the final exam each term that they are enrolled in the FEC. (Students earning a “PASS” grade do **not** need to take the final exam)
- ✓ **Student Code of Conduct / Academic Dishonesty:** All FEC students are expected to conduct themselves in a forthright and honest manner. In the event that students display disruptive behavior or are suspected of cheating, plagiarism, or otherwise misrepresenting their work, **they will be subject to due process** as outlined in the Lane Community College Student Code of Conduct Handbook. Students will be warned if their behavior in the FEC is in violation of the Student Code of Conduct.

## **JUST ANOTHER REMINDER! LAST DAY FOR FEC WORKOUT CREDIT FOR SUMMER TERM:**

- **1<sup>st</sup> 6-week session – Thursday, July 31<sup>st</sup>**
- **8-week session – Thursday, August 14<sup>th</sup>**
- **12-week and 2<sup>nd</sup> 6-week session – Thursday, September 11<sup>th</sup>**

## **Optional Fitness Education Center Activities**

***“Extra credit” workout visits can be earned for participation in the following activities: (PLEASE NOTE: these visits will be posted separately by FEC staff – Please don’t check in with your FEC card!)***

- **Lecture Seminar** – Educational seminars on health and fitness topics will be offered each term, and students can attend **each** seminar topic **ONCE** for credit. **You must attend the entire seminar. If you are late, you will not receive credit for the seminar.**
  - **Activity Seminar** – Students may participate in an activity seminar that will involve dressing down in PE attire for participation in a workout of some kind. This is a great way to earn a visit and get the chance to cross-train! Full participation in **any or all of the scheduled activity seminar sessions** will count as extra credit workout visits. **You must attend the entire seminar. If you are late, you will not receive credit for the seminar.**
  - **Video Seminar** – There is a health and fitness related video on reserve in the LCC Library, along with a short written assignment. Arrange to view the video during the library’s open hours, complete the written assignment, and turn it in at the FEC counter. Counts as credit visit **once per term.**
  - **Fitness Assessment** – Students can earn a visit for completing a fitness assessment **once per term.** Appointment dates and times will be available at the front desk. Students can sign up for available time slots should arrive for the assessment **dressed down in shorts or loose fitting pants and a T-shirt.** Please **do not work out** prior to your assessment! ***NOTE: Due to the inaccuracy of the results and safety concerns, fitness assessments are not available to students during pregnancy.***
- \* ***Students can also check in for a regular workout on the same day as their seminar or assessment, and both visits will count toward grading requirements (this is the exception to the 1 workout per day rule).*** Please note that **Exercise Programming Sessions are not considered ‘extra credit workouts’; however, you may check in with your FEC ID card and the appointment will count toward your workout time for that day.**

## **Fitness Education Center Environment**

1. **Dress Code-** All students must be appropriately dressed for PE activity. Proper PE attire includes: **a regular length T-shirt with short sleeves, shorts, socks, and athletic shoes.** Long sleeve shirts, sweats or warm-up suits are acceptable. **A regular length T-shirt must be long enough to cover the waistband of your pants or shorts completely, even during movement or activity. NO TANK TOPS, SHORT or HALF T-SHIRTS, CUTOFFS, JEANS, CARGO PANTS WITH ZIPPERS AND RIVETS, BELTS, SANDALS, STREET SHOES, OR BOOTS ALLOWED.** PE clothing will be issued in the locker room exchange area, or students may bring their own appropriate workout clothing to wear. **Any student noted without proper attire will be asked to change clothes (or check out LCC attire available from the locker room), or they will not be allowed to complete a workout that day.**
2. **Keep all food and drinks outside!** However, we encourage you to bring plastic water bottles with lids that close securely so you can stay well hydrated with water during your workout. **Please help us keep our facility clean!**
3. In order to keep our equipment clean and functional, **please carry a towel with you to wipe down the equipment after each use.** This increases the life of the equipment pads by keeping perspiration off of the upholstery and helps prevent the spread of germs. Towels are available at the FEC counter. Small cleaning towels are available near the exercise machines if a student wishes to clean a particular machine before use. Please let a staff person know of any equipment that needs attention.
4. **Use equipment properly and safely,** including using proper technique and machine adjustments, or you may be asked to leave the FEC. **No cell phone use allowed while checked into the FEC for a workout!**
5. **Thank you for thinking of others! Please be considerate of other students around you:**
  - During our busiest times, please keep your workout on individual pieces of cardio equipment to a **30-minute time limit** so that more students will get a chance to use them.
  - **Please do not sit or rest** on any of the weight equipment **in between** exercise sets – even if it appears that no one is waiting! Sitting on the equipment while you are resting or talking is **not only impolite,** it also slows down the

flow of movement in the circuit area and can damage the pads due to extended compression and exposure to accumulated perspiration.

6. **All FEC users and guests need to be at least 16 years old.** Each registered FEC student is allowed to bring a visitor to experience our facility one time per term at no cost. Visitors will need to sign a courtesy visit waiver at the front counter. Guests who are age 16 or 17 will need parental or guardian signature.
7. **Due to safety and insurance concerns, children under 16 are NOT allowed in the FEC.** Students must make **other** arrangements for children during their **entire** FEC workout.

**LOCKER ROOM EXCHANGE AREA:** The locker room and exchange area is open for students to exchange LCC PE clothing and towels. Please check at the locker room window for summer hours.

If you are registered by **Thursday, September 11<sup>th</sup> before 2pm** for a PE class during Fall term, you may keep your same locker and clothing assignment. If not, all issued clothing must be returned by Thursday of Finals Week, or a \$5.00 locker clean-out fee will be assessed. **YOU WILL BE CHARGED FOR ANY NON-RETURNED ITEMS.**

### **\$\$\$ Fitness Education Class Fee Information**

- A \$30.00 Fitness Education Program Fee is charged for the purchase and maintenance of exercise equipment, materials, staffing, fitness assessments, course orientation, and educational seminars. This is automatically refunded if the student drops the class by the end of the first week.
- The \$12.00 PE fee provides resources to offer classes, help maintain and update equipment, maintain and improve instructional areas, furnish supplies and provide PE clothing, towels and lockers.

**If you drop your PE class, within the first week of class,** you must return your lock and any issued clothing to the Issue Window for a full \$12.00 refund and avoid any additional charges.

#### **Storage Basket & Half-Locker:**

- Students currently enrolled in a credit PE or Dance class are eligible to check out a lock and a storage basket for the term. Students also have access to half-length lockers, for CLASS USE ONLY.

#### **Personal Locks:**

- PERSONAL LOCKS ARE NOT TO BE USED IN THE LOCKER ROOM.

#### **Clothing Service:**

- Students currently enrolled in a credit PE or Dance class are eligible to use the clothing service.
- The following clothing items are available for check out and exchange: T-shirt, Shorts, Towel, Socks
- The following clothing items are only available for one-time check-out: Sweatshirt, Sweatpants.

#### **Clothing Exchange Service:**

- Lane Community College issued clothing may be exchanged at the Issue Window (5/114).
  - You must receive a clean set of clothing at the same time you exchange clothing.
  - IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT A COMPLETE EXCHANGE HAS BEEN MADE EACH TIME.
  - If you are no longer going to use a clothing item, please let the staff at the Issue Window know, so that the item can be removed from your account and you receive a receipt for your records.
- Students who select the **audit** grading option for **all** LCC courses in a term are **not** required to pay the college ASLCC student activity fee **for that term**. Please note: if a student takes **any** course for credit, the fee will be in effect that term.

**Please note:** Due to the open entry and exit policy of the Fitness Education Center, students will not be administratively dropped. It is therefore the responsibility of the student to drop the class if they are unable to attend or decide to not take the course.

**If you have any questions about your exercise program or participation in Fitness Education, please talk with one of the FEC instructors! We're glad you are here!**