

NEW STUDENT GUIDEBOOK 20/21

Created by LCC's Academic Advising Department

lanecc.edu/advising

***An introductory guide to new college topics
as you begin your first term at LCC***

*To request this information in an alternate format please contact the Center for
Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu*

INTRODUCTORY TOPICS FOR NEW STUDENTS

(Use the links to jump to interested topics)



Course & Registration Topics

3. [How long is a term?](#)
4. [How many credits should I take?](#)
5. [Class formats](#) *(in-person, hybrid, online)*
6. [What should I take my first term?](#)
7. [Prep & skill development options](#)
8. [Registration & waitlist tips](#)
9. [How do I transfer credits to LCC?](#)

[COVID-19 Updates](#)



Academic Advising Topics

10. [Who is my advisor?](#)
11. [Higher education map](#)
12. [Transfer vs career tech programs](#)
13. [Undecided?](#)
14. [Plan to transfer out-of-state?](#)
15. [Academic standing requirements](#)
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Additional Information

17. [Residency](#)
18. [What is myLane?](#)
19. [What is myGradPlan?](#)
20. [What is moodle?](#)
21. [What is zoom?](#)
22. [Funding](#) *(fin aid, oregon promise, etc.)*
23. [LCC calendars](#) *(there are 3!)*
24. [College & email etiquette](#)
25. [Resources](#) *(tutors, tech help, bus pass)*



*This arrow icon (found on every page)
will bring you back to this menu*

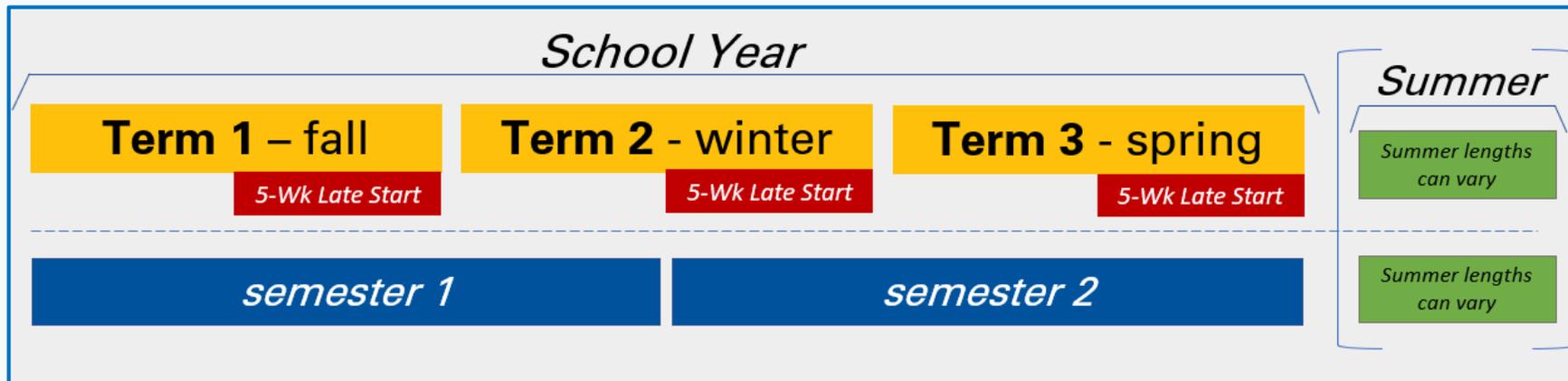
HOW LONG IS A TERM?

LCC is on a term (or quarter) schedule.

Terms are 10 weeks long, plus 1 week designated for finals.

- There are 3 terms in a year: Fall, Winter, Spring.
 - Lane also offers “[Late Start Courses](#)”. These are fast-paced 5-week courses that start in the middle of Fall, Winter, & Spring. Talk with an [academic advisor](#) for more info.
- We do offer Summer Term! It’s a bit different as courses are condensed.
 - Summer sessions takes 10 weeks of material & condenses it into shortened, fast-paced sessions that range from 4-6-8 weeks long!

Did you know...
3 terms is the same amount of time as 2 semesters!



HOW MANY CREDITS SHOULD I TAKE?

A **credit** measures of the amount of work expected in a course.

For every credit, you have to add in the amount of study time you'll need (typically double).

- 1 credit = 1 hour of lecture + 2 hours of study (per week)
- 3 credits = 3 hours of lecture + 6 hours of study (per week)

You'll also want to think about:

1. Does your funding resource (VA, scholarships, etc.) require a specific number of credits?
2. Will you be working &/or caring for others?
3. How long has it been since you attended school?

Think about how much time per week you can dedicate to class + studying! That will tell you how many credits you should commit to.

Credit Load	Hours of class per week	Hours of study per week	Total weekly hours
1-5 credits	1 – 5 credits	2 – 10 hours	= ~ 3 – 15 hrs per week (less than part-time)
6-8 credits	6 – 8 credits	12 – 16 hours	= ~18 – 24 hrs per week (part-time)
9-11 credits	9 – 11 hours	18 – 22 hours	= ~27 – 33 hrs per week (3/4-time)
12 credits	12 hours	24 hours	= ~36 hrs per week (full-time)
15 credits	15 hours	30 hours	= ~45 hrs per week (full-time)

Did you know...
To earn a 90-credit degree in exactly 2-years (6 terms), you would need to take **15 credits a term**. (All 100/200-level courses)

CLASS FORMATS

✧ **In-Person** - Traditional in-person classroom.
Some courses may only offer 1 “section” at a specific day/time. Others may have multiple “sections” with various days/times. This provides more options. You choose the section that works for you!

✧ **Online** - participate anytime, any place (that has internet).
Online courses require little or no on-campus attendance.
[Tips for online courses](#)

✧ **Hybrid** - combines in-person classroom plus online learning so that time spent in class is reduced but not eliminated.

Class Schedule

2 sections

BI103H General Biology: Mushrooms - View Course Description					
20266	4	MW	10:00a-12:50p	Holmes, Susan	
21053	4	MW	01:00p-03:50p	Holmes, Susan	
BI103J General Biology: Forest Ecology - View Course Description					
21554	4	TuTh	09:00a-11:50a	STAFF	

1 section

AN [View Course Description](#)

ANTH101 Physical Anthropology (Online) View Course Description					
20438	4	N/A	N/A-N/A	Davidson Sprado, Katherine	
22520	4	N/A	N/A-N/A	Davidson Sprado, Katherine	
ANTH102 World Archaeology (Online) View Course Description					
20709	4	N/A	N/A-N/A	Helzer, Margaret	

WR [View Course Description](#)

WR121 Academic Composition (Hybrid) View Course Description					
22178	4	M	02:00p-03:50p	Thompson, Eileen	
		TBA	TBA-TBA		

Fall 2020 – courses will be taught remotely (with a few exceptions). You will participate through [moodle](#) & [zoom](#). Some courses may **virtually meet** at a specific day/time. Other courses will be using the **online format** (when registering it would say N/A next to day/time) with no campus attendance.

[Info on Remote Courses](#)

WHAT SHOULD I TAKE?

First Term Guides

- Check out the guides your advising team created; it lists courses to consider in your first term
 - lanecc.edu/advising/advising-library

Catalog

- Check out the catalog to see degree requirements for various degrees at Lane
 - [Programs A-Z](#)

myGradPlan

- A checklist of required courses your declared degree. [More info here](#)
 - In summer & fall, new plans are still being uploaded. Check back later if you are getting an error message when you first use myGradPlan.

Notes:

- If you have many college credits that you earned while in high school, it's best to speak with an [academic advisor](#). Also, check out [Transferring Courses to Lane](#).
- During your first term, you will want to connect with an [academic advisor](#) to start long term planning and create a [term by term planner](#)!



PREPARATORY & SKILL DEVELOPMENT OPTIONS

- *These are optional courses to build up &/or brush up on subjects*
- *We recommend limiting the amount of credit-level electives as too many could limit future required courses*

Credit Level Courses

EL 110 – Effective College Reading (1-3cr)

- *emphasis on reading and study strategies for disciplinary specific texts*

EL 115 – Effective Learning (3cr)

- *designed for those who wish to strengthen study skills & strategies*

EL 121 – Effective Digital & Online Learning (1-3cr)

- *Learn to navigate effectively in digital environments & from digital texts*
- *Tuition-free! [course fees still apply]*

CG 100 – College Success (3cr)

- *strategies to empower students to make wise choices in college and beyond*

CG 123 – Amplify my Math Prep (1cr)

- *to remediate core math skills for success in current and future math courses*

CIS 101 – Computer Fundamentals (4cr)

- *learn the basics, word processing, spreadsheet, internet software, etc.*

Non-Credit Courses

lanecc.edu/abse

Adult Basic & Secondary Education (ABSE) offer free (or low cost) *non-credit instruction* that focus on preparing students for college placement testing.

These courses prepare learners who need to build or brush up on college readiness skills for postsecondary education, including **math, reading, writing,** & student success principles. Students learn how to successfully navigate the college system, explore career/degree options, practice time/self-management, while completing coursework aligned to credit level programs.

Contact: ABSE@lanecc.edu

REGISTRATION & WAITLIST TIPS

✓ Finding Your Registration Date -

- lanecc.edu/calendars/registration-calendar
- myLane → myEnrollment tab → “When Can I Register?” link

✓ How to Register Videos -

- [Video #1](#)
- [Video #2](#)

✓ Strategies if a course is full -

- **Join a waitlist** - it's possible to join multiple! [Instructions here](#)
- **Check the [class schedule](#) often** – it's possible for new sections to be added!

✓ Strategies if a course is cancelled -

- **Check the [class schedule](#)** – see if you can find a different course that will work in your schedule!
- Connect with an [academic advisor](#)

✓ Resolving registration issues -

- **Met the prerequisite of a course at another college?**
 - Email Academic Advising; [form here](#) (attach unofficial transcript)
- **Course requires instructor consent?** Email the instructor!

Did you know...
Terms moves fast! You can typically start registering for the next term during **Week 6!**
Don't wait! We always recommend registering early!



TRANSFERRING COURSES TO LANE

➤ Took courses through CollegeNow at a local (Lane County) High School?

- The courses you completed can be found in your LCC transcript
- To view your unofficial transcript, go to [myLane](#) and under the myEnrollment tab there's a link: "View/Print Unofficial Academic Transcript"
 - Take a look at your transcript! It's important to not repeat courses you've already completed!

➤ Have Advanced Placement (AP) &/or International Baccalaureate (IB) scores?

- Minimum exam scores required for credit: [check here](#)
- You must submit official score transcript to LCC's Enrollment Services
 - [apstudents.collegeboard.org/](#)
 - [ibo.org/](#)
- *Note – each institution evaluates AP & IB scores differently*



➤ Completed some courses at another college or university?

- [Submit official transcripts to LCC](#)
- Transfer tool that shows how credit transfer into LCC: [check here](#)



WHO IS MY ADVISOR?

Academic advisors are available to help you plan your educational program and select courses to meet your goals. We [specialize in specific subject areas](#) (but we all can assist undecided students).

While you are not assigned to a specific academic advisor, you do want to connect with one of the advisors in your subject area (*ex: business advisors can help students interested in business, not history*).

[Contact Academic Advisors](#) [Advising FAQ](#)

When should I see my academic advisor?

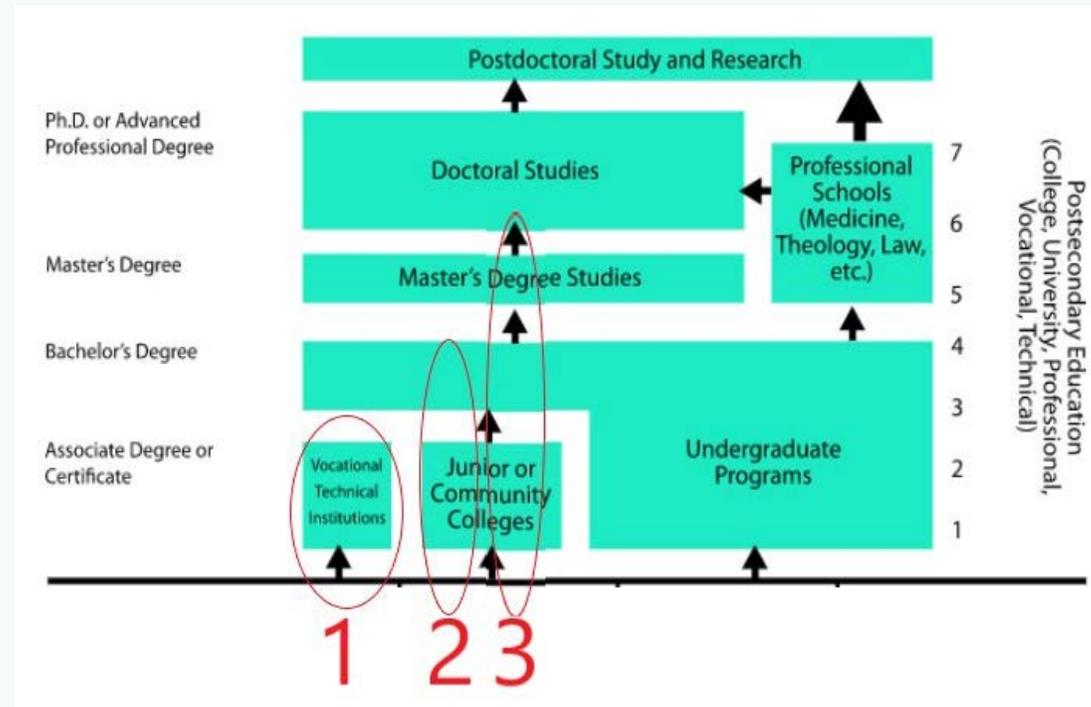
→ Whenever you have any questions! ←

After you've started your first term, it's important to meet with your advisor so that, together, you can create a long term plan. We call these [term-by-term planners](#).

We do suggest checking in about once a term or so – to see how things are going, make sure you're still on track, keep you up-to-date on program changes, etc.



HIGHER EDUCATION MAP



Did you know...
LCC doesn't offer bachelors degrees. Upon transferring w/ a transfer degree (& strategic planning), you may be half-way towards a bachelors degree at a university!

Starting at a community college...various educational routes a student could take:

1. Start at LCC (associate/certificate) → seek employment
2. Start at LCC (associates) → transfer to a university (bachelor's) → seek employment
3. Start at LCC (associates) → transfer to a university (bachelor's) → graduate program (masters/doctoral)



TRANSFER VS CAREER TECH PROGRAMS AT LCC

Transfer Degrees –designed to facilitate a transfer to any public university in Oregon.

Along with the **general education requirements** for the degree, you will work with an academic advisor to incorporate **transfer major requirements** into the degree.

- *Associate of Arts Oregon Transfer (AAOT)*
- *Associate of Science Oregon Transfer – Business (ASOT-B)*
- *Associate of Science Oregon Transfer – Computer Science (ASOT-CS)*
- *[Direct Transfer – a way to transfer to a university without a degree]*



Career Technical –designed to learn the skills of a trade, and then seek employment.

Very specific set of requirements to each program. Main focus on subject. Career Technical programs are not normally designed to a transfer to a university.

- *Associate of Applied Science degrees (AAS)*
- *Certificates (less than 1-year, 1-year, 2-year)*
- *Career Pathway Certificates (short-term certificates)*



To learn more about these programs/see all the requirements: [List of Programs A-Z](#)



UNDECIDED? CHOOSING A PROGRAM

Unsure about college majors and your career direction? Looking to explore your options?

Career counselors & career advisors are here to help you get clear about yourself and your career direction. It's important to research and select a program of study as soon as possible (**program of study** = future/intended college major OR career technical degree/certificate program) so that you are on the right educational path to reach your goals!

Check out the [Career Exploration Center!](#)

To consider when choosing a program of study:

- Interest and motivation in the courses
- Length and structure of the major
- Prior performance in the subject(s)
- Career opportunities with this major
- Lifestyle and salary considerations
- Skills you'd like to use & want to develop



PLAN TO TRANSFER OUT OF STATE?



Plan Ahead and Ask Questions

- Each institution has its own admissions & requirements; the earlier you know where you are going, you can prepare (and take the right courses!). Talk with admissions and advisors at your desired out-of-state institution.



Learn Dates & Deadlines

- Research admissions deadlines, start dates, etc. [Semester schools](#) can start earlier than institutions on a quarter system.



How Do Credits Transfer?

- Each institution can take courses differently. Work with the institution's academic advisors to learn what they could potentially accept from LCC. Some institutions have **equivalency charts** that show how courses would be transferred in. As an example, here is [OSU's transfer course search](#).



Degree or No Degree?

- Oregon's transfer degree: [Associate of Arts Oregon Transfer](#) (AAOT). This degree works as a block transfer for institutions in Oregon. Some out-of-state institutions *may* accept it, others may not. Connect with desired out-of-state institution to learn their transfer recommendations.



ACADEMIC STANDING REQUIREMENTS

◇ Academic Progress Standards – applies to all degree/certificate-seeking students

- **LCC** is looking at each *individual term*. At the end of each term, good standing is:

Passed at least **67% of your courses** (*that term*)

$\text{Credits Completed} \div \text{Credits Attempted} = \text{passing \%}$

Earned at least a **2.0 GPA** (*that term*)

- To calculate APS: [APS Calculator](#) (*found at the bottom*)

◇ Satisfactory Academic Progress – applies to all students using Financial Aid

- **Fin Aid** is looking at *all terms* (cumulative). At the end of each term, good standing is:

Passed at least **67% of all your courses** (*cumulatively*)

$\text{All Credits Completed} \div \text{All Credits Attempted} = \text{passing \%}$

Maintaining a *cumulative* GPA of at least a **2.0**

- To calculate SAP: [SAP Calculator](#)



SUCCESSFUL COLLEGE HABITS

- ✓ Plan ahead! Plot out commitments, work, lectures, homework, family, etc. [LCC calendars](#)
- ✓ Use a [planner](#) to keep track of assignments, tests/quizzes, and college deadlines
- ✓ Familiarize and check out [campus resources](#) (tutoring, etc.)
- ✓ Connect with instructors and go to their office hours
- ✓ Attend all classes
- ✓ Visit your [academic advising team](#)
- ✓ Register early for the next term



Download this fillable student schedule here:
drive.google.com/file/d/1gSRGO59db_5llreNLs_9H3sxmWAipcl5y/view

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 a.m.					
7:30 a.m.					
8:00 a.m.					
8:30 a.m.					
9:00 a.m.					
9:30 a.m.					
10:00 a.m.					
10:30 a.m.					
11:00 a.m.					
11:30 a.m.					
12:00 p.m.					
12:30 p.m.					
1:00 p.m.					
1:30 p.m.					
2:00 p.m.					
2:30 p.m.					
3:00 p.m.					
3:30 p.m.					
4:00 p.m.					
4:30 p.m.					
5:00 p.m.					



RESIDENCY

→ Gaining Residency for LCC

- To earn in-state residency, you must live in Oregon 90 days prior to the 1st day of the applicable term.
- Residency is not automatic. To request Oregon residency at Lane, you must complete the Request for Residency Change form, found here: [Enrollment Services Forms menu](#).
- Residents of states bordering Oregon (California, Idaho, Nevada, and Washington) are assessed in-state tuition without changing residency. You are still eligible to change residency after 90 days.
- More details found here: lanecc.edu/esfs/residency

→ Gaining Residency for Oregon Universities

- University residency is quite different than community colleges. Please connect with universities **now** if you are from out-of-state (even from a bordering state) and plan to be an in-state student at an Oregon university by the time you transfer. It's important to research, as working on gaining residency can impact what you take at LCC!



[UO Residency Rules](#)

[UO Residency FAQ](#)



[OSU Residency Rules](#)

[OSU Residency FAQ](#)



MYLANE

[myLane](#) is an online portal that where you can access your information as a student

- **Home tab** – name change info, update address, report complaints
- **myFinances tab** - view fin aid awards, term balance, pay bill, etc.
- **myEnrollment tab** – [register](#), see registration date (*When Can I Register link*), view transcripts
- **myGradPlan tab** – program [checklist](#) of your declared degree

The screenshot shows the myLane student portal interface. At the top, there is a navigation bar with the myLane logo and a 'Welcome' message. Below the logo, there are four navigation tabs: 'Home', 'myFinances', 'myEnrollment', and 'myGradPlan/Graduation'. These tabs are circled in red. The main content area is divided into several sections:

- Registration Tools:** Includes links for 'Registration (Add/Drop/Change Grade Mode/Schedule Changes)', a note about a temporary fix, and a link for 'Need help using the registration system?'.
- General Enrollment Links:** Includes links for 'Course Materials (Class Book List)', 'Titan Store Student Schedule', 'Student Detail Schedule', 'Registration History', 'Evaluate Your Classes', and 'Locker Assignment Information'.
- Academic Resources:** Includes links for 'Moodle', 'Apprenticeship Program', 'Co-op Education', 'Service Learning', 'Tutoring Center', and 'Titan Store'.
- Student Status:** Includes links for 'When Can I Register? & View Holds', 'Waitlist Status and Text Settings', 'Placement Testing - View Test Scores', 'Update/Edit Program of Study', and 'View Program of Study'.
- My Courses:** Includes a 'Click here to:' link and text describing how to view course schedules, access course home pages, and communicate with professors and classmates.

MYGRADPLAN

myGradPlan is a web-based tool to help monitor progress towards earning a degree.

It's an online checklist that shows what you've done and still need to do for your declared degree. It's found in myLane, under the myGradPlan/Graduation tab!

[myGradPlan FAQ](#)

Did you know...
myGradPlan only shows LCC degree requirements. It does not include transfer major requirements (if you are following a transfer degree, such as the AAOT). You will work with your academic advisor to embed these courses into your academic plan.

The screenshot shows the myLane navigation menu. The 'myGradPlan/Graduation' tab is highlighted with a red circle. A red arrow points from this tab towards the right, indicating the next screenshot.

The screenshot shows the 'Student View' page for an Associate of Arts Oregon Transfer degree. The page includes a navigation menu, a search bar, and a table of requirements. A red arrow from the previous screenshot points to the 'myGradPlan/Graduation' tab in the navigation menu.

Legend	Student	Program of Study	-Associate of Arts OR Transfer
Complete	I. Number	Area of Interest	Lower Division Oregon Transfer
Complete except for classes in-progress	Student Email	Catalog Year	
Nearly Complete - see Advisor	Advising Team	Previous College Transcripts	University Of Oregon - Recvd Date: Rewvd Date:
Not Complete	Overall GPA	Current Term Status	Active
Transfer Class	International	Academic Standing	Good Standing
Any course number	Guided Studies	Financial Aid Standing	Good Standing
Any subject with any course number	Honors Program	Credit Limit Appeal	None
Prerequisites exist for this course	Programs Awarded or Applied		

BDMS
College Transcripts
Degree Progress

Associate of Arts Oregon Transfer
Credits Required: 90
Minimum 90 Total Credits
Minimum Residence of 24 Credits

MOODLE

Moodle is an online course management system where students can access course materials.

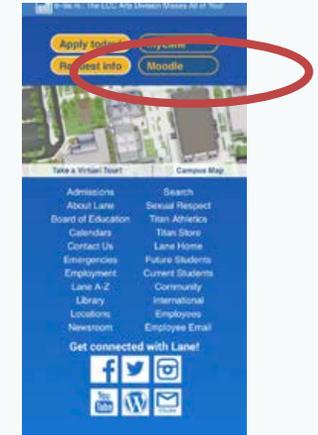
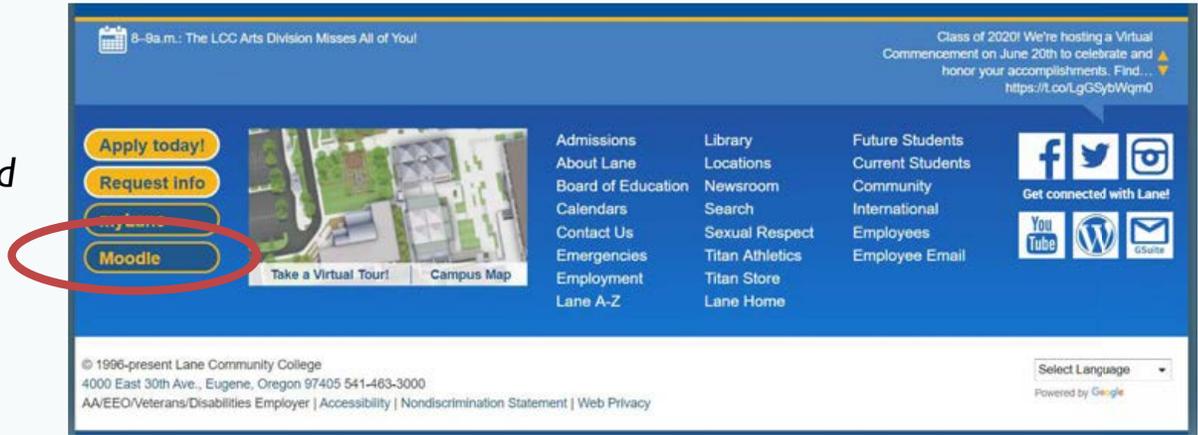
Your instructor may also use Moodle in more interactive ways, like discussions, quizzes, and assignment drop-boxes.

Who uses Moodle?

Most instructors use Moodle, however, it's not required. It's possible that you may not have a Moodle page for a course or two when you login week 1. This is the choice of the instructor.

Did you know...
Courses will not be loaded into Moodle until the term starts. If you have any issues with Moodle, contact the [Student Help Desk](#).

Access to Moodle can be found at the bottom of lanecc.edu (both on desktop and mobile)



ZOOM

Zoom is a web conferencing application that is used for some your courses.

Through online video, you are able to:

- listen to lectures
- participate in “class”
- have virtual office hours with instructors



[Academic advisors](#), [counselors](#), [financial aid](#), & [other academic services](#) also use zoom to connect with students. You can schedule zoom appointments online through the respective department’s contact webpages.

Did you know...

Academic advisors use
zoom for advising!

[Make appointment here](#)

New to zoom?

Take some time to familiarize yourself with the platform. The Student Help Desk ([SHeD](#)) also has excellent zoom resources: [Zoom FAQ](#) (*highly recommended!*)



FUNDING RESOURCES

Financial Aid Guide

For any questions around your financial aid award, please connect with fin aid advisors!

[Contact Fin Aid](#)

Also, check out the myFinances tab of myLane!

Scholarships

[Workshops](#) are typically held in late fall and early winter term. Workshops are a great way to get extra help & fine-tune your applications.

Applications typically have a deadline of the beginning of March for the next academic year.

Oregon Promise

- For more info, contact: [First Year Experience](#)
- [Frequently Asked Questions](#)

Scholarship Resource Websites

- For more info, contact [scholarships](#)
- [Frequently Asked Questions](#)

Veterans Education Benefits

- Contact: VAEdBenefits@lanecc.edu
- [Frequently Asked Questions](#)



CALENDARS

»» Academic Calendar

»» Registration Calendar

»» Schedule Changes & Grading Important Dates

→ You must participate in at least 1 session of each course (even online) during the first week. Failure to do so, risks being dropped from the course.

Get a planner! Utilizing some sort of day planner, wall calendar, calendar app, etc. to stay organized is highly recommended! There's a lot of dates & times to keep track of each term!

- *in-person classes*
- *last day to drop w/ refund*
- *campus closures*
- *next term registration*
- *schedule change deadlines*
- *last day to drop w/o refund*
- *homework*
- *quizzes, exams*
- *finals*



COLLEGE ETIQUETTE

Expected behavior –

To make the classroom (on campus or online) a place that is academically rewarding for you, fellow students, and the instructor; follow these behaviors:

- ✓ Be attentive
- ✓ Be prepared
- ✓ Be aware of academic policies & requirements
- ✓ Be punctual
- ✓ Be respectful

Example email to instructors/staff –

Be professional in your communication to faculty & staff. All communication must be through your Lane email!

- Subject WR 121 John Smith
 - Greeting Hello Professor Henry,
 - Message *[be specific & to the point; be professional]*
 - Ending Thank you for your time, I look forward to your response. *[John Smith L00000000]*
- *Read over the message before you send!*

Retrieved from: occc.edu/vlc/propercollegeetiquette.html

Online Class Etiquette –

- Login on time
- Check your surroundings; dress appropriately
- Mute your microphone when not speaking
- Use headphones if you can
- Be focused; pay attention
- Chat responsibly – ask/post only class related questions & comments

Retrieved from: [@apsitjen](http://techtips411.com)



STUDENT RESOURCES

LCC offers tons of resources to support you in reaching your goals! lanecc.edu/students

COVID-19 Remote Courses Info:
lanecc.edu/laneonline/keep-learning

Academic Support

Tutoring & Resource Centers - lanecc.edu/tutor

- Free in-person & online tutoring.

TRiO/TRiO STEM - lanecc.edu/trio

- This federally funded program has the goal of helping students stay in school & successfully graduate from LCC &/or transfer to a 4-yr institution. The services are provided free to eligible students to assist them in meeting the varied challenges of college life.

Center for Accessible Resources - lanecc.edu/disability

- CAR works with students & faculty to determine appropriate academic adjustments and services for students with qualified documented disabilities. CAR is dedicated to assisting students with disabilities so they can meet academic requirements & goals.

Academic Advising

lanecc.edu/advising
[Academic Advising Syllabus](#)

Counseling & Careers

Counseling - lanecc.edu/cc

Career Exploration - lanecc.edu/cec

Financial Resources

Financial Aid - lanecc.edu/financialaid

Scholarships - lanecc.edu/scholarships

Student Help Desk (SHeD)

Technology Help! lanecc.edu/shed

Contact email: shed@lanecc.edu

Bus Pass – All students have the opportunity to get a LTD bus pass!

lanecc.edu/facilities/transportation/lcc-bus-pass

