

LCC Guidelines to Expanded Options Program (EOP)

Primary Interest and Focus:

To provide successful, long-term educational experiences for participating high school students in compliance with SB 300/SB 23 so that they may complete their high school diplomas and receive dual credit for their efforts.

- High school students must be approved and referred by high school.
- SB 300/SB 23 requires emphasis on specific priorities for at-risk students, and students who have dropped out of high school.
- EOP is for students who are ready and able to do college level coursework and adapt to the LCC adult-oriented learner environment.
- EOP courses are for those that are unavailable at the home high school.

Note: These Guidelines are applicable only to EOP (SB 300/SB 23). Other existing options at LCC for high school age students are not affected by them, i.e., existing guidelines, contracts and procedures will continue to exist in addition to these EOP Guidelines. This includes the Regional Technical Education Consortium (RTEC) and College Now program.

EOP Enrollment Eligibility

In addition to meeting the EOP participation requirements of the individual high school, students must meet LCC's EOP admissions requirements:

1. Apply on line to Lane Community College for Admission at www.lanecc.edu. This process provides the student with a Lane identification number (L number). Student applies as a regular LCC student. This number is included on the referral form.
2. High School staff and student and parents (if under 18) complete the Lane Expanded Options Referral Form. This form requires that the student have the L number. This forms need to be completed only once at the beginning of the student's participation in EOP.
3. High School/School District provides a Course and Billing Authorization to LCC on a term by term basis.
4. Students must attend a mandatory EOP Student Orientation. After EOP Orientation, student is required to meet with campus contact prior to registering for classes.

Deadlines

New EOP students must have their EOP referral form to LCC turned into their high school and forwarded to Lane by the high school representative by the deadline listed for each term. Students who are identified after the start of any given term may be enrolled in the EOP for the following term.

Continuing EOP students may file paperwork once during an academic year unless otherwise required by their resident high school except for the term by term Course and Billing Authorization which identifies courses for the term.

Updated 5/22/08

Deadlines for receiving paperwork from high school

FALL TERM 08	
High Schools send information about Expanded Options to all potentially eligible students and their parents.	February 15, 2008
Students have until this date to notify their school of intent to enroll in eligible post-secondary courses during the 08/09 academic year.	May 15, 2008
Note: A high school transfer student or returning dropout has 20 business days from the date of enrollment to indicate interest	
Lane Community College Expanded Options Referral form is due. Students must have completed form, complete with Lane Student number – which may be obtained on line by applying to Lane Community College at lanecc.edu. (Go to “students” and “admissions” and apply to be a credit student. If a student is under 18 years of age, the computer will ask them to fill out an “underage student signature page” with parental signature. The EOP referral form will meet this need, so the underage student form is not necessary.)	May 30, 2008
Students will be invited to an EOP orientation and testing administration for new EOP students. At this time they will meet their LCC Counselor and complete placement tests in Reading, Writing and Math.	By June 13, 2008
LCC will send written notification to the student, the student’s resident school district and the department of education within 20 business days of acceptance.	By June 27, 2008
A Student Orientation and Registration session will be held, at which students will register for classes. It will be the student’s responsibility to provide a copy of their schedule and bill to their high school when they attend in September.	Late August
High School/district fill out 3d party billing form and submit it to LCC (available on line). This should be done by September 15 so students will be able to purchase books before the start of class.	Early September
Classes begin	September 29, 2008
October 5, Midnight Last day to drop a class and receive a refund.	

Notice of Acceptance

Within twenty (20) days of receiving paperwork from the high school, Lane will notify each student and his/her high school and the Department of Education of conditional acceptance into the Expanded Options Program. This acceptance will be conditional until completion of an EOP Orientation or Counseling/Advising session.

Updated 5/22/08

Orientation and Advising

Students are required attend an EOP Orientation and to seek academic advising at Lane prior to registration for their first term at Lane. Student is advised term by term about course registration. Communication between high school counselors and Lane will ensure that students are enrolled in appropriate classes. Academic advising appointments are arranged by contacting Jill Siegfried at siegfriedj@lanecc.edu or 463-5382.

Course Eligibility

Students must meet all prerequisites for courses in which they enroll. Lane will not limit access to any class, other than by space available or prerequisite. High schools are encouraged to be very specific with their students as to any restrictions placed on the student's enrollment at Lane Community College and to monitor their course selection within the first week of the term. Full refunds are only available during the first week of the term. EOP classes do not duplicate existing high school classes as determined by the high school.

Credit Equivalency

Each high school maintains responsibility for determining college to high school credit equivalency. Students are responsible for reporting their grades to their high schools for high school credit equivalency.

Registration for Courses

EOP students who have been accepted and attended required EOP Orientation may register according to the dates of registration each term. Registration dates for 2007-08 academic year are:

FALL TERM 08	
Early Registration with Rosemarie	8/25 – 9/4
Registration Begins	9/8
New Credit Student Registration Begins	9/9
Classes Begin	9/29
WINTER TERM 09	
Advance Registration Begins	10/21
Registration Begins	12/3
New Credit Student Registration Begins	12/4
Classes Begin	1/5
SPRING TERM 09	
Advance Registration Begins	1/28
Registration Begins	3/4
New Credit Student Registration Begins	3/5
Classes begin	3/30

LCC Costs for EOP Students (tuition, fees, etc.):

Regular tuition and fees will apply for EOP students.

For current information, please see www.lanecc.edu/es/credittuition.html & www.lanecc.edu/es/feesandexpenses.html

Billing and Payment Procedures

Lane will invoice the school district for applicable tuition and fees per student per term. There is an invoice processing charge of \$10/student/term. This will be added to the invoice. The remittance address and due date will be indicated on the invoice.

The Billing Authorization Form is required each term. With no authorization on file, a 2% finance charge will be added to student's account after the second billing following registration. All other college policies regarding student accounts, refunds and late fees will apply.

Textbook Purchase

If authorized on the Billing Authorization Form, students may charge textbooks.

Otherwise, students can work with their high schools for reimbursement for books as appropriate. If students charge textbooks, they will need to complete the On-Line Credit Application. These book costs will be added to Students Account Receivable and transferred to the Sponsored Account after the beginning of the term.

Financial Aid

Based on federal law, students participating in the Expanded Options Program at Lane Community College are not eligible to receive federal financial aid. The student's high school will be expected to pay for the costs of tuition, fees, books and class materials for Expanded Options students.

LCC Confidentiality of Student Records

Lane Community College follows all applicable state and federal laws, rules and regulations that apply to student records. This requires that all information that is personally identifiable to any student must be kept confidential and will not be released (even to parents), except upon prior written consent of the subject student or other order of a court of competent jurisdiction. This includes the following:

1. The college will not discuss a student's class attendance or grades with parents or guardians.
2. Parents and guardians cannot attend classes with the student unless they are registered for the class and pay the required tuition.
3. Instructors will not discuss a student's academic progress with a parent or guardian.
4. Course grades at the end of the term will be sent to the high school according SB 300. Students will have access to grades through their student account through ExpressLane. LCC cannot discuss grades with parents or guardians.
5. All grades earned in a class at LCC are part of the student's permanent academic record. The student will be responsible to request their LCC transcripts to be sent to if applying to other colleges in the future.

LCC Student Code of Conduct

Students enrolled at LCC must conduct themselves in accordance with standards of conduct which are appropriate to the pursuit of education goals. Violations of the Code of Student Conduct include things such as: cheating in the classroom, theft or destruction of property, harassing or threatening students/staff, misusing college electronic services, and interfering with college processes. Students have the right to a fair hearing before any penalties are imposed. For further information about expectations for students at LCC, see the Student Rights and Responsibilities on the LCC website <http://www.lanecc.edu/cops/right.htm> and the Student Code of Conduct <http://www.lanecc.edu/cops/conduct.htm>

Reasonable Accommodation for Students with Disabilities

Pursuant to ORS 339.133 and ORS 339.134, the resident school district of an eligible Expanded Options Program student is responsible for providing any required special education and related services to the student while the student is enrolled in EOP courses at Lane Community College, unless Lane has officially contracted with the resident school district to provide those services. School Districts should work collaboratively with Lane to insure that students with disabilities receive needed accommodations in the post-secondary setting.

Who To Contact:

Registration and Counseling: Jill Siegfried, siegfriedj@lanecc.edu (541) 463-5382

Billing and Invoicing: Judy Spiro, spiroj@lanecc.edu (541) 463-5602

Enrollment and student records: Pam McClelland, mcclllandp@lanecc.edu
(541) 463-5521

Disability Services: Cathy Reschke, reschkec@lanecc.edu (541) 453-5079

Program Design & Implementation: Laurie Swanson Gribkov, swansonl@lanecc.edu
(541) 463-5535