

Fall Class Schedule 2009

**Registration Begins:
September 10**

**Classes Start:
September 29**



Community College
3149 Oak Street
Florence, Oregon

www.lanecc.edu/florence

DIRECTOR'S MESSAGE

The Florence Center is experiencing a significant facelift, thanks to you the taxpayer. With the successful passage of our 2008 Bond Measure we're replacing our aging roof and weathered siding.

The most important changes will take place in the classroom, with the addition of a new science lab and retrofitting of one of our current rooms to become a 'smart' classroom, with the most modern technology at the instructor's fingertips.

Did you know we offer six science classes, but are unable to provide proper lab space? Beginning Winter Term, this will change with the addition of a new science lab accommodating 18 students. Our current lab accommodates only 2 students.

I encourage you to stop by this fall and take a look.

Bob Purscelley, Director, LCC Florence Center

PRESIDENT'S MESSAGE -

LEARN MORE, EARN MORE, START HERE

The keys to your personal economic recovery are education and training. President Barack Obama recognized this in his historic community college proposal and Lane is proud to offer the training he cited for the jobs of the future. For instance, Lane now offers a degree in Licensed Physical Therapy Assistant. Jobs growth looks good and wages average \$20 to \$25 per hour.

Also new this Fall is Statewide Basic Manufacturing Technician Certificate training. With just 15 to 19 credits you can prepare for jobs in production, machining, and CNC operation, with pay ranging from \$12 to \$18 an hour.

Obama said jobs requiring at least an associate degree will grow twice as fast as jobs requiring no college. He also observed that "people are saving money by spending two years at community college before heading to a four-year college."

If your dream is a four-year degree, completing your first two years at Lane will save you a ton of money and give you a competitive edge. Lane transfer students achieve an average of 3.00 GPA at university, comparable to other juniors, and better than incoming freshmen.

If there's an upside to the economic downturn, it's the opportunity to change your life. Go to college. Skill-up. Get a degree.

Mary Spilde, President, Lane Community College

Admission / Readmission

Applying for Admission / Activating your ExpressLane Account

New Students You are a new student if you have never taken classes at Lane.

Credit Student Admission If you would like to take credit classes for the first time, go online at Lane's home page at www.lanecc.edu, and click on "Students" in the main menu and "Admission/Readmission" on the following page. Note: An e-mail address is required for all credit students at Lane, so that we may communicate and conduct important college business. If you do not have an e-mail address, please go to lanecc.edu/icl/emailfaq.htm or contact the Student Help Desk at 997-8444 ext. 3333 to get assistance with setting up your free e-mail address account.

Once you have completed your credit admission online, you will receive an e-mail confirming receipt of your application and another e-mail with your Lane ID "L" student identification number within 2-3 business days. If you wish to receive your "L" number more quickly, please contact Enrollment Services at 997-8444 ext. 3100.

"L" Student Identification Number Lane does not use Social Security Numbers for identification purposes. You will be issued a random identification number, called your "L" number that you will want to memorize. This number will be part of any communications to you, any records about you, and will be our code to access your secure account in ExpressLane - the student web-based enrollment system.

Community Education Student Admissions (NonCredit) If you would like to take community education courses you may apply to Lane for the first time by either completing a Community Education Registration form available at lanecc.edu/schedule/community/CEregform.pdf or in person at the Florence Center, 3149 Oak Street. If you apply in person you will be given your "L" number within a 24 hour period. If you apply on-line, you will receive it by e-mail within 2-3 business days.

Under 18 Admissions If you have a high school diploma or GED, you qualify for automatic admission to the college, even if you are under 18 years old. If you are under 18 years old and do not have a high school diploma or GED and you wish to take *credit* classes, you will need to complete an "Under 18 Student and Parent/Guardian Consent" form, along with the online admissions process. This form is available under the "Forms" link in the left-hand column.

Readmission / Reactivating your ExpressLane Account If you are returning to study at Lane as a credit student after being gone for four terms or more, go to lanecc.edu and click on "Students" and then "Admission/Readmission". Complete the required fields within the Admissions form and this will reactivate your ExpressLane account. You will receive an e-mail confirmation of your readmission and you will be provided your "L" student identification number in a subsequent e-mail. If you are returning as a community education/non-credit student, please contact the Continuing Education Department at 997-8444 ext. 5252 or Florence Center office at 997-8444 to reactivate your ExpressLane account over the phone. You will be provided your "L" number at that time.

Planned Course of Study When you complete the online admissions form, you'll be asked to indicate your intended area of study. You will be choosing one type of "Degree" and one "Major" area of study that fits your initial plans. You can change your degree and major goals at any time by contacting Enrollment Services at 997-8444 ext. 3100. When applying online the list defaults to "No Major Declared; No Degree Sought". If you are going to pursue a degree or certificate at this time and/or wish to be considered for financial aid when you begin studies at Lane, please choose a different Planned Course of Study.

Professional / Technical Programs Professional Technical programs lead to one-year and two-year certificates and two-year Associate of Applied Science degrees. All of Lane's professional technical majors are listed on the next page, along with the degree or certificate that is earned when you complete the program. If you are undecided about your major, you may choose "Undecided".

College Transfer Programs If you are planning to transfer to a four-year college or university, choose one of the five College Transfer Degrees listed at the top of the right column below. If you are unsure which degree you wish to complete, select any one of the five options as a tentative choice. You will be able to change it at any time. Then choose one of the College Transfer Majors listed in the right column. If you are undecided about your major, choose "Undecided".

Personal Enrichment If you are enrolling in credit classes for personal enrichment, and are not seeking any degree or certification, then select "No Major declared; No degree sought" on the online Admissions Form.

Preparing to Register

Before the Term Starts You will need to have your “L” number and to create a secure six-character PIN (Personal Identification Number). For information on receiving your “L” number see the “Admission/Readmission” section on the previous page. You are encouraged to obtain your ‘L’ number and verify that you can log in to ExpressLane before the start of registration. Review available classes by clicking on “Fall Classes” at www.lanecc.edu.

Important Note for New Credit Students: Any student taking Credit classes for the first time at Lane will need clearance through the testing office before you will be allowed to register for credit classes. **Placement testing** is required for most new credit students if you have never taken college classes. If you have taken college classes at other schools, you may request to have the placement tests waived. Submit an unofficial copy of your previous college transcript or grade report to the testing office.

Placement testing is done only by appointment at the Florence Center. Please contact us at 997-8444 to schedule your test date. To schedule a test on main campus, please visit their website at www.lanecc.edu/test-ing/placementtest.htm.

How to log in to ExpressLane Go to Lane’s homepage on the web at www.lanecc.edu and click on the ExpressLane logo at the bottom of the menu. You will find yourself on the login screen. In the box titled “User ID”, type in your L number (be sure to use a CAPITAL LETTER “L”) and tab or mouse click down to the box titled “PIN”. Type in your 6-character PIN and click on the “Login” button. If you are accessing ExpressLane for the first time, enter your birth date in the format of mmddyy (i.e. for July 2, 1983, type 070283). If this is your first time logging in, you will see the message “PIN Expired” indicating that you are to change your PIN for security reasons. Type your original PIN, which will be your birth date for first-time users, into the “Old PIN” box, and make up a new 6-character PIN to type in twice under “New PIN”. Your chosen PIN may be either numbers or letters, or both, and is case-sensitive. Click on the “Submit” button.

The next screen will ask you to provide a security question, and answer. This is in case you forget your PIN, and need to reset it. The answer will be case sensitive. Be sure to choose a question and an exact answer that you are confident you will remember in the future.

ExpressLane will ask you to accept a “Terms of Service” agreement and verify your correct address.

Once you have initialized ExpressLane in this way, in the future you will simply log in using your “L” number and your chosen PIN.

Community Education (Non-Credit) Classes The registration process for community education is the same as credit classes, with the exception that *there is no placement testing required*. If you already have an “L” number, log on to ExpressLane, access Enrollment Services and follow the links to register for your class.

If you don’t have an “L” number, follow the Admission/Readmission instructions on the previous page, or call or visit the Florence Center at 3149 Oak Street, 997-8444 for assistance.

When to Register

There are three separate times that registration begins, depending on which type of student you are. For information on current registration dates and times, go to www.lanecc.edu, click on “Help for Students” and “Registering for classes”.

Continuing / Returning Student Registration

Continuing or Returning credit students and all Community Education students, who have not registered through Advance Registration, are allowed to register in ExpressLane beginning on the date below.

Registration for continuing/returning credit and new community education/non-credit students for Fall term begins at 7:00 a.m. on September 10.

New Student Registration New students entering credit classes need to wait to register until this date of the first term you will attend. You are considered a “new” credit student if you have never completed *credit* classes at Lane before or through one of our High School Connections programs, such as College Now or RTEC.

Registration for new credit students for Fall term begins at 7:00 a.m. on September 11.

Advance Registration Continuing credit students are eligible for Advance Registration, which allows you to enroll in classes early to ensure you get the courses you need. To gain access to Advance Registration, credit students meet with a Counselor/Advisor once per academic year.

Credit Advance Registration for Winter term begins at 7:00 a.m. on October 20.



How to Register in ExpressLane



Log into ExpressLane using your “L” number and PIN.

On the Main Menu, click on “Enrollment Services” (this can also be found in a series of tabs along the top of the screen at any time).

In the Enrollment Services menu, click on “Registration & Books”.

If you know the Course Reference Number (CRN) for the course you want, click on “Add/Drop Classes”. You will be asked to choose a term. Be sure you pick the term in which you wish to enroll, because it may be possible to register for a different term at that time.

You will find a series of boxes across the lower portion of the Add/Drop screen. Click on one of these boxes and enter the CRN for the course you want. You may enter more than one CRN at the same time. Some courses, called “Co-requisites”, such as Learning Community courses, require that you enter all courses’ CRN’s before your click on “submit changes”.

Click “Submit Changes”. **CAUTION!** Before you submit your course be sure that you are registering for the correct course, and whether the refund deadline has passed for that course. ExpressLane does not have the ability to check for you. You are responsible for courses you add after the refund deadline.

Important! Scroll down the screen. If you successfully registered for your courses, you will find them listed one at a time as “Web Registered”, and the date of registration under “Status”.

If you were not able to register, you will see the message “Registration Error” with an error message. For information about the error, click on the link at the top of the page under “Explanation of Registration Add Errors”. Follow the directions to correct the error and add the course.

If you do not know the CRN for the course you want, click on “Look up Classes to Add”. You will have the ability to conduct a search based on course subject, course number, instructor, time offered, and a number of other criteria. Your search may be as broad as every course offered under a particular heading, or as narrow as you wish.

The results of your search will be displayed, with all sections offered that fit your search criteria. Those results will show course name, days and times, campus location, instructor name, and the current number of spaces left in the class section. If the course is open for your registration, you will find a box on the left side of the course offering (a “C” in the left hand space indicates the course is closed/full). You may click on that box and scroll to the bottom of the screen, where you will find the choice to either “Register” for that course immediately, or “Add to Worksheet”, which will place the CRN in the Add/Drop screen for you.

Another option is to consult the Florence Center Fall 2009 Schedule publication and the CRN will be the 5-digit number displayed in front of the class title for each entry. This is for Florence classes only.

Check your schedule! Once you have registered for your classes, it is important to check your schedule to ensure it is what you want. You may view your schedule in different formats from the Registration menu or through the links at the bottom of the Class Search or Add/Drop pages. Note: If you return to the Registration menu and click on Student Schedule by Day and Time, your schedule may appear to be incomplete if you have enrolled in courses that are in a later part of the term.

Variable Credit Classes If you register for a course that is offered for variable credit, you need to perform an additional step to let ExpressLane know how many credits for which you intend to enroll. ExpressLane will always automatically enroll you for the minimum number of credits for a variable credit course. **Important:** If you decrease the number of credits in a variable credit class AFTER the refund deadline, your account summary will initially show a refund of tuition for these credits, but this will be corrected within 1-2 business days of the change in ExpressLane. There is no refund for reduced credits after the course refund deadline, without documentation of extenuating circumstances. Credit levels cannot be adjusted on Wednesdays.

Changing Grading Options You can change your grading option for a class after you register for it and any time up until the Last Day for Schedule Changes during the term. (eg: Change from a Letter Grade to Pass/No Pass or Audit) To change grade options:

Click on “Grade Mode” to the right of the CRN.
Click on the arrow to see other grade options.
Click on the grade option you want.
Click on “Submit Changes” at bottom of page.
Check to confirm the change is correctly displayed on the screen.

Tuition, Fees, and Payment

How Much Will It Cost?

This information can assist you in calculating the expense of attending credit classes at Lane. **These figures do not include textbooks, additional fees related to specific classes or programs, or differential fees.**

2009-2010 Tuition and Fees

Credit Classes

Residents of Oregon
California, Idaho, Nevada
and Washington \$81.00/credit hour*
(*includes \$3/credit
temporary tuition sur-
charge, thru Spring '11)

Non-residents of Oregon \$213.00 per credit hour
(excluding border states above)

International students \$213.00 per credit hour

Technology Fee \$5 per credit hour. This fee helps pay for technology used in the classroom, as well as computer labs accessible to all credit students.

Transportation Fee If taking credit classes on main campus - \$26 per term; **Florence campus is \$5 per term.** This fee pays for expenses related to parking lot maintenance and security.

Student Activity Fee \$45.25 per term, charged to main campus credit students only. This fee is paid by students taking any courses for credit on main campus. It is voted on by the student body in the ASLCC spring elections to support student activities and services.

Health Clinic Fee \$12, charged to main campus credit students only.

First Time Credit Enrollment Fee \$30 one-time fee. This is assessed to students the first term that they enroll in credit classes and pays for placement testing and the degree/certificate application process.

Late Add Fee \$100 per class. Students are expected to register for all classes attended. Grades submitted for non-registered students after the last day to add classes in ExpressLane will result in this fee being assessed for *each late grade submitted*, in addition to all related tuition and fees at the current rates.

International Student Fee \$10 per credit hour.

Books/Materials While there is no specific amount charged for books and materials, and each class will vary, a good estimate to use is approximately \$100 per credit course. Most non-credit courses include materials in their fees.

Photo ID You are not required to have a Lane photo ID, but one is available at Enrollment Services on main campus for any registered student for \$5 after the second Tuesday of any term.

Non-Credit Classes

Tuition/Fees Tuition and fees for Community Education (non-credit) courses are listed by each class in this publication and online. Tuition is based on a rate of \$4 per class hour. Seniors 60 years and older (as of the first day of term) will receive a 25% tuition discount on **most** non-credit classes (classes not eligible for the discount will be indicated as such in the description.)

Transportation and Resource Fees Upon registration, each Florence student will be assessed \$10 once per term. This includes a \$5 Transportation Fee and a \$5 Resource Fee. These fees help defray the costs of parking lot maintenance and security and allows you access to the computer lab.

Paying Your Bill

Online Payment As soon as you have registered for a class, your bill is available on ExpressLane. You may view and pay your bill by clicking on the "Enrollment Services" menu, and clicking on "View Account/Make Payments". Payment methods accepted on ExpressLane include VISA/MasterCard credit or debit cards, and checking account or savings account withdrawal. All transactions are handled through a highly secure payment system.

Other methods of payment Payments may also be made by check, either through the mail to P.O. Box 7100, Eugene, OR 97401-0025 or in the drop box on Main Campus in Building 1, Student Services. If you submit a check to make your payment, your check will be converted into an electronic funds transfer, which instructs your financial institution to transfer funds from your account to our account, rather than processing your check. Cash payments are accepted at Enrollment Services on Main Campus. **Florence Center is not able to accept or process payments,** but we will be happy to assist you with making a payment online.

Billing Statements / Finance Charges:

Credit Students: Credit students will no longer receive paper billings. It is your responsibility to regularly check your balance on-line at ExpressLane. You must also maintain an up-to-date email address on ExpressLane.

Non-Credit Students: Your billing statement will be mailed once per month to the most recent address which you maintain in ExpressLane in any month that there is a balance due or payment made. Payment is due by the 15th of the following month. Any past due balance is assessed a 2% finance charge and billed again. Charges that accrue past 120 days are sent to a collection agency, and a hold is placed on registration and records for any account with an amount due past the opening of the next term's registration. *Note: It is your responsibility to keep Lane informed of any address change or other change to your information, so that we may bill you accurately.*

Bookstore Accounts

1. Students who wish to charge to the \$500 line of credit at the Bookstore will need to have completed the FAFSA and it must be received by Lane's Financial Aid office in Eugene.
2. Students will print off their schedule from ExpressLane on the day they wish to charge.
3. Students will present schedule (with current date) along with current photo ID and merchandise to be purchased at the registers in the Bookstore.
4. If a student is blocked from charging at the register, the cashier will ask the student to go to the Student Accounts Area for assistance. If account is unblocked, the student may return to the front of the register line.
5. To check Bookstore charging eligibility, go to ExpressLane's Enrollment Services webpage.

Book Orders

Due to staffing shortages, we will no longer order or coordinate delivery of books for courses OTHER THAN those taken through the Florence Center (for example, online courses). To order and receive your books directly from main campus, please contact the bookstore at (541) 463-5256, or visit their website at www.lanecc.edu/bookstore.

Academic Advising

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

- Learn about Lane services and programs.
- Identify 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.
- Identify Lane courses that meet degree requirements at Lane and at four-year colleges throughout the state.
- Solve scheduling difficulties or problems.
- Identify ways to do well in class and feel satisfied about school.

Florence Center has one seasonal, part-time counselor. Students can make an appointment by calling or visiting the Florence Center, 3149 Oak Street, Florence, 997-8444. Students may also utilize the services of counselors on main campus and can make an appointment by calling (541) 463-3200 or 997-8444 ext. 3200.

Workforce Development

The Workforce Development Department is a grant funded department that administers several different programs. Services are available in Florence. Visit lanecc.edu/traindev/training.htm for more information.

The Workforce Network The Workforce Network is the delivery of workforce development services to adults and dislocated workers in Lane County through a one-stop career center system. The goal is twofold: 1.) to assist with individual job search methods and activities and 2.) to help build a skilled and educated workforce that can meet the needs of the contemporary workplace. *Contact Lynn Delmore at (541) 686-7513 to schedule an appointment in Florence.*

The Welfare Reform JOBS program This program is administered through Workforce Development in partnership with the Department of Human Services. Services include: job search skills, job readiness, work experience and retention for Welfare recipients in the Florence and Reedsport area. Employers with job openings are encouraged to call. The program will provide confidential applicant screening and refer qualified candidates. *Contact Juanita Kirkham at 997-8251 ext. 254. Located in the Human Services Building at 3180 Highway 101, Florence, OR.*

Financial Aid Information

Financial Aid

Deadlines Apply as soon as possible after January 1 for the 2009/2010 academic year (Summer 2009 through Spring 2010). Early application deadline was February 13, 2009. Students enrolling in Fall term 2009 can still file for Financial Aid.* *NOTE: Your financial aid application, called a FAFSA (Free Application for Federal Student Aid) must be received and processed by the U.S. Department of Education no later than the last day of the academic year for which you are applying. Students who apply within 30 days of the last day of their enrollment period cannot be guaranteed financial aid.

Do I qualify for financial aid? Many students qualify for some type of financial aid. Even part-time students may be eligible. For more information on eligibility requirements, visit www.lanecc.edu/finaid and click on Beginning the Process; visit Enrollment Services on main campus; or contact the Financial Aid office at 997-8444 ext. 3100.

5 Steps to Apply for Financial Aid

Step One Apply at www.pin.ed.gov for your U.S. Department of Education PIN (Personal Identification Number).

Step Two Apply for financial aid at www.fafsa.ed.gov, using the FAFSA. Tip: It's a good idea to fill out the FAFSA on the web worksheet before completing the FAFSA online, to make sure you have all the required information. LCC college code is #003196.

Step Three Review your SAR (Student Aid Report), and make changes if necessary. The SAR is a summary of the information you submitted on your FAFSA.

Step Four Apply for admission, and declare your degree at www.lanecc.edu.

Step Five Access ExpressLane - a group of web services for Lane students - to review outstanding requirements. Respond to all requests as soon as possible.

Check out these scholarship websites:

www.lanecc.edu/ces www.fastweb.com
www.getcollegefunds.org www.scholarships.com

NOTE: You should NEVER be charged to apply for financial aid. If a website or lender charges an application fee, seek a different source.

Award Disbursement Information

The disbursement schedule applies only if you have: 1).received an award notification from Financial Aid, **AND** 2) completed the Federal Direct Loan processes.

<u>Program</u>	<u>Disbursement Date</u>
Federal Pell Grant	Thurs., Oct. 8
Federal SEOG	
Oregon Opportunity Grant	
Federal Perkins Loan	
Federal Direct Loan	
Institutional & Private Scholarships	

Federal Direct Stafford Loan

First disbursement	Thurs., Oct. 29*
Second disbursement	Thurs., Nov. 5**

***First-time borrowers**, Federal Regulations require that the first disbursement of *Federal Direct Stafford Loans* not be released until 30 days after the term begins.

****One term only.** If you have a Federal Direct Stafford Loan that is for **one term only**, it must be paid in two disbursements.

Note Your enrollment level must be correct by 5 p.m. on the Tuesday prior to the disbursement date. The college will adjust and disburse your funds for the number of credits you are enrolled. The college cannot make adjustments to your awards after it has been disbursed.

The college disburses financial aid checks every Thursday after the first disbursement each term. Your award(s) are paid as they become ready for payment.

Please refer often to your own financial aid award information through ExpressLane by clicking on "Financial Aid".

Questions regarding financial aid issues can ONLY be answered by trained counselors located at the Eugene campus. For an appointment, please contact them by phone at (541) 463-3100, 997-8444 ext. 3100, or via email to enrollmentadvisors@lanecc.edu. Please be patient as they are doing all they can with limited resources and high demand. *Florence Center DOES NOT have a financial aid counselor on-site.*

REMEMBER, IF YOU REGISTER WITHOUT A FINANCIAL AID AWARD, YOU ASSUME FULL RESPONSIBILITY FOR ALL TUITION, FEES AND OTHER CHARGES.

Academic Calendar

VERY IMPORTANT REGISTRATION INFORMATION!!

You are responsible to make any necessary changes to your schedule by the refund deadline. Refer to the Refund Table on page 23 for deadlines. If there is a hold for any reason on your ExpressLane account you will be unable to drop a class. For this reason, it is best to drop a class during hours that Enrollment Services on Main Campus is open; Florence Center staff are not authorized to clear holds.

Certain credit classes offered in a later part of term have different refund deadlines. See below the refund table on page 23 or at www.lanecc.edu by clicking "Help for Students", then "How to Pay for Classes" and "Refunds".

Instructors **MAY** drop you after the first week of classes for non-attendance, but **ARE NOT REQUIRED** to do so. If an instructor does do an "administrative withdrawal", you will be granted a full refund of charges for the class. Again, this is not required of the instructor. If an "administrative withdrawal" is not done, you will be expected to pay for the course, even if you do not attend, if you have not dropped it yourself by the refund deadline.

Check your schedule AFTER making any changes and BEFORE the refund deadline. It is possible to scroll schedule options with the mouse scroll wheel, changing your schedule unexpectedly. It is your responsibility to know what your schedule is, and to be sure it is what you want.

Exceptions to the Refund Policy after the normal refund deadline are granted only in the case of medical or family emergency, with documentation. Refund exceptions are not granted for reasons of work schedule changes, non-attendance without dropping the course, or being unaware of the policy. If you would like to request a refund exception, you may find the required form on the "Enrollment Services" webpages, www.lanecc.edu/es, on the "Forms" menu.

Fall Term 2009 (Session 201020)

Advance Registration begins	May 19, 7 am
Registration Begins	Sept. 10, 7 am
New Credit Student Registration	Sept. 11, 7 am
In-service, college closed	September 22
Fall term classes begin	September 29
Last day to drop class for refund	Oct. 4, midnight
Veterans Day, college closed	November 11
Last day for schedule changes	November 20
Thanksgiving weekend	November 26 - 29
Finals week	December 7 - 12
Fall term ends	December 12
Winter break	Dec. 13 - Jan. 3
Christmas break, college closed	December 21 - 28

Winter Term 2010 (Session 201030)

Advance Registration begins	Oct. 20, 7 a.m.
Registration Begins	Nov. 30, 7 a.m.
New Credit Student Registration	Dec. 1, 7 a.m.
New Year's Day, college closed	Jan. 1
Winter term classes begin	Jan. 4
Last day to drop class for refund	Jan. 10, midnight
MLK Day, college closed	Jan. 18
President's Day, college closed	Feb. 15
Last day for schedule changes	Feb. 26
Finals week	Mar. 15 - 20
Winter term ends	March 20
Spring Break	March 21 - 28

Spring Term 2010 (Session 201040)

Advance Registration begins	January 26, 7 am
Registration Begins	March 1, 7 am
New Credit Student Registration	March 2, 7 am
Spring term classes begin	March 29
Last day to drop class for refund	April 4, midnight
In-Service, college closed	May 7
Last day for schedule changes	May 21
Memorial Day, college closed	May 31
Finals Week	June 7 - 12
Spring term ends	June 12
GED/Credit Program Graduation	June 12
Florence Center closed	July 1 - August 16

CREDIT CLASSES

TRADITIONAL LECTURE

CRN	CR	DAYS	TIME	INSTR.	ROOM
BI 112 20807	CELL BIOLOGY FOR HEALTH OCCUPATIONS 3	M / W	6:00P - 7:50P	Stone	103
BI 233 20909	HUMAN ANATOMY & PHYSIOLOGY 3 4	T / R	6:00P - 8:50P	Anderson	158
BT 120 22017	MS WORD for Business 3	M	6:00P - 8:50P	DePuente	154
CH 112 20140	CHEMISTRY FOR HEALTH OCCUPATIONS 3	T / R	6:00P - 7:50P	Stone	103
FN 225 22039	NUTRITION 4	W	11:00A - 2:50P	Brown, D.	162
MTH 65 22515	ELEMENTARY ALGEBRA 4	T / R	4:00P - 5:50P	Wilcox	158
PE298 20663	INDEPENDENT STUDY: PHYSICAL ED. 1	n/a	n/a	Mitchell	n/a
(must attend orientation; date and time TBA)					
PSY 201 22468	GENERAL PSYCHOLOGY 3	W	1:00 - 3:50P	Newell	158
SOC 204 21590	INTRODUCTION TO SOCIOLOGY 3	T	1:00 - 3:50P	Talbot	158
SPAN 102 22469	SPANISH, First Year 5	M F	3:00P - 5:30P 9:00A - 11:30A	Hasvold, C.	158
WR 115 21255	INTRODUCTION TO COLLEGE WRITING 4	M / W	4:00 - 5:50P	Brown, K.	162
WR 121 21993	ENGLISH COMPOSITION: Intro. to Argument 4	T / R	4:00 - 5:50P	Brown, K.	162

MATHEMATICS: SELF-PACED FORMAT

"Self-paced" classes have an instructor and tutor present for assistance, but without the traditional instructional format. Students enrolling in these courses must attend an orientation session on the first night of class, during which policies and procedures are outlined, study guides and schedules are distributed, and questions are answered.

MTH 020 20155	MATH RENEWAL 1 - 3	W	6:00 - 8:50P	Wilcox	158
MTH 060 22016	BEGINNING ALGEBRA 1 - 4	W	6:00 - 8:50P	Wilcox	158
MTH 065 20170	ELEMENTARY ALGEBRA 1 - 4	W	6:00 - 8:50P	Wilcox	158
MTH 095 20173	INTERMEDIATE ALGEBRA 1 - 5	W	6:00 - 8:50P	Wilcox	158

HEALTH RECORDS TECHNOLOGY

A one-year certification program in Health Records Technology is available at the Florence Center. Many of the courses will be offered using live interactive video. We encourage you to contact a counselor at the Florence Center for more information.

CRN	CR	DAYS	TIME	INSTR.	ROOM
HIT120 20861	INTRODUCTION TO HEALTH RECORDS 3	M	3:00 - 4:50P	Tabor	159
HIT197 21782	MEDICAL TRANSCRIPTION LABORATORY 1-3	M	1:00 - 3:50P	Hamlin	154
HO100 21322	MEDICAL TERMINOLOGY (Telecourse) 3	Telecourse		Cassidy	\$25 fee**
(This is a telecourse; please see top of pg. 11 for more info.)					
HO110 20862	Administrative Medical Office Procedures 3	R	9:00 - 11:50A	Langlois	159
HO114 21942	MEDICAL CODING PROCEDURES 3	R	6:00 - 8:50P	Tabor	159
HO150 20863	HUMAN BODY SYSTEMS 1 3	M,W,F	11:00 - 11:50P	Knight	159
HO190 21945	MEDICAL FORMATTING 3	F	1:00 - 3:50P	Hamlin	154
HO220 22508	LEGAL & ETHICAL ASPECTS OF HEALTHCARE 3	M,W	1:00 - 2:20P	Collins	159

Legend - Days of the Week

M..Monday, T..Tuesday, W..Wednesday, R..Thursday, F..Friday

S.C.O.R.E. at LCC

LCC Florence Center is the host for Service Corps of Retired Executives (S.C.O.R.E.). This national organization is here to assist those already in business and those that are seeking to improve their results.

If you are interested in meeting with our local experts, please contact coordinator Mike Byrnes at (541) 902-1991.

CREDIT CLASSES

TELECOURSES

Telecourses are developed by educators and media specialists. An alternative to lecture classes, videotaped lessons provide flexible schedule options for students. All new Telecourse students must attend one of the two orientation sessions offered: Tuesday, September 29 at 5:15 pm or Wednesday, September 30 at 10:30 am. See Course Catalog for class description.

****NOTE: FEE IS IN ADDITION TO REGULAR TUITION & FEES FOR CREDIT COURSES.**

CRN	CR	TITLE	INSTR.	FEE**
ART210		THE PHOTOGRAPHIC VISION		
20429	3	Telecourse	Lucanio	\$25**
ASTR107		ASTRONOMY		
20935	3-4	Telecourse	Hadley	\$25**
CG100		COLLEGE SUCCESS		
20427	3	Telecourse	Litty	\$25**
CG140		CAREER AND LIFE PLANNING		
20420	3	Telecourse	Crew	\$25**
CG213		IMPROVING PARENT / CHILD RELATIONS		
20425	3	Telecourse	Jones	\$25**
FA255		UNDERSTANDING MOVIES: American Cinema		
20836	3	Telecourse	Lucanio	\$25**
GS142		EARTH REVEALED		
20424	3	Telecourse	Mitchell	\$25**

CRN	CR	TITLE	INSTR.	FEE**
GS147		OCEANOGRAPHY		
21586	3-4	Telecourse	Miles	\$25**
HE250		PERSONAL HEALTH: Human Condition		
20426	3	Telecourse	Weissfeld	\$25**
HO100		MEDICAL TERMINOLOGY		
21322	3	Telecourse	Cassidy	\$25**
HST104		WORLD HISTORY		
21625	4	Telecourse	Anderson	\$25**
HST201		HISTORY OF THE UNITED STATES		
21587	4	Telecourse	Broderick	\$25**
PSY110		EXPLORING PSYCHOLOGY		
20437	3	Telecourse	Adams	\$25**
PSY235		HUMAN DEVELOPMENT 1		
22509	3	Telecourse	DeFilippo	\$25**

CO-OP EDUCATION / INTERNSHIPS

Cooperative Education (Co-op Ed.) offers professional, technical and college transfer credit for skills and information learned through practical work experience internships in the student's area of study related to his or her career goal. Please call Marv Clemons, Co-op Ed. Coordinator, for an appointment at (541)997-8444 ext. 3158.

CRN	CR	DAYS	TIME	INSTRUCTOR
AM 280		Co-op: Automotive		
20299	3-12	TBA	TBA	Clemons
BA 280		Co-op: Business Management		
20310	3-12	TBA	TBA	Clemons
BA 280AA		Co-op: Administrative Assistant		
20794	3-12	TBA	TBA	Clemons
BA 280AC		Co-op: Accounting		
23180	3-12	TBA	TBA	Clemons
CG 280HS		Co-op: Human Services		
20818	3-12	TBA	TBA	Clemons
CST 280		Co-op: Construction		
20349	3-12	TBA	TBA	Clemons

CRN	CR	DAYS	TIME	INSTRUCTOR
ED 280		Co-op: Education		
20354	3-12	TBA	TBA	Clemons
ENGR 280W		Co-op: Welding/Fabrication		
20806	3-12	TBA	TBA	Clemons
GWE 280		Co-op: General Work Experience		
20367	3-12	TBA	TBA	Clemons
HE 280		Co-op: Health Occupations		
20372	3-12	TBA	TBA	Clemons
LAT 280		Co-op: Landscape		
20380	3-12	TBA	TBA	Clemons

COMMUNITY EDUCATION CLASSES (Non-Credit)

ADULT EDUCATION

ADULT BASIC SKILLS (ABS)

Adult Skill Development offers a variety of free pre-college level alternatives for adults who need to brush up on basic reading, writing, or math skills for work, college entrance or passing the GED.

GED (GENERAL ED. DEVELOPMENT) PREP

GED classes are FREE. Adults may set their own schedule within the hours listed. Schedules must be arranged with the instructor. Preparation is offered in all five areas: reading, science, math, social studies, and writing. Classes focus on GED areas of study, workplace skills, and college skills. Testing is offered on a periodic basis at the Florence Center or contact Testing Services on main campus. While classes are free, there is a one-time GED testing fee due by the day of the test.

ABS and GED Class times:

Monday / Wednesday, 9:00 a.m. to noon
Tuesday morning, 11:00 a.m. to 2:00 p.m.
(hands-on science & math focus!)
Thursday evening, 5:00 to 8:00 p.m.

Registration

Registration is held during the first class meeting of the term. Students registering after the first day of class must meet with the instructor during an office hour before attending class. Evening students must attend an orientation with the instructor before class.

Office hours

Monday / Wednesday, noon to 1:00 p.m.
Thursday, 4:00 to 5:00 p.m.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL is offered FREE, to enable non-English speakers to function in our community and prepare for entry into Adult Basic Education, GED and community college programs, or universities. All classes are culturally mixed and all instruction is conducted in English. **Register in class.**

Class times:

Monday & Wednesday, 6:00 pm - 8:00 pm

Location:

Siuslaw Middle School, Room 101A
(free childcare available in Room 101B.)

CONTACT INFORMATION **Florence Center ABS, GED, & ESL**

Leonora Kent - Instructor
Phyllis Hufford - Inst. Specialist
997-8444 ext. 4835

AARP 55 SAFE DRIVING

Wed./Thurs., Sept. 16 & 17 12:30-5:00 pm
Wed./Thurs., Oct. 21 & 22 12:30-5:00 pm
Wed./Thurs., Nov. 18 & 19 12:30-5:00 pm
Wed./Thurs., Dec. 16 & 17 12:30-5:00 pm

Produced by AARP, 55 ALIVE stresses how to recognize and adjust to "aging factors relating to safe driving" and may qualify you for an insurance premium reduction. **You must attend both days.** All classes are held at the SHOREWOOD SENIOR APARTMENTS on the corner of Spruce & 15th Street. **Pre-register at Lane Community College Florence Campus, 3149 Oak Street, 997-8444.**

FEE INCREASE: Effective January 1, 2009, AARP has instituted a fee increase. The new fee is \$14; AARP members who show their card at time of payment, pay only \$12. Checks should be made payable to AARP.

ART

20724 CLAYWORKS: Beginning to Advanced

Thursday, 5:00 - 7:50 pm Oct. 1 - Dec. 10
Ellingson, Instructor LCC, Room 121
Learn to create with clay by hand building and wheel throwing. There will be demonstrations and participation in glazing and firing procedures. (30 hrs, \$120.00 tuition + \$25 fee)

23276 CERAMICS & COLORED CLAY NEW!!! **Lecture & Demonstration**

Tuesday, 9:00 - 11:50 am Sept. 29 - Dec. 8
Holly, Instructor LCC, Room 121
An interesting class covering basic pottery making techniques, the use of colored clays, and glazing. Interactive instruction will be given through lectures, video presentations, and hands-on demonstrations. Clay can be purchased on-site and studio tools are available. (33 hrs, \$132.00 tuition + \$25 fee)

***** CLAY LAB HOURS *****

Clay lab hours are Tuesday thru Thursday, 8:30 a.m. to 8:00 p.m.. The lab will be closed Mondays and Fridays for cleaning and use by other classes.

COMPUTERS

23297 SELLING ON eBay

Thurs., 9:30 - 11:20 pm Oct. 1 - Dec. 10 20 hrs, \$80.00
Bonisteel, Instr. Room 154, Computer Lab

Prerequisites: Basic E-Mail and Internet skills; access to/basic use knowledge of a digital camera or scanner. Learn everything from how to sign on to eBay and open your seller's account to shipping your packages and processing your payments. **MUST BE AT LEAST 18 YEARS OF AGE.**

23282 WEB PAGE DESIGN For Home or Office

Mon., 4:00 - 5:50 pm, Oct. 5 - Dec. 7 8 hrs, \$32.00
DePuente, Instr. Room 154, Computer Lab

Prerequisite: Basic computer and web navigation experience. Design web pages using Extensible Hypertext Markup Language (XHTML). This course will cover everything you need to know to make a basic Web page. ****Students MUST bring a USB jump drive to FIRST day of class.**

22019 MICROSOFT WORD FOR BUSINESS

Mon., 6:00 - 8:50 pm Oct. 5 - Dec. 7 30 hrs, \$120.00
DePuente, Instr. Room 154, Computer Lab

This course recommends familiarity with Windows operating system. Working with the Windows environment - creating, editing, and formatting documents. ****Students MUST bring text and USB jump drive to FIRST day of class.**

23275 BASIC COMPUTERS

Wed., 1:00 - 2:50 pm, Sept. 30 - Dec. 9 20 hrs, \$80.00
Bonisteel, Instr. Room 154, Computer Lab

This course assumes some basic computer experience and familiarity with using the mouse. We will look at Windows XP, file management, word processing and safety on the internet.

20922 HOW DO YOU TURN THIS THING ON?

Tues., 4:00 - 5:50 pm, Sept. 29 - Oct. 13 6 hrs, \$24.00
Gage-Hunt, Instr. Room 154, Computer Lab

What is a cursor, a mouse, and a window? Why are there so many of them? This course assumes you have little or no computer experience.

20923 BASIC E-MAIL & INTERNET

Tues., 4:00 - 5:50 pm, Oct. 20 - Nov. 3 6 hrs, \$24.00
Gage-Hunt, Instr. Room 154, Computer Lab

Get your own e-mail address or learn more about the one you have. Students will learn how to send and receive e-mails and access the internet.

20924 INTERMEDIATE E-MAIL & INTERNET

Tues., 4:00 - 5:50 pm, Nov. 10 - Dec. 1 8 hrs, \$32.00
Gage-Hunt, Instr. Room 154, Computer Lab

This course will continue to cover the basics of common e-mail systems and the Internet.

23273 GENERAL COMPUTER USE

Sept. 29 - Dec. 10 **\$35.00 fee**
Not taking classes but would like to use L.C.C. computers? Come in and sign up. (Please note fee increase to \$35.00)

EXERCISE & FITNESS

STRETCH AND STRENGTHEN

20929 Tue/Thur, 8:30 - 9:20 am Sept. 29 - Dec. 10

20930 Tue/Thur, 9:30 - 10:20 am Sept. 29 - Dec. 10

Purtell, Instr. Doreen Ditzhazy Dance Studio

This energizing class offers a total body workout in a supportive atmosphere. See how gentle, consistent exercise pays off **(20 hours, \$80.00 tuition)**

20931 BEGINNING YOGA I

Mon., 5:00 - 6:20 pm Oct. 5 - Dec. 7

Purtell, Instr. Doreen Ditzhazy Dance Studio

This course includes warm-up stretches, yoga postures, breathing exercises, and relaxation. Increase your flexibility and learn to relax. Learn standing poses to develop correct alignment, strength and endurance. Relaxation poses will help students to release tension and stress while achieving calmness and renewal. **(15 hours, \$60.00 tuition)**

21307 YOGA FITNESS

Wed., 5:00 - 6:20 pm Sept. 30 - Dec. 9

Purtell, Instr. Doreen Ditzhazy Dance Studio

Prerequisite: One term of Beginning Yoga. This course is designed to improve balance, flexibility and strength through yoga poses accompanied by focused breathing and relaxation. **(16.5 hours, \$66.00 tuition)**

21308 TAI CHI CHUAN

Wed. 6:30 - 7:20pm Sept. 30 - Dec. 9

Stone, Instr. Doreen Ditzhazy Dance Studio

Release stress, develop flexibility and improve balance. Learn warm-up exercises, basic principles of Tai Chi, and a series of movements which improve and benefit the development of our vital energy. **(10 hours, \$40.00 tuition)**

RHYTHMIC MOVEMENT FOR GOOD HEALTH

Tuesday, 11:00 - 11:50 Intermediate Sept. 29 - Dec. 8

Wednesday, 1:00 - 1:50 Beginning Sept. 30 - Dec. 9

A LINE DANCE class designed for those with mobility issues, needing a moderate form of exercise. Goal is to reduce stiffness, build stamina, and improve your overall health. **To register, contact Pat Wheeler at 997-5042.**

22040 NUTRITION (Non-Credit section)

Wed., 11:00 - 2:50 pm Sept. 30 - Dec. 9

Deborah Brown, RN LCC, Room 158

A study of how the body takes in and uses the nutrients from food. Food sources, functions, and requirements of carbohydrates, proteins, fats, vitamins, minerals and water are discussed. Covers digestion, absorption and metabolism of all nutrients. Develop skills for improving personal eating habits and evaluating nutrition information in the mass media. **(40 hours, \$160.00 tuition plus cost of textbook.)**

DANCE**LANE COMMUNITY COLLEGE AT FLORENCE
DOREEN DITZHAZY DANCE STUDIO**

All dance class registration will be handled directly with the instructor. Instructor names can be found to the right of each class title and their phone numbers are listed below. Please contact them directly to enroll or obtain additional information, including fees.

Fred Ditzhazy 997-6274 Angela Palmer 997-6839
Betty Dumbauld 902-7875 Nancy Gray 902-1469
Pat Wheeler 997-5042

Classes are held in the Doreen Ditzhazy Dance Studio located at LCC Florence Center.

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**BALLROOM - ADULT BEGINNERS      Ditzhazy**  
**Wednesday, 7:45 - 8:50 pm (Section A)      Sept. 30 - Dec. 9**  
**Thursday, 1:00 - 2:00 pm (Section B)      Oct. 1 - Dec. 10**  
 Prepares student for social venues. Contact instructor for class placement. Partner required; no singles. *Please, no sneakers or hats. Class size 8 couples minimum.*

**ADULT BEGINNING BALLET      Palmer**  
**Tuesday, 5:15 - 6:20 pm      Sept. 29 - Dec. 8**  
 Course will teach basic arm and feet position, posture, and promote fluid movement throughout the body.

**ADULT INTERMEDIATE BALLET      Palmer**  
**Thursday, 5:15 - 6:45 pm      Oct. 1 - Dec. 10**  
 Designed for well-coordinated or previously trained students to accomplish more advanced ballet techniques.

**ADULT BEGINNING BELLYDANCE      Palmer**  
**Thursday, 7:00 - 8:00 pm      Oct. 1 - Dec. 10**  
 Have fun exercising and toning your body with this ancient form of dance.

**ADULT INTERMEDIATE BELLYDANCE      Palmer**  
**Monday, 7:00 - 8:30 pm      Oct. 5 - Dec. 7**  
*Prerequisite: 1 year Beginning Bellydance and instructor's approval.* Continue learning about Mid-Eastern music, culture, and costuming.

**RHYTHMIC MVMT. FOR GOOD HEALTH      Wheeler**  
**Tuesday, 11:00 - 11:50 Intermediate      Sept. 29 - Dec. 8**  
**Wednesday, 1:00 - 1:50 Beginning      Sept. 30 - Dec. 9**  
 A LINE DANCE class designed for those with mobility issues, needing a moderate form of exercise. Goal is to reduce stiffness, build stamina, and improve your overall health.

DANCE

**ADULT BEGINNING TAP      Gray**  
**Wednesday, 10:30 - 11:30 am      Sept. 30 - Dec. 9**  
 This class will use upbeat instruction and a wide range of music.

**ADULT RHYTHMIC TAP I      Gray**  
**Friday, 9:30 - 10:30 am      Oct. 2 - Dec. 11**  
*Prerequisite: One year previous tapping experience.* *dance instruction.* Achieving a rhythm based style of tap dance is the goal but advancing technique is the cornerstone of this class.

**ADULT BEGINNING JAZZ / MODERN      Gray**  
**Wednesday, 9:30 - 10:30 am      Sept. 30 - Dec. 9**  
 Integration of modern and jazz techniques. Fluid rhythmic movement geared to generate energy and balance. Sessions tailored to student's skill level.

**ADULT BEGINNING CLASSICAL TAP      Dumbauld**  
**Friday, 11:00 - noon      Oct. 2 - Dec. 11**  
 A class to introduce you to the world of dance, and at the same time improve your health and balance (for men and women).

**ADULT INTERMED. CLASSICAL TAP      Dumbauld**  
**Monday, 12:00 - 1:00 pm      Oct. 5 - Dec. 7**  
 An enjoyable way to exercise, while learning the beauty and artistry of dance. Serves as an inspiration to perform and bring pleasure to others.

Kids Dance

**CREATIVE MOVEMENT      Palmer**  
**Tuesday, 12:00 - 12:45      Sept. 29 - Dec. 8**  
 Introduces children to basic dance movements, rhythm, coordination, right and left distinction, and imagination

**GIRLS BELLYDANCE      Palmer**  
**Monday, 3:30 - 4:30      Oct. 5 - Dec. 7**  
 Have fun with this ancient form of dance.

**KIDS TAP      Palmer**  
**Wednesday, 3:30 - 4:30      Sept. 30 - Dec. 9**  
 Beginning tap dance (some shoes available in class.)

**KIDS JAZZ      Palmer**  
**Thursday, 4:00 - 5:00      Oct. 1 - Dec. 10**  
 This class will use upbeat instruction and a wide range of music.

# PROFESSIONAL DEVELOPMENT

**23283 SPANISH, Essentials for Communication**  
**October 2 - December 11**

**Fridays, 9:00 - 11:00 am & Mondays, 3:00 - 5:30**  
**Hasvold, Instr. LCC, Room 158**

This is the non-credit section of Spanish 101. This course focuses on basic communication skills in the areas of pronunciation, speaking and listening. \*Text required. Class meets Monday and Friday weekly; first class session is Fri., Oct. 2. **(50 hours, \$200.00 tuition)**

**CPR, FIRST AID, AND A.E.D. TRAINING**  
**Dunlap, Inst.**

Earn your Course Completion Card valid for two years. Pre-registration required. **(\*Fees payable by check to instructor; LCC will not bill you.)**

**23288 CPR Wed., Oct. 14, 6:00 pm - 8:00 pm, \$30**  
**23289 First Aid Thurs., Oct. 15, 6:00 - 8:00 p.m., \$35**

## **FIREFIGHTING CERTIFICATION**

**Siuslaw Valley Fire & Rescue**

Siuslaw Valley Fire and Rescue offers, in partnership with Lane Community College at Florence, a comprehensive year-long introductory firefighting course that takes individuals from Entry Level Firefighting to Firefighter I, a nationally recognized and standardized certification. Activities in this course include firefighting, fire protection systems, public education, EMS, heavy extrication and ropes rescue. For more information, including schedule and fees, contact Siuslaw Valley Fire & Rescue at 997-3212.

## **TOASTMASTERS: SIUSLAW TALESPINNERS**

**Thurs., Noon - 1:00 pm Oct. 1 - Dec. 10**  
**Machalek, Instr. Siuslaw Valley Fire**

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening and thinking. **\*\*For dues information, please contact the instructor at the first meeting.**

## **INTERCAMBIO: Spanish/English conversation**

**Tuesday, 6:30 - 8:00 pm Siuslaw Library**  
**Thursday, 6:30 to 8:00pm LCC, Room 162**

Each week the facilitators prepare a theme to explore, such as work, health or family, with vocabulary and some conversation starters. Students work in small groups or pairs as they practice conversation in their non-native language. (The English speakers use Spanish and the Spanish speakers use English.) **(FREE)**

# PROFESSIONAL DEVELOPMENT

## **FAMILY CHILD CARE OVERVIEW**

**Tuesday, December 8 6:00 pm - 9:00 pm**  
**Lisa Barrager, Provider Specialist LCC, Room 159**

Are you thinking of becoming a child care provider? This class is necessary to obtain your license. Learn about the rules and regulations in the child care business. To register, contact Family Connections of Lane & Douglas County at 800-222-3290. **(3 hours, FREE)**

## **JOB SEARCH: APPLICATIONS, RESUMES, & INTERVIEWS**

**23264 Thursday, October 8, 3:00 - 4:00 pm**  
**23265 Thursday, November 19, 3:00 - 4:00 pm**  
**23266 Wednesday, December , 3:00 - 4:00 pm**  
**(attend one session or all 3)**

**Blakeslee, Anne Florence Employment Dept.**

Basic skills for job searching. Applications - Learn how to express yourself effectively on an application. Avoid common mistakes and problem issues. Resumes - Learn to identify key elements that help you create a resume that looks professional and best represents you. Interviews - What to expect and how to prepare. **(1 hour, FREE)**

## **22019 MICROSOFT WORD FOR BUSINESS**

**Mon., 6:00 - 8:50 pm Oct. 5 - Dec. 7 30 hrs, \$120.00**  
**DePuente, Instr. LCC Computer Lab**

*This course recommends familiarity with Windows operating system.* Working with the Windows environment - creating, editing, and formatting documents. **\*\*Students MUST bring text and USB jump drive to FIRST day of class.**

## **23282 WEB PAGE DESIGN For Home or Office**

**Mon., 4:00 - 5:50 pm, Oct. 5 - Dec. 7 8 hrs, \$32.00**  
**DePuente, Instr. LCC Computer Lab**

*Prerequisite: Basic computer and web navigation experience.* Design web pages using Extensible Hypertext Markup Language (XHTML). This course will cover everything you need to know to make a basic Web page. **\*\*Students MUST bring a USB jump drive to FIRST day of class.**

## **23297 SELLING ON eBay**

**Thurs., 9:30 - 11:20 pm Oct. 1 - Dec. 10 20 hrs, \$80.00**  
**Bonisteel, Instr. LCC, Computer Lab**

*Prerequisites: Basic E-Mail and Internet skills; access to/basic use knowledge of a digital camera or scanner.* Learn everything from how to sign on to eBay and open your seller's account to shipping your packages and processing your payments. **MUST BE AT LEAST 18 YEARS OF AGE.**

## INVESTING

Investment classes are designed to be stand-alone courses that students may select based on their needs and interests. Specific products and companies are not promoted, and individual investment advice is not within the purview of these courses.

### **22552 HAVE YOUR CAKE AND EAT IT TOO!**

**Tues., 1:15 - 3:15 pm** **November 3**  
**Bonham, Ron.** **LCC, Room 162**

There are over 9000 closed end mutual funds available for investment. To add to the mix, we have a new breed of funds called Exchange Traded Funds (ETF). These are totally different and represent a new way to invest. This class gives education and detail on how they work and how an investor can use them to their advantage. Course work may use a guest speaker from this industry if available. This course is a study of the world of tax-free investing. This class will instruct you in what tax-free bonds are, who issues them, the features they hold, the different types and understanding their portfolio structure. This course will also cover terminology as well as insurance provisions. **(Class is free, Book cost is \$5.00)**

### **22553 NEW GUY IN TOWN**

**Tues., 1:15 - 3:15 pm** **November 10**  
**Bonham, Ron** **LCC, Room 162**

This course is a study of exchange traded funds. What they are, how they work, and how to use them successfully in a portfolio. **(2 hrs., Free)**

### **22554 "The First Step Need Not Be Your Last Step"**

**Tues., 1:15 - 3:15 pm** **November 17**  
**Bonham, Ron** **LCC, Room 162**

Intelligent portfolio design is one of the most important basic steps in moving toward a successful investment outcome for any investor. The design uses some basic components that can be adopted by anyone. This class will discuss the basic "Parts", plus how you put it all together with a working financial plan. **(2 hrs, Free)**

### **22555 Boomer Dude - "Fading Out In Style"**

**Tues., 1:15 - 3:15 pm** **December 8**  
**Bonham, Ron** **LCC, Room 162**

If you were born between 1946 and 1964 you are a baby boomer, and don't look now, but you are approaching retirement. This class will give you the fundamental answers to questions you may have on social security. How your benefit is calculated. How you apply, etc. Specific written information will be provided to all members of the class. Course work may use a guest speaker from the Social Security Administration if the schedule permits. **(2 hrs, Free)**

## PERSONAL ENRICHMENT

### **23294 INTRODUCTION TO FORESTRY** **NEW!!**

**Tuesday / Thursday, 6:00 to 8:00 pm**

**September 2 - December 8**

**Walker, Keith**

**LCC North, Room 162**

This course introduces the student to the art and science of forest management, and to the complex challenges of forestry in the modern world. It will cover state, federal and local laws pertaining to forest management including forest maintenance techniques, maintenance by chemical and physical methods, use of silviculture to promote growth and health of the young forest, use of proper logging methods with modern logging machinery, and methods of protection of soils, water and native species. **\*Students will need field gear, boots, etc. for field trips. There will be at least two trips on designated Saturdays.\*** (Total of 42 hours. Tuition \$168.00, plus fees.)

### **COMPUTER SCRAPBOOKING**

**23292 Wednesday, 6:00 - 8:00 pm**

**Sept. 30 - Nov. 4**

**23293 Thursday, 3:00 - 5:00 pm**

**Oct. 15 - Nov. 19**

**Becker, Paula**

**LCC, Room 154**

Design a personal storybook using a web-based program to illustrate your topic or theme. Learn skills you can continue to use at home to preserve your personal and family heritage.

**(12 hours, \$48 tuition plus fees)**

### **21376 INTRODUCTION TO COLLEGE WRITING**

**Mon./Wed., 4:00 - 5:50 pm**

**Sept. 30 - Dec. 9**

**Brown, Karen**

**LCC, Room 162**

This course emphasizes frequent writing, revision, and editing to help students learn to express ideas clearly in logically organized essays. It also helps students develop analytic skills, so they can become critical thinkers, readers and writers. **(40 hours, \$160 tuition plus fees and text.)**

### **22018 ENGLISH COMP.: Introduction to Argument**

**Tues./Thurs., 4:00 - 5:50 pm**

**Sept. 29 - Dec. 10**

**Brown, Karen**

**LCC, Room 162**

This course emphasizes the development of argumentation skills and the control of style to suit a variety of writing situations. Both subjects - argument and style - are presented in the context of critical reading and the writing of academic essays. **(42 hours, \$168 tuition plus fees and text.)**

### **S.C.O.R.E. at LCC**

LCC Florence Center is the host for Service Corps of Retired Executives (S.C.O.R.E.). This national organization is here to assist those already in business and those that are seeking to improve their results.

If you are interested in meeting with our local experts, please contact coordinator Mike Byrnes at (541) 902-1991.

# Siltcoos Station Retreat & Learning Center

Donated to LCC Florence Center in the '70's by the Christensen family, Siltcoos Station was freshly renovated in 2007 and opened once again. Reviewed in the July 2008 issue of **Sunset Magazine**, and designated as one of the "Top Ten Best Finds on the Oregon Coast" by Terry Richard, Travel Editor for the *Sunday Oregonian*. Siltcoos Station Retreat is nestled on the banks of Siltcoos Lake, the largest on the Oregon Coast. Anglers, birdwatchers, and kayak enthusiasts will find Siltcoos the perfect destination. It is also an excellent, affordable location to host your next meeting or family reunion. Please call for rates and availability, or visit our website at [www.lanecc.edu/florence/siltcoos](http://www.lanecc.edu/florence/siltcoos) for more information and to view our online calendar. Reservations can be made by phone, 997-8444, or email: [siltcoosstation@lanecc.edu](mailto:siltcoosstation@lanecc.edu).

**The Cabins.** Curl up with a good book in one of our 4 cottage-style cabins. Along with a small living area, each cabin offers a full bath and a kitchen stocked with everything but the food. Cabins are heated and available year-round. **The Boathouse.** Overlooking Siltcoos Lake, the beautifully converted Boathouse now serves as a meeting room that will accommodate up to 40 people. The Boathouse can be reserved individually or as part of a package with cabins.



## Fall Class at Siltcoos Station...

To register, visit our website ([www.lanecc.edu](http://www.lanecc.edu)), or call 997-8444 for assistance from office staff.

# SCIENCE FICTION STORY WEEKEND AT THE COAST

**INSTRUCTOR:** Elizabeth Engstrom

**DATE:** Friday, October 23 - Sunday, October 25

**DESCRIPTION:** Let's gather at the mysterious Siltcoos Station for a weekend of speculation and writing of outlandish, otherworldly stories. We'll engage in world-building exercises and species-building exercises and then write a complete short story in twenty-four hours. Appropriate to all levels of writing. Limited to 13 attendees. Tuition includes lodging and simple pot luck meals. Instructor is a well-published science fiction author.

**REGISTER ONLINE:**

**CRN 23263** - Tuition \$64.00, no overnight stay.

**CRN 23262** - Tuition \$64.00 plus a \$45.00 fee for overnight, shared accommodations in the cabins. Single occupancy may be available for an additional fee but is extremely limited.

All registered students will attend a pre-trip orientation evening with the instructor at her home on October 20. Specific schedule and other details will be provided at this meeting. Please contact instructor at [liz@elizabethengstrom.com](mailto:liz@elizabethengstrom.com).

# O U T W A R D

Outward Venture offerings are open to all adults interested in an educational and cultural experience. TRANSPORTATION IS PROVIDED FOR ALL CLASSES. Return times are approximate. **\*\*PLEASE NOTE: When you sign up for an Outward Venture, you are enrolling in a class. If your plans change, you must drop the class in order to receive a credit. You MAY NOT transfer/sell your ticket or spot to another individual.**

## **23298 EUGENE SYMPHONY: OPENING NIGHT**

**Hult Center**

**Thursday, September 24; 4:00 to 11:00 pm**

**\$8.00 Tuition + \$65.00 Fee**

New Music Director Danail Rachev launches a new era with Dvorak's beloved *New World Symphony*. This opening night performance is electrified by pre-eminent American composer John Adams concerto, *The Dharma at Big Sur*. Also featured is Wagner's *Prelude to Die Meistersinger*. Guest artist, electric violinist Tracy Silverman. There will be a no-host dinner before the performance.

## **23299 ASTORIA OR BUST! Coast Guard, Maritime History and Lewis & Clark**

**Depart: Monday, October 5; 9:00 am**

**Return: Thursday, October 8, 6:00 pm**

**\$40 Tuition + \$390 Fee**

This is the best time of year to travel north to historic Astoria and the Columbia River. We will be visiting the Coast Guard Lifeboat Training Station where bar & harbor pilots as well as coast guard mariners are trained to handle the ships and boats that traverse the wild Columbia waters, considered one of the most dangerous bars in the world. We will also visit the amazing Columbia River Maritime Museum. Turning our attention to history, we will drive out to Fort Clatsop and the newly restored Fort where the Corps of Discovery spent the winter of 1804. We will stay at the Holiday Inn Express, a beautiful hotel located right on the Columbia River. We will have guest speakers sharing their knowledge of the area and we will try to visit as many of the area's historical sites as time allows. One evening we will have dinner at Astoria's Seafood Center. Your fee covers that dinner, transportation, lodging, instruction and admission fees. Price is based on double occupancy; if you wish to enroll as a single, there will be an additional lodging fee. For more info, contact Carol at [unserc@lanecc.edu](mailto:unserc@lanecc.edu).

## **23301 LITTLE SHOP OF HORRORS: Dinner & Theater**

**Actor's Cabaret Theater, Eugene**

**Saturday, October 10, 5:00 to 11:00 pm**

**\$8.00 Tuition + \$55.00 Fee**

A down-and-out skid row floral assistant becomes an overnight sensation when he discovers an exotic plant with a mysterious craving for fresh 'blood'. Soon "Audrey II" grows into an ill-tempered, foul-mouthed R&B singing carnivore who offers him fame and fortune in exchange for feeding its growing appetite, finally revealing itself to be an alien creature poised for global domination! One of the longest-running off-Broadway shows of all time, this affectionate spoof of 1950's sci-fi movies has become a household name, thanks to a highly successful film version and successful musical score. Charming, tuneful and hilarious, with tongue planted firmly in cheek, 'Little Shop of Horrors' never fails to entertain. This is a cabaret theater so your fee includes your dinner as well as your theater ticket.

# V E N T U R E S

## **23302 LYLE LOVETT & JOHN HIATT in concert**

**Thursday, October 15, 3:30 to 11:00 pm**

**Hult Center**

**\$8.00 Tuition + \$68.00 Fee**

Experience two songwriting giants on stage together. One of the most distinctive songwriters to come out of Nashville, four-time Grammy award-winner Lyle Lovett is equally comfortable in pop, rock, blues and country. Eleven-time Grammy nominee, John Hiatt melds rock, acoustic, folk, new wave and Mississippi Delta blues into songs recorded by artists from Three Dog Night to Eric Clapton. There will be a no-host dinner before the performance.

## **IF IT'S FALL, IT'S MIGHTY MUSHROOM TIME!**

**Local Environs**

**23303 Saturday, October 17, 9:00 am to 3:30 pm**

**\$16.00 Tuition + \$28.00 Fee**

**23304 Wednesday, November 4, 9:00 am to 3:30 pm**

**\$16.00 Tuition + \$28.00 Fee**

Back by popular demand, Dave Beck, mushroom hunter and teacher extraordinaire will show us the fine points of finding the elusive matsutake mushroom, as well as all the other edible mushrooms on the Oregon Coast. You have a choice of days: Saturday, October 17th or Wednesday, November 4th. Both days will be presented at the Group Meeting Place in Honeyman State Park and cover the same information. Transportation on both days will be provided as always by LCC. Also this year, not only will Dave cook up the local mushrooms for tasting but lunch will be provided by a local caterer who will feature wild mushrooms in the recipes. Then we'll do our own mushroom hunting. Join us for fun with the fungi! Fee includes instruction, transportation and lunch!

## **23305 EUGENE SYMPHONY: MOZART, BEETHOVEN & SIBELIUS**

**Hult Center**

**Thursday, October 22, 4:00 to 11:00 pm**

**\$8.00 Tuition + \$68.00 Fee**

This concert begins with Mozart's incredible overture to his opera *The Magic Flute*. Then, the Eugene Symphony's Beethoven celebration opens with *Piano Concerto No. 2* with guest artist, the poetic and passionate pianist, Inon Barnatan. Sibelius' triumphant *Second Symphony* rounds out this stirring performance. There will be a no-host dinner.

## **23306 THE ROCKY HORROR SHOW; Dinner & The Musical**

**Actor's Cabaret Theater**

**Saturday, October 24, 5:00 to 11:00 pm**

**\$8.00 Tuition + \$55.00 Fee**

This is not for the straight and timid among you. But is for the many of us who have laughed for years at the Rocky Horror phenomenon, Halloween is perfect timing to let things go a bit and enjoy revisiting these weird characters!!! Follow the innocents, Brad and Janet, as they venture into the camp world of alien trans-sexuals from Transylvania at the castle of scientist Frank N. Furter! 'The Rocky Horror Show' opened in London in 1973 and was named Best Musical that year. It has a long history of film, revivals and an enormous cult following since it first came on the scene. So, travel back in time and 'Let's Do The Time Warp Again!'

## **23307 Michael Flatley's LORD OF THE DANCE**

**Hult Center**

**Sunday, November 8th, noon to 9:00 pm**

**\$8.00 Tuition + \$75.00 Fee**

More than fifty million people worldwide have seen this Irish dancing extravaganza that has performed sold-out shows in over 67 countries, featuring over 40 dance champions who deliver an eloquent and stunning interpretation of one of Ireland's most famous legends. It is also a passionate love story expressed through dance, captivating audiences with an eclectic blend of dance styles rooted in the traditional form of Celtic dance that has evolved for more than two-thousand years. There will be a no-host dinner after the performance.

# O U T W A R D

Outward Venture offerings listed are open to all adults interested in educational and cultural experience. TRANSPORTATION IS PROVIDED FOR ALL CLASSES. Return times are approximate. **\*\*PLEASE NOTE: When you sign up for an Outward Venture, you are enrolling in a class. If your plans change, you must drop the class in order to receive a credit. You MAY NOT transfer/sell your ticket or spot to another individual.**

**23308 HATFIELD MARINE SCIENCE CENTER: Aquaculture** **Newport**  
**Friday, November 13, 9:00 - 4:00 pm** **\$8.00 Tuition + \$50 Fee**

Join educator and scientist Bill Hanshumaker from OSU's Sea Grant Program as we take a look at aquaculture, a world-wide trend in seafood production. As part of our day, we will 'create new life' from sea urchins in the lab. Interested? We'll also visit the Oregon Oyster Farm on the Yaquina River. Your fee covers transportation, instruction and lunch.

**23313 AGATES, FOSSILS & GOLD!! The Oregon South Coast** **Coos Bay & Bandon**  
**Depart: Monday, November 16, 9:00 am**  
**Return: Tuesday, November 17, 7:00 pm** **\$24.00 Tuition + \$230.00 Fee**

We are heading south to take a fascinating look at the more interesting earthly resources to be found there. Marty Giles, naturalist extraordinaire will guide us through a geological history combined with the human prospecting kind. We will take advantage of a low tide to look more closely at Sunset Bay in Charleston where Pliocene fossils are revealed. We will stay overnight at the Red Lion Hotel in Coos Bay and spend Tuesday in Bandon searching for agates and looking at the history of mining settlements in the area. Lunch on Monday will be at the Oregon Institute of Marine Biology in Charleston and on Tuesday at Lord Bennett's in Bandon overlooking the ocean. Your fee covers transportation, lodging, instruction, your lunch and dinner Monday night, breakfast and lunch on Tuesday and is based on double occupancy. Single occupancy is available for an additional lodging cost. For more information, contact Carol at [unserc@lanecc.edu](mailto:unserc@lanecc.edu).

**23315 EUGENE SYMPHONY: MIGHTY 'ORGAN SYMPHONY'** **Hult Center**  
**Thursday, November 19, 4:00 to 11:00 p.m.** **\$8.00 Tuition + \$68.00 Fee**

Guest conductor leads the Eugene Symphony for an evening filled with French favorites: Berlioz' *Le Corsaire*, Ravel's colorful suite, *Mother Goose* and the mighty *Organ Symphony of Saint-Saens*. There will be a no-host dinner before the performance..

**23316 EUGENE SYMPHONY: BEETHOVEN, BRAHMS & HAYDEN** **Hult Center**  
**Thursday, December 3, 4:00 to 11:00 pm** **\$8.00 Tuition + \$68.00 Fee**

The evening opens with *The Creation: The Representation of Chaos*, by Hayden. Continuing, the charm of Beethoven's *Piano Concerto No. 1* served in perfect contrast to Brahms's breakthrough *First Symphony*. Back by popular demand, audience favorite Alexandre Dossin, teams up with Maestro Rachev in a performance that will leave you breathless. There will be a no-host dinner.

# V E N T U R E S

## **22086 LIGHTED BOAT PARADE**

**Saturday, December 5, 3:30 to 9:00 pm**

**Yaquina Bay, Newport**

**\$8.00 Tuition + \$38.00 Fee**

It's our eleventh year offering this popular program! And it wouldn't seem like the start of the holiday season without it! Ask the folks who have joined us before on the lighted boat parade and they'll tell you what a unique adventure this is! Pleasure and fishing boats are decorated with thousands of Christmas lights and parade under the Yaquina Bridge and through the bay! A beautiful sight! From our vantage point aboard the educational vessel, Marine Discovery, we will not just be observers, but participants as well, as we take our place in the fleet. There is an inside seating area in the 64' Discovery where we can be warm and cozy no matter what the weather outside. So, we can enjoy our cookies and hot cocoa as we sing Christmas Carols and have a merry ol' time! Afterwards, we'll stop for a no-host light supper on the way home. Space is limited and this class fills very quickly. So, sign up early.

## **22317 HOLIDAY SHOW WITH MASON WILLIAMS; Eugene Concert Choir**

**Hult Center**

**Sunday, December 6, noon to 4:00 pm**

**\$8.00 Tuition + \$50.00 Fee**

The Eugene Concert Choir presents our highly popular Holiday Show headlined by local treasure, Mason Williams, featuring a full program of new songs and festive favorites. With a cast of hundreds, including the Eugene Concert Choir, Vocal Arts Ensemble, guest choirs, orchestra and Mason Williams and his extraordinary band, this is a warm and wonderful holiday concert for the whole community.

## **22318 ENGLISH MADRIGAL DINNER**

**Eugene**

**Saturday, December 12, 4:00 to 11:00 pm**

**\$8.00 Tuition + \$85.00 Fee**

The 'Lords and Ladies' of the Eugene Vocal Arts Ensemble invite you to step into the enchantment of the Sixteenth Century for a Renaissance dinner, with fine music, dancing and revelry. Each course of the magnificent feast created by McCallum's Custom Catering is served with fanfare and pageantry, and the ambience of the event is enhanced by our local musicians, Birdsong Early Music Consort. This is a great tradition at holiday time and the food and entertainment are wonderful.

## **22089 SHORE ACRES CHRISTMAS LIGHT FESTIVAL**

**Charleston**

**Tuesday, December 15, 3:30 to 8:30 pm**

**\$8.00 Tuition + \$20.00 Fee**

It wouldn't be Yuletide Season without the Holiday Lights at Shore Acres! So, once again, Outward Ventures is headed to Shore Acres State Park where 250,000 lights fill the botanical gardens with an awe-inspiring holiday sight; the display has become a seasonal tradition. The gift shop will be open and we can wander through the historic gardener's house, which will be decorated for the holidays in Victorian fashion, and where cookies and beverages will be served. For further merriment, we will stop for a no-host supper on the way home.

## Academic Procedures and Definitions

See the college catalog for the most complete information about academic procedures and definitions.

### Annual Registration

Annual registration allows continuing and returning students to pre-register for future terms. You must first attend an advising session with your assigned counselor or advisor. Individual and group advising sessions are offered beginning the third week of each term. Contact the Students First! Center for more information.

### Canceled Classes

Classes that do not meet minimum enrollment criteria will be canceled. The college will attempt to notify you and will automatically drop the class for you. If a refund is due, the correct amount will be refunded to you or your sponsoring agent.

### Dropping/Withdrawing from Classes

If, after registering, you decide not to take a class or if you start a class and do not continue, it is your responsibility to use ExpressLane to drop the class within the refund period or you will be expected to pay for the class. See section titled Charges, Refunds and Financial Aid in this schedule.

**Administrative Withdrawals** Under some circumstances, the college may withdraw you. These include:

- If you don't have the necessary prerequisites, test scores or skills for a class.
- For not attending classes at the beginning of the term. Instructors have the right to withdraw students who do not attend at least 50 percent of the class sessions each week during the refund period for each term. If you are unable to attend at least 50 percent of the class sessions each week during the refund period, but you plan to remain enrolled in the class, it is your responsibility to notify the instructor in order to avoid being withdrawn. **If you are not attending classes, do not assume that the instructor will withdraw you.**

### Grade Options

When you register, you are registering to take a class for a grade unless you choose pass/no pass or you choose to audit it. You can change your grade option using ExpressLane within the first eight weeks of a full-term class. For information about how to request changes in grades after the eighth week, call or visit the Florence campus.

**Pass/No-Pass** You may choose the pass/no-pass option for up to 16 credits in a non-major field. See degree requirements for your major in the college catalog. Pass/no pass grades will count toward credits earned but will not be computed in the grade point average. If you choose pass/no-pass for a class, an earned A+ or A grade will be shown on your transcript; an earned A-, B+, B, B-, C+, C, or C- will change to a pass; and a D+, D, D-, or F grade will become a no-pass.

**Audit** If you choose to audit a class, you pay your regular tuition rate and attend the class, but the instructor has no obligation to grade or record your work and you do not receive credit for the class.

### 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.

### Majors, Changing

Your academic major or program indicates your current choice for a program of study. You may change your major or program at the Students First! Center at the Florence campus or by calling 997-8444.

### Prerequisites

Some classes require that you take one or more other classes first. Consult the current Lane catalog for information about prerequisites for any class in which you plan to enroll.

### Release of Records including Honor Roll

The college has a policy that spells out what information about a student can be released to other people. If you do not want information about you released to the general public, you must fill out a Global Release Form available at the Florence campus. Your name will not appear on published honor rolls.

### Schedule Changes

You may use ExpressLane to change your schedule until 5 p.m. on Friday of the eighth week of full-term classes. For information about how to request changes in grades or credits after the eighth week, call or visit the Florence campus.

### Transcripts - Official and Unofficial

Official transcripts may be paid for and ordered through ExpressLane for \$5. Students who owe money to Lane may not obtain an official or unofficial transcript. Students who have applied for a degree or certificate and expect to complete the degree/certificate during the term should allow 10 days after the term end for processing. Awarded degrees and certificates can be viewed on unofficial transcripts using ExpressLane.

### Waiting Lists

Wait lists are built into the ExpressLane registration system for some classes. However, online wait lists are not available for Florence classes.

### Withdrawal from College

When you drop your last class, you are providing notification to the Registrar's Office of your intent to withdraw from Lane Community College. The college strongly urges students to visit the Students First! Center before withdrawing. You may be referred to a financial aid or academic advisor to help you with your decision to withdraw. You are financially and academically responsible for all courses in which you enroll. No grade will be recorded if you withdraw prior to session deadlines. Any tuition refund is based on the date of official withdrawal.

## Refunds

### Tuition

When you register for a class, you agree to pay for it. If **you officially drop** the class by the deadline, the college will refund your tuition. If the **college cancels a class**, we will refund your tuition in full. **It is your responsibility to drop any class that you do not plan to attend. Credit students must use ExpressLane to officially drop a class.**

Lane has an **all or no** refund policy. Whether or not a student receives a refund or **not** is based on the length of the class and the date that the student drops the class. Students who drop after the refund deadline **will not** receive a refund or credit for dropping the class. (Tuition is not prorated.) If a refund is applicable, the amount is automatically posted as a credit to the student's CreditLine account.

### **Credit and NonCredit Classes Tuition Refund Table:**

| <b>Class Duration</b>                | <b>Drop Prior to Start of Classes</b>                                                   | <b>Drop Sunday week 1 by midnight</b> |
|--------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------|
| 4 weeks or longer                    | ALL tuition refunded                                                                    | ALL tuition refunded.                 |
| 2 to 3 weeks                         | ALL tuition refunded                                                                    | NO tuition refunded                   |
| Workshops and classes 1 week or less | ALL tuition refunded if dropped <u>at least</u> 3 working days prior to start of class. | NO tuition refunded.                  |

**It is the student's responsibility to drop/withdraw from any class/ classes he or she does not plan to attend.**

**No** refunds or adjustments of tuition and fees will be granted after the first week of the term. In case of a medical emergency, the student may initiate a contract for an incomplete grade through the appropriate instructional department, accept the grade earned for the work completed, or withdraw from the class prior to the end of the eighth week of the term for full-term classes so that academic records are not affected.

### Class Fees

**Refunds may be computed by ExpressLane when the student enters the drop or withdrawal. Please check with the department if in doubt as to which of the following applies to any of the fees previously assessed for the class subsequently dropped.**

#### **How to Get Your Refund**

- Refunds are first applied to any outstanding balance owed.
- If financial aid or a sponsoring agency paid your account, refunds are credited either to you or to the funding source, as appropriate.
- If you have paid your CreditLine account with VISA/ MasterCard, credit is refunded back to your bankcard.
- The college applies all other refunds as a credit to your CreditLine account. Refund checks are mailed twice a month.
- You can request a cash refund in person at the Students First! Center on the main campus or at any outreach or community learning center. Be sure to bring identification and a receipt showing that you paid the college in cash or by check at least two weeks before you request the refund. If circumstances beyond your control prevent you from dropping your classes, you may request an exception to the refund policy. You must submit a petition in writing and attach documentation of the circumstances. Contact the Students First! Center, 997-8444 ext. 3100, 4000 E. 30th Ave. Eugene OR 97405, with petitions about credit classes.

The deadline for submitting petitions requesting exceptions to the refund policy is 5 p.m. on Friday of the eighth week of the term. Even if your petition is approved, you may still owe fees and finance charges.

For information about exceptions to the refund policy for current term credit classes, call Carol Sirois at 463-5685; for past term credit classes call Enrollment Services 463-5693.

#### **Contact the following departments for petitions about Community Education classes:**

- Business Development Center, 1445 Willamette, Suite 1, Eugene OR 97401-4087
- Business and Industry Services, 1059 Willamette St., Second Floor, Eugene OR 97401-3113
- Continuing Education, 1059 Willamette St., Eugene OR 97401-3113
- Training and Development, 4000 East 30th Ave., Eugene OR 97405-0640

# LANE COMMUNITY COLLEGE AT FLORENCE

## FAST FACTS

### **Q. Can I Earn My College Degree at the Florence Center?**

A. Yes, and you can take all your classes leading to a college degree, both lecture and distance learning, without leaving town. Each year we have numerous students that receive their Associate Arts Oregon Transfer Degree which can be transferred to most public institutes of higher education in Oregon.

### **Q. Does the Florence Center have the same services you would find at LCC/Eugene?**

A. Yes, the Florence Center is a micro version of Lane's main campus. We offer college counseling, student advising, student services, placement testing, all levels of distance learning, and numerous lecture courses in the primary discipline areas. The difference is class size, with an average of 10 students.

### **Q. Does the Florence Center have updated technology?**

A. Yes. The Florence Center has two computer labs each with 15 stations equipped with the newest PC's. Additionally, we utilize live/interactive video broadcast from Eugene for instruction of some classes. Florence Center has a 6 mg bandwidth fiber optic connectivity to Eugene, which is significant.

### **Q. Are there scholarship opportunities if I cannot afford to attend?**

A. LCC has made a high priority of seeking local funds to provide tuition assistance. From mid-March to mid-April students can apply for specific scholarships which range between \$600 and \$3,000. Additional scholarships are available during the school year, as well as Financial Aid (see pages 7 & 8).

Lane Community College at Florence  
3149 Oak Street  
Florence, OR 97439  
(541) 997-8444  
(541) 997-8448 fax

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