

**REMINDER! IMPORTANT DATES!
Late Registration Will Not Be Accepted!**

FALL 2011	
Student Registration Opens	September 12, 2011
Last day to Register or Withdraw November 18, 2011	
Teachers' Grades due to LANE CC	December 17, 2011
WINTER 2012	
Student Registration Opens	December 6, 2011
Last day to Register or Withdraw February 20, 2012	
Teachers' Grades due to LANE CC	March 18, 2012
SPRING 2012	
Student Registration Opens	March 6, 2012
Last day to Register or Withdraw May 25, 2012	
Teachers' Grades due to LANE CC	June 18, 2012

DEADLINES CHANGE ANNUALLY

**For current deadline information,
check with your teacher.**

High School Connections
Building 10 Room 207
<http://www.lanec.edu/hsconnections>
541.463.5521



**4000 East 30th Avenue
Eugene, Oregon 97405**

**COLLEGE NOW
2011-2012**



**STUDENT
HANDBOOK**

High School Connections
Building 10 Room 207
<http://www.lanec.edu/hsconnections>
541.463.5521

**REMINDER! IMPORTANT DATES!
Late Registration Will Not Be Accepted!**

FALL 2011	
Student Registration Opens	September 12, 2011
Last day to Register or Withdraw November 18, 2011	
Teachers' Grades due to LANE CC	December 17, 2011
WINTER 2012	
Student Registration Opens	December 6, 2011
Last day to Register or Withdraw February 20, 2012	
Teachers' Grades due to LANE CC	March 18, 2012
SPRING 2012	
Student Registration Opens	March 6, 2012
Last day to Register or Withdraw May 25, 2012	
Teachers' Grades due to LANE CC	June 18, 2012

DEADLINES CHANGE ANNUALLY

For current deadline information, check with your teacher.

LANE CC Policy Information

ADA and 504 Compliance

LANE CC and your high school are committed to providing a learning environment that is free from discrimination, harassment, and retaliation. Both institutions are committed to equal opportunity in compliance with the American with Disabilities Act. Individual learning plans and other accommodations are developed by the individual high schools.

FERPA Privacy Policy

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a Federal law that protects the privacy of your educational records as a student.

Under FERPA, LANE CC cannot release:

- Financial records (accounts, financial aid, etc.)
- Grades and GPA information
- Class schedules, times, locations
- Personally identifying information such as L numbers, Social Security numbers, and birth dates.

You may set up a Student Information Release Password so parents may call or come in to ask about certain types of protected information to help you.

College Now Frequently Asked Questions

How can a student become involved in College Now (dual credit) courses?

College Now courses offered at your high school can be found by looking at your High School's course schedule for dual credit CN courses or checking with your high school counselor. Articulated courses are also listed on the College Now webpage www.lanecc.edu/hsconnections/collegenow.

Is there a student cost for College Now courses?

These courses are free (no LANE CC tuition or fees is charged to either the student or the high school).

After I complete College Now courses, am I considered a returning student at LANE CC?

No. You will use the same L# throughout your LANE CC career, **but you must reapply as a degree seeking student.**

Must I attend LANE CC after high school in order for the College Now credits I've earned to be on a Lane CC transcript?

No, but we hope you will consider LANE CC in your future.

Can I transfer the credits I've earned in College Now professional technical classes to other colleges/universities?

Yes. The number of credits accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with the Admissions Office at each institution to which you plan to send your transcript. Many institutions will accept the majority of career technical credits you earn.

Welcome to Lane Community College

This handbook is designed to answer student and parent questions about the requirements, expectations, processes and services available through the College Now Program offered by Lane Community College.

We are delighted that you have chosen to get a head start on your college education by participating in the LANE CC College Now program.

The courses you will be taking are transferable to public colleges and universities in the state of Oregon and generally transferable to colleges and universities throughout the United States. Some institutions accept the credit as core credit, others give elective credit.

This program offers the following benefits:

- Academic options for students to attend community colleges and four-year institutions.
- Minimizes the duplication of courses taken in high school and college.
- Shortens the time required to complete an undergraduate degree and/or career-technical program.
- Reduces the cost of post-secondary education.

If you have questions about LANE CC, please call. We always enjoy speaking with students and parents.

College Now Office (8:00am—5:00pm)
Pam McClelland
Phone: 541-463-5521
mcclellandp@lanecc.edu
www.lanecc.edu/hsconnections/collegenow/

Student Information

What is College Now?

High school students in thirty-nine local schools are earning college credits for some of their high school courses through the College Now/Dual Credit program at Lane Community College. These 115 courses are approved as “articulated”, which means the community college course and the high school course have the same content and outcomes.

These college level courses are taught by qualified high school instructors during regular school hours at the student’s high school. Each instructor has gone through a rigorous process to become certified as adjunct faculty at LANE CC and to align their courses so that they can offer LANE CC credit.

Students will earn a grade, which is entered on a Lane Community College (LANE CC) transcript. By the time these students graduate from high school they already have a head start on post-secondary education, saving both time and money as they get started on career training and education after high school.

Check with your high school counselor to find out which courses at your high school are part of LANE CC’s College Now program or by visiting the High School Connections web page on the LANE CC web site at www.lanecc.edu/hsconnections/collegenow for more information.

Course Requirements & Prerequisites

The College Now course taken at the high school will mirror the course description, outcomes and assessment/performance expectations of the LANE CC course. Additional course-specific policies may apply.

Dual credit academic transfer classes are usually limited to seniors and qualified juniors. Exceptions may be made for other students, deemed by their instructors to meet the pre-requisite skills/aptitudes for each particular course. Dual credit Career/Technical Education classes are also offered to high school students who are beginning their own career pathway.

Many credit classes require prerequisites or placement tests. Prerequisites are conditions that must be met in order to gain access to a particular class. These conditions are usually completion of or enrollment in other courses, specific college placement scores or departmental approval (e.g. Writing 121 requires a specific score on the LANE CC reading and writing placement tests) Please talk to your high school counselor or instructor about specific course requirements and prerequisites.

If you are taking a sequence class (e.g., Chemistry 201, 202, 203), you must pass each course with a C- or better to enroll in the subsequent class. Your enrollment for high school credit will not change.

Transcripts

The grade you receive in a College Now class will appear on a transcript from Lane CC. It may be transferred to any of the Oregon University System school (you must request for this to be done). Acceptance at non-OUS schools depends upon the admission requirements of each school; check with admissions at the school where you apply.

Verify that all your College Now grades have been posted by looking at your LANE CC unofficial transcript before you request an official transcript. The unofficial transcript is free; the official transcript costs \$5.00 per copy.

To verify your LANE CC Transcript

1. Go to www.lanecc.edu
2. In the left column, click on [myLane](#)
3. Type in your L# and PIN
4. Click on [myEnrollment](#)
5. Click on [Unofficial Academic Transcript](#)

To request an official LANE CC Transcript (\$5.00 fee)

1. Go to www.lanecc.edu
2. In the left column, click on [myLane](#)
3. Type in your L# and PIN
4. Click on [myEnrollment](#)
5. Click on [Request Official Transcript](#)

Financial Aid Implications

There may be future financial aid implications for unsatisfactory academic progress in a College Now class. When a student applies for federal student aid at LANE CC, the Student Financial Aid Office evaluates all previous grades earned by that student at LANE CC. That will include the grades you have received in your College Now classes.

Benefits to Students

- **Career and Technical Education credits** that count toward Associate of Applied Science programs, in such career fields as Advanced Technology, Art & Applied Design, Culinary Arts, Computer Information Technology, Business, Early Childhood Education, and Health Professions.
- **University Transfer credits** that count toward a Bachelor's degree in such subject areas as Art, Computer Science, English Literature and Writing, Foreign Languages (Spanish and French) History, Mathematics, P.E., Science, Social Science.
- **Free College credit** and access to some campus services. Since College Now classes are fee and tuition free, you will **not** have access to some LANE CC services such as the Health Clinic or the computer labs that are funded by student fees. There is limited use of the LANE CC library and some labs.
- **A Lane Community College transcript.** All Oregon University system schools accept academic transfer credits. Many other public and private colleges/universities also accept the credits listed on an LANE CC transcript. Students should check with admission and transfer policies of the institution into which they want to transfer their college credits.
- **The number of credits** accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with the admissions office at each institution to which you plan to send your transcript. Many institutions will accept the majority of career technical credits you earn.

Student Responsibilities

- **Students** will apply for admission to LANE CC. As College Now students, they will receive an L-Number (LANE CC's student identification number) for conducting business as a dual credit student. **The admission and registration for any College Now class is facilitated by the high school.**
- **Students** are required to have a unique email address for their college application.
- **Students** will register for their College Now class using LANE CC's online admission process, www.lanecc.edu.
- **ALL DEADLINES MUST BE MET. Late registrations are NOT accepted for College Now courses (See front cover for deadlines).**
- **Students** are responsible for the accuracy of registering for their classes. Be very careful. Check and recheck the class information carefully before completing the registration. Call the HSC office (541-463-5521) if you register into a classes that assesses your account tuition and fees.
- **Students** are responsible for their coursework and completing all college-required material. They are expected to attend all classes in which they are enrolled. If they do not attend or stop attending classes and fail to personally drop within the stated time period, they will be responsible for the grade reported on their LANE CC transcript. If the student has excessive absences and fails to drop or withdraw from class by the deadlines, a grade of F may be assigned by their instructor. **(See front cover for deadlines).**

Grading and Withdrawal

Withdrawing from a College Now class

It is your responsibility to drop the class by the term deadline **(See front cover for deadlines)** if you do not want to receive a grade on your LANE CC transcript. A student who wants to withdraw from a College Now dual credit course needs to do so by the **8th week of the college term.**

Steps to Withdraw

1. In the left column, click on [MyLane](#)
2. Type in your L# and PIN
3. Click on [My Enrollment](#)
4. Click on [Add/Drop Classes](#)
5. Select correct term from drop down menu and review current schedule.
6. From the "action" drop down menu Click on, [Drop Without Refund](#). Since you paid no tuition, this choice is appropriate.

Note: If you incorrectly registered for a class with fees and are withdrawing from that class, you must contact the High School Connections office to have those associated fees removed, after you finish the online withdrawal process.

Grading

You will receive a syllabus with all course expectations from your instructor. Students registered for dual credit courses will be assigned a grade of an "A" (superior) "B" (above average) "C" (average) "D" (inferior/not considered a passing grade) or an "F" (failing).

If you find an incorrect grade, contact your high school instructor within one academic school year. Your instructor will then report the correct information to the High School Connections office.

Trouble Shooting

Message	Correction
Student status prohibits registration	Your L# is inactive. You need to fill out the application again as if you are a new student.
You are not allowed to register at this time.	You have selected the incorrect term. You will have to log out and log in again. Select the correct term.
You have a hold on your record.	There are a variety of reasons: 1) You owe money to LANE CC and your account must be paid before you can register. The amount you owe will appear in the upper right corner of the myLane screen after you log in. 2) Testing hold: If you are registering for WR 121, you must take LANE CC Placement tests first. If you are not taking WR 121 and get this message, tell your teacher. S/He will need to call for assistance. 3) Under-18. If you are a senior who has already applied for entrance to Lane as a degree-seeking student, you may have this hold on your record. Tell your teacher. S/He will need to call for assistance.
You did not receive your L-number	The computer system looks for you as a prior student and it may find someone with a similar name OR your name with another address. If this happens, the record must be verified by a person in the office before the L# is issued. Tell your teacher. S/He will need to call for assistance.
Over the 18 credits per term limit	You are only allowed to register for 18 credits in a single term without special permission. Tell your teacher. S/He will need to call for assistance.
<p>If you need to update an address, phone or email, the system will take you out of myLane and into ExpressLane (the old system). Once you have corrected your information, click on Enrollment and Student Financial Services from the menu bar, then click on Registration and Books, Add/Drop classes, select the correct term, and finally enter the correct CRN.</p>	

- **Students** are responsible for formally dropping their class if they do not want the LANE CC credit. If they fail to drop **by the 8th week of the LANE CC's term** they will still be responsible for the grade posted on their transcript (even if it is a D or F). **WITHDRAWAL IS THE SOLE RESPONSIBILITY OF THE STUDENT. (See front cover for deadlines).**

- **Students** are responsible for ensuring the accuracy of their final grades on their LANE CC academic transcript. Upon completion of their LANE CC College Now course, they will receive the grade they earned for the equivalent high school course on their LANE CC transcript. Grade errors on a student transcript can only be corrected within 12 months.

- **Students** should verify grades by checking their LANE CC unofficial transcript shortly after the Grades Due deadline. Any error should be immediately reported to the high school/College Now instructor. It is the student's responsibility to contact their high school/College Now instructor with any questions that remain unanswered.

- **Students** are responsible to conform to all codes of conduct as stipulated by LANE CC and by their high school. Students are expected to conduct their academic affairs in a forthright and honest manner. In the event that students are suspected of classroom cheating, plagiarism or otherwise misrepresenting their work, they will be subject to discipline according to school district policies.

- **Students who do not get registered by the 8th WEEK OF THE TERM will not receive College Now credit.**

Getting Started

Admission to LANE CC

Applying for your L# (This must be done only once, prior to the first time you take a College Now Class.)

1. Go to Lanecc.edu
2. In the left column, click on [Apply Now](#)
3. In the center column, scroll down and click on [Apply Online](#)
4. Scroll to the bottom and click on [First Time User Account Creation](#)
5. Leave blank the section **Create a Login ID.**
6. Use your date of birth (mmddyy) as your initial PIN, as you will need to remember this at the end of the application process to be able to register
7. Click [LogIn](#)
8. You will receive a Generated ID number. Write it down on scratch paper. Click [Continue](#)
9. From the scroll down menu at the bottom of the page, select [College Now High School Class](#). Click [Continue](#)
10. From the pull down menu, select your term. Type in your first and last names. Click [Fill out Application](#). It will take you to a screen with 4 items. Click on [Name](#) to begin.
11. As you finish each page, Click on [Continue](#) until you have provided all required items. Once you finish the Application Checklist you will see a screen with **4 checkmarks**. (If any of the sections does NOT have a checkmark, click on that section and complete it.) Click [Application is Complete](#).
12. Your L# will appear in bold type in the **middle** of the page. **WRITE IT DOWN** on one of the blue cards provided, and continue to direction #13. If you do **NOT** see your L#, tell your instructor. *(S)He will need the generated ID number you received in instruction #8.*

13. Click on [Access Web for Student](#). You will be asked to change your pin number. Follow instructions for creating a new PIN. Click on [Login](#).
14. You will be asked to provide two Verification Security Questions. Select questions with an answer that you will **NOT FORGET**. Continue to verify your address and/or email.
15. After clicking on [I Verify this Address \(or email\)](#), you will be taken to myLane Main Menu.

Registration for College Now Class

16. Click on [Enrollment and Student Financial Services](#).
17. Click on [Registration and Books](#)
18. Click on [Add/Drop Classes](#)
19. Select correct term from drop down menu
20. Enter the correct CRN#
21. Click on [Submit Changes](#). Be sure that you see that you are registered for the correct class. If you see another class listed Raise Your Hand.
22. Log off and close your browser.

I already have my L# and just need to register for classes.

1. Go to www.lanecc.edu
2. In the left column, click on [myLane](#)
3. Type in your L# (Begin with Capital L) and PIN
4. Click on the [myEnrollment](#) tab from the menu across the top of the page
5. Select [Add or Drop Classes](#)
6. Select the correct term from the pull down Term menu
7. Enter the correct CRN# and Click on [Submit Changes](#). Be sure that you see that you are registered for the correct class.
8. Log off