

Credit Student Admissions and Registration

Who May Enroll in Lane Credit Classes

Students over age 18 Anyone who is at least 18 years of age may enroll in Lane credit classes. A high school diploma is not required. Students planning to use financial aid to attend Lane who do not have a high school diploma or a GED certificate, must take and pass an Ability to Benefit test. For more information, contact Testing Services (541) 463-5324.

Students under age 18 Anyone under age 18 must be a high school graduate or follow one of the procedures listed below in order to enroll in credit classes at Lane.

- Students who have not graduated and who are not enrolled in high school must have a GED certificate to enroll in credit classes at Lane. Verification is required when an Admissions Information Form is submitted.
- Students who are under the age of 18 at the time they are applying to Lane to become a credit student, need to complete the on-line admissions application process at <http://www.lanec.edu/es/admissions.html>. To finalize the admissions process students under the age of 18 without a high school diploma must complete and submit to Enrollment Services the "Student/Parent-Guardian Consent Signature" page included in the on-line admissions process. Students attending Lane under the age of 18 will not be considered as regularly admitted students until they reach the age of 18 or they have demonstrated that a high school diploma has been earned.

Information about Lane's noncredit and Adult Basic and Secondary Education programs is in the Community Education section of this catalog.

Residency More information about residency, including tuition rates and documentation requirements, is provided in the Tuition, Financial Aid and Payment section. Briefly,

Students are considered In-District* if they

- have maintained a permanent residency within the college district for at least 90 continuous days prior to the first day of the term.

*In-District includes Lane County, the Monroe Elementary District, and the Harrisburg Union High School District.

Students are considered In-State (out-of-district) if they

- have maintained a permanent residency within the state for at least 90 continuous days prior to the first day of the term.

Students who are In-District, In-State or permanent residents of Washington, Idaho, Nevada, or California pay In-State tuition at Lane.

International Students International students cannot become residents regardless of the length of time they live within the state or the district.

Admissions

The admissions process at Lane is very easy. Simply complete the Admissions Process on-line at www.lanec.edu, click on "Students" and "Admission."

International Student Admission

Building 1, Room 101, (541) 463-5683

International students are admitted to Lane Community College in limited numbers. Certain criteria must be met for acceptance. Official records of all upper secondary school work, including a certificate or diploma, and any additional

education above that level; acceptable scores on the TOEFL (475 or 153 on the computer-based test) or International English Language Testing System (IELTS) score of 5.5 or STEP Eiken pre-first grade; and evidence of financial responsibility are required. Adequate funds must be available, and immigration authorities rarely give work permits.

Deadlines for submitting the International Student Admission Application vary each year. Deadline months are August for fall term, November for winter term, and February for spring term. Contact the International Admissions advisor for exact dates. No new international students are accepted for summer term. Applications from international students will not be accepted after deadline dates, and all materials required of the applicant must be received by the college prior to the deadline date. Questions concerning international students should be directed to the International Admissions Advisor, (541) 463-5683, Lane Community College, 4000 East 30th Avenue, Eugene, Oregon 97405-0640.

The International Student Program offers special services and activities that assist International Students in succeeding at the college. See page 30.

Transferring Credit to Lane

The amount of credit transferred depends upon the nature of the student's college work, which is evaluated according to the academic requirements of Lane Community College. Transcripts and other transfer documents are accepted for evaluation from students admitted to Lane and currently enrolled in their first term or who have previously completed college credit courses at Lane.

Once Lane receives a student's official transcript from another school, it becomes the property of Lane Community College and is subject to federal law, The Family Education Rights and Privacy Act (FERPA). A student may view the transcripts but Lane cannot release a copy back to the student. **It is suggested that students order an unofficial copy for personal use.**

Programs with Special Admission Procedures

Each of the programs listed below has special admission procedures. Students cannot select these programs as majors unless they have officially been admitted to the program. Contact the appropriate department or office for more information. Admission Packets are available on Lane's website, www.lanec.edu.

Associate Degree Nursing	beginning August 1
Practical Nursing	beginning August 1
Dental Hygiene	beginning December 1
Dental Assisting	beginning December 1
Emergency Medical Technology/ Paramedic	beginning December 1
Medical Office Assistant	beginning December 1
Respiratory Care	beginning December 1

The programs listed below are limited enrollment requiring that the program be listed as the major or requiring a special application for acceptance listing as the major. Contact the sponsoring department for information:

Apprenticeship Trades	463-5843
Automotive Technology	463-5380
Computer Network Operations	463-5826
Culinary Arts and Food Service Management.....	463-5378
Hospitality Management.....	463-5378
Early Childhood Education	463-5617
Employment Skills Training.....	463-5078
Energy Management: Renewable Energy Technician	463-5446
Energy Management Technician.....	463-5446
Fitness Specialist or Fitness Technician	463-5545
Flight Technology.....	463-4195
Graphic Design (the second year).....	463-5409
Health Records Technology	463-5617
Occupational Skills.....	463-5203

Physical Exams and Immunizations

Some academic programs and student activities such as varsity sports have special requirements for physical exams and immunizations. Students can get specific information from the sponsoring department.

Registering for Classes

Advance Registration

Students who attended any credit class during the prior academic year may participate in Advanced Registration. Students attend an Advance Registration Advising Session with an assigned counselor or advisor for assistance in selecting courses and planning a schedule. Advising sessions are offered each term, and a schedule of sessions is available in Counseling.

Advance Registration students must pay current term balance in full by midnight two days prior to first day of continuing student registration for subsequent term. Failure to do so will result in cancellation of advance registration.

Schedule Changes

Students may add and drop full-term classes through the eighth week of the term using ExpressLane. Schedule changes could result in additional tuition and fees.

Some classes require the instructor's consent to enroll. ExpressLane will inform students of this requirement when attempting registration.

Increasing the number of credits for a variable credit class can be processed using ExpressLane through the last week of regular classes, prior to the beginning of finals week. Additional tuition and applicable fees will be charged to the student's account, and payment policies will apply.

Refunds

Tuition is not prorated. Students who drop a class and meet the refund deadline of Sunday midnight, the first week of the term for classes that meet 11 weeks will be refunded all of the tuition. Students who drop after this deadline will not receive a refund. More information about the refund process is provided in the tuition section of this catalog.

