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Revised October 2019

Dear College Now Instructors,

Welcome to College Now, the high school-based accelerated learning program built upon agreements between Lane County secondary schools and Lane Community College (LCC). This manual will clarify program details for potential and current College Now secondary and post-secondary instructors. It is also available online at the High School Connections website.

This manual is primarily for you, the instructor. Students have access to their own Student Handbook online describing student expectations, course requirements, and procedures.

In addition to this manual, the High School Connections (HSC) office has assigned a high school liaison to each school to help with program facilitation. We encourage you to know your liaison and to call upon him or her whenever you need assistance. See page 5 for a list and contact information for all HSC staff members.

For more than 20 years, College Now has operated with the goal of students successfully completing post-secondary programs. In 2018-2019, you, the College Now high school faculty, made it possible for 4555 students from 44 high schools to earn 35,999 credits, an average of 8 credits per student. Because College Now students are not charged tuition or fees, this was a savings to the students and their families of over four million dollars in LCC tuition alone.

Thank you for your continued efforts and participation.

The High School Connections Office

Lane Community College

Building 19, Room 231

[www.lanecc.edu/hsconnections](http://www.lanecc.edu/hsconnections)

541.463.5203



# why college now? benefits for instructors and students

* Builds relationships and fosters collaboration between college instructors and high school teachers to promote best practices and to prepare students for long-term success.
* Offers opportunities for students to explore career interests and connect to programs at LCC.
* Promotes more seamless educational pathways for students.
* Familiarizes students with the rigors of college-level coursework and builds their skills and confidence for college success.
* Reduces course redundancy for students, allowing for a more positive experience in their first year of college.
* Grants students transcripted LCC credits that may be transferable to other colleges and universities.
* Provides significant potential savings for students with regard to the cost of college.
* Gives students access to LCC resources including library databases and online tutoring.
* Helps high schools meet state requirements to provide students with opportunities to earn college credit while in high school.

**Special benefit for high school College Now faculty:**

**Take a class tuition-free at LCC!**

**All** College Now instructors may take one course at LCC **tuition-free** each academic year that they are teaching a College Now course. There is no limit on the number of credits. Many LCC courses are available to be taken online, making it easier for you to take advantage of this benefit. You will have to pay any fees for the course. Tuition waiver forms are available [on the Human Resources website](https://www.lanecc.edu/sites/default/files/hr/documents/pttuitwaivformrev.pdf). Register for the course online, then print, complete, scan, and email the form to your school’s liaison. See page 5 for contact information. Questions? Call the High School Connections office, 541.463.5203.

# TEACHER ARTICULATION APPLICATION DEADLINES

**October 15** is the deadline to apply to articulate a course offered during Winter or Spring term of the current academic year.

**March 15** is the deadline to apply to articulate a course to be offered during Fall term of the following academic year.

Processing a teacher’s articulation application takes approximately 30 – 60 days.

# STUDENT APPLICATION AND REGISTRATION DEADLINES

**These deadlines change annually.**

|  |
| --- |
|  **FALL 2019: September 30 – December 13** |
|  Registration Opens |  September 3, 2019 |
|  Last Day to Apply for an L-number |  November 22, 2019 at 11:59 pm |
|  Last Day to Register or Withdraw |  November 22, 2019 at 11:59 pm |
|  Grades Due to LCC |  December 17, 2019 |
|  **WINTER 2020: January 6 – March 20** |
|  Registration Opens |  December 3, 2019 |
|  Last Day to Apply for an L-number |  February 28, 2020 at 11:59 pm |
|  Last Day to Register or Withdraw |  February 28, 2020 at 11:59 pm |
|  Grades Due to LCC |  March 24, 2020 |
|  **SPRING 2020: March 30 – June 15** |
|  Registration Opens |  March 18, 2020 |
|  Last Day to Apply for an L-number |  May 22, 2020 at 11:59 pm |
|  Last Day to Register or Withdraw |  May 22, 2020 at 11:59 pm |
|  Grades Due to LCC |  June 16, 2020 |

# LCC AND LANE ESD CONTACT INFORMATION

|  |
| --- |
| **LANE COMMUNITY COLLEGE** |
| Deron Fort | Dean, High School Connections and Cooperative Education | 541.463.5535FortD@lanecc.edu  |
| Khristina Fuller | Administrative Coordinator, High School Connections and Cooperative Education | 541.463.5203FullerKJ@lanecc.edu |
| Vallie Majors | Admin/Tech Specialist, College Now Teacher Application and Certification Coordinator | 541.463.3289MajorsV@lanecc.edu |
| Brenda Williams | High School Student Advisor/RTEC Faculty | 541.463.3443WilliamsB@lanecc.edu  |
| Tricia LyttonBowlby | HS/LCC Liaison for the following high schools: A3, Harrisburg, Junction City, Gateways, Kalapuya, McKenzie, Mohawk, Teach NW, Springfield, Thurston, Monroe, Willamette, Willamette Leadership AcademyLCC Faculty Liaison for the following divisions: Advanced Technology, Culinary Arts & Hotel/Restaurant/Tourism Management, Cooperative Education, Mathematics | 541.463.5699BowlbyT@lanecc.edu |
| June Miller  | HS/LCC Liaison for the following high schools: Churchill, ECCO, North Eugene, Sheldon, South Eugene, Elmira, Crow, Marist, Twin Rivers, Triangle Lake Charter, Riverfront, Network Charter, MLK, Wellspring Friends, West Lane TechLCC Faculty Liaison for the following divisions: Arts, Science, Heath & PE, Health Professions | 541.463.5509 MillerJ@lanecc.edu |
| Jillian Schmidt | HS/LCC Liaison for the following high schools: Creswell, Cottage Grove, Al Kennedy, Lowell, Mapleton, Oakridge, Pleasant Hill, SiuslawLCC Faculty Liaison for the following divisions: ABSE, Business/Computer Information Technology, Language, Literature, & Communication, Social Sciences, Student Life & Leadership | 541.463.3441 (line 1)SchmidtJ@lanecc.edu |
| Nichole Wamsley  | College Now Outreach Advisor | 541.463.3441 (line 2)WamsleyN@lanecc.edu |
| Rosa MariaBanuelos-Uribe | Admissions and Recruitment Coordinator | 541.463.5688Banuelos-UribeR@lanecc.edu  |
| **LANE EDUCATION SERVICE DISTRICT** |
| Shareen Vogel  | CTE Regional Coordinator | 541.461.8275svogel@lesd.k12.or.us  |
| Cassadie Ross | Lane Regional Promise Program Specialist | 541.461.8294cross@lesd.k12.or.us |

# TEACHER Application and standards for College Now Articulation

## Dual Credit Requirements Overview

In order for a high school course to qualify as dual credit, the course must be deemed equivalent ***and*** the instructor must be certified.

To be a dual credit course, the high school course must:

* + Match a currently catalogued LCC course in content, rigor, course assessment and learning outcomes.
	+ Use a course syllabus that at a minimum mirrors LCC’s course description and learning outcomes, assessment criteria, and grading policy, and follows the sample syllabus template. Additional matching elements may be required depending on division. The course equivalence decision is made with the help of the LCC lead faculty for the course, with final approval by the division dean.

To qualify to teach standard dual credit courses, the high school instructor must either:

* + Meet the LCC [minimum certification standards](https://www.lanecc.edu/sites/default/files/hsconnections/collegenow/minimumquals_update_in_progress_2018-19.pdf) for that college course in education level and/or experience. This certification decision is made by the division dean.
	+ **Or** be evaluated and approved under the Alternative Qualification for Faculty Certification process, if deemed otherwise qualified despite not meeting minimum standards. This certification must be approved by the college president.

## Sponsored Dual Credit – Lane Regional Promise

In addition to standard Dual Credit courses, LCC also offers Sponsored Dual Credit (SDC) through [Lane Regional Promise](http://laneregionalpromise.org/). Teachers who do not meet [minimum certification standards](https://www.lanecc.edu/sites/default/files/hsconnections/collegenow/minimumquals_update_in_progress_2018-19.pdf) for Dual Credit articulation can contact their High School Connections liaison for information about this program, which requires additional training and collaboration with LCC sponsoring faculty in order to meet the state SDC standards. Acceptance into this program dependent upon division recommendation and president approval.

Currently, Lane Regional Promise includes the following course options:

* Writing 121 and 122
* Math 111 and 112
* Computer Science 160 and 161P
* Ethnic Studies 101
* Education 100

## Application Process and Checklist

Ready to apply to teach a College Now course? Follow the process below and remember that you can always contact your liaison or the High School Connections office (541.463.5203).

1. Self-Screen

* Determine whether your course is equivalent to a current LCC course:
	+ Review the course description in LCC’s [online catalog](https://catalog.lanecc.edu/).
	+ Request a sample syllabus from your liaison or the HSC office.
* Determine whether you meet the minimum certification standards:
	+ Consult the [minimum qualifications matrix](https://www.lanecc.edu/sites/default/files/hsconnections/collegenow/minimumquals_update_in_progress_2018-19.pdf) on the HSC website.
	+ If you do not meet minimum certification standards, please contact your liaison to discuss possible alternatives.

\*If you are a current College Now instructor applying to articulate another course:

Please complete an application and upload a syllabus for the new course. However, you do not need to include your resume and transcripts again unless your information has changed.

2. Application

* Complete the [application](https://www.lanecc.edu/hsconnections/collegenow/apply-teach-course) on the HSC website.
* Include these required documents:
	+ Resume\*
	+ Transcripts (unofficial)\*
	+ Syllabus: Remember to include the LCC course name, credit information, and equivalent learning outcomes.
	+ Additional requirements depending on division. Please consult the application webpage for more information.

3. Application Review

Applications will be screened by the HSC office and then submitted to the relevant division for review. The time frame for processing applications varies, but on average is 30-60 days. The HSC office will track and expedite your application and keep you updated regarding its progress, and you may request information about the current status at any time by calling 541.463.5203 or emailing majorsv@lanecc.edu.

4. Documentation and Next Steps

If your application is approved:

* + You will be notified by email and asked to confirm the term for the course.
	+ An original Faculty Certification form will be mailed to you for signature at your high school, with a self-addressed stamped envelope for return to the HSC office.
	+ The course will be added to your high school’s College Now articulation agreement, and you will be emailed access information and further instructions.

If your application is not approved:

* + If your syllabus is not considered equivalent, you can work with your liaison and LCC faculty to make the necessary changes.
	+ If your credentials do not meet minimum certification standards, you can contact your liaison about alternative certification options.

## LCC College Now Out of District Articulation Policy

Lane Community College’s (LCC) service area for College Now articulations includes all of Lane County as well as the Harrisburg School District, which resides in Linn County. High schools outside of this area are encouraged to work with their home community college to develop dual credit options. Out-of-area requests for articulation at LCC will be considered on a case-by-case basis. LCC supports articulation with out-of-area schools when a program or a specific course is not offered at the home community college. In all cases where a request for articulation is made by an out-of-area high school, the LCC Dean of High School Connections (HSC) will contact and consult with the counterpart at the requesting high school’s home community college. See page 5 for the Dean’s contact information.

When high schools within the LCC service area request to articulate with another community college, we expect that the out-of-area community college will contact the Dean of HSC to consult on the rationale for the request. In cases where LCC does not offer the program in which the course is housed, the Dean of HSC will provide a letter of release in support of the out-of-area articulation. In cases where LCC does have the program but does not offer the specific course desired for articulation, decisions will be made on a case-by-case basis. When a letter of release is provided, it is effective until June 30th of the following academic year, at which time the request will be reviewed again based on current offerings at LCC.

## General Standards for Dual Credit Instructors

 College Now instructors will:

* submit to the High School Connections office for annual approval a course syllabus that:
	+ mirrors LCC’s statements of course descriptions and learning outcomes.
	+ addresses assessment standards, with grades ranging from A+ to F.
	+ is updated to meet or exceed any changes in on-campus grading standards.
* participate in annual articulation meetings with LCC faculty (or alternatively arrange a documented one-on-one meeting with the department lead) to discuss and review course syllabi, assessment requirements and methods, learning outcomes, and grading standards.
* welcome class observation by LCC faculty and/or visit LCC classes as requested.
* accommodate IEP and 504 students with appropriate alternative assessments as determined by the high school’s district policy statements.
* facilitate annual student course evaluation for College Now classes.

## Writing 121 Placement Requirement

High School students enrolling in Writing 121 for College Now credit must either:

* have College Now credit with C- or higher for Writing 115 **or**
* meet one of the placement measures as outlined on the LCC [Placement Testing Information](https://www.lanecc.edu/testing/placement-testing-information) webpage.

# TERM CHECKLIST FOR HIGH SCHOOL COLLEGE NOW FACULTY

***At the beginning of the course ~***

* **Share the following with students:**
	+ Your course syllabus with LCC course name and number.
	+ The link to the LCC College Now Student Handbook on the College Now page of the LCC website.
	+ LCC College Now Academic Calendar on page 4.
	+ How to apply to LCC as a College Now student. See page 10 of this manual.
	+ How to register for classes including the CRN for your course(s). To find your CRNs login to myLane, click on the “Faculty Advisor” tab, and select “Class Lists.” You will be prompted for term and course selection. Registration instructions for students can be found on pages 10-13 of this manual.
	+ How students can access their LCC information and request a transcript through myLane. See page 14.
	+ Library access available through myLane.
	+ Online tutoring access via [www.lanecc.edu/tutor](http://www.lanecc.edu/tutor)
* **Request in-class student application and course registration help from your High School Connections liaison, if wanted. See page 5 for liaison contact information.**

***One to two weeks before the LCC add/drop deadline for the current term (see page 4 for calendar) ~***

* Review your class summary list. See page 15 for instructions. If there are any discrepancies, call the High School Connections office at 531.463.5203.
* Remind students to register or drop (withdraw) before the deadline. If students have questions about why they should or should not register, have them refer to information about financial aid and other ramifications of earning dual credit in the Student Handbook. They can call the High School Connections office, and you can have the College Now Outreach Advisor visit your class to address student questions. Please encourage students who are not doing well in the course to withdraw.

***At the end of the course ~***

* Submit final grades. See page 15 for instructions. Final grades are due in myLane by the appropriate date listed on the calendar on page 4.
* Have students complete course evaluations. State standard E1 requires student course evaluations each term. Students will be notified via email to complete the evaluation. Please encourage their feedback.
* Instruct your students to check their grades for your class on their LCC online transcripts. See page 14.

# Student Admission, Registration, and drop class Procedures

## Students seeking College Now admission for the first time, AKA “applying for your L#”:

***DO NOT USE SAFARI – DO NOT USE THE BACK BUTTON!***

**PLEASE NOTE: PIN = password. L# = L number = Login ID = Username = User ID**

* 1. Go to [www.lanecc.edu](http://www.lanecc.edu). Click on **CONNECTIONS** in the banner at the top, then **HIGH SCHOOL CONNECTIONS** in the drop-down menu.
	2. Click on the blue **College Now High School Application** button.
	3. First “Create a PIN” (password). This must be between 12 and 16 characters and have at least one letter and one number. **Remember this password.**
	4. Click **Log-in.**
	5. You will receive a Generated ID number (G#). Write it down or take a picture of it in case you have technical difficulties with this application. **This is NOT your L#!**
	6. Click **Continue.**
	7. **Select the current term** from the pull-down menu. Not sure what term this is? Ask your teacher.
	8. Enter your full, legal first and last names. Click **Fill Out Application.** This will take you to a screen with 4 items. Click on **Name** to begin.
	9. As you finish each page, click on **Continue** until you have filled in all of the required screens. Once you finish you will see a screen with 4 checkmarks. If any of your selections does NOT have a checkmark, click on it to go back and complete it.
	10. Next you should see an Admissions Agreement page; click on **I agree to the terms.**
	11. Your L# will appear on the screen. **DO NOT CLOSE THE PAGE. Record your L# in some way.** Continue to step 12, “**Access Web for Student**.”

*If you did not receive an L# and got an error message, call the LCC High School Connections office for help, 541.463.5203. You will need the G# you got in step 5.*

*Once you have recorded your L number, you can discard your G#.*

* 1. Scroll down to find a tiny button that says, **Access Web for Student. Click on it.**
	2. You will be asked to provide answers to two security questions. Be careful with your answers to security questions. Select questions with answers that are permanent. You must remember the spelling of your answers. Continue to verify address and/or email if asked.
	3. On the main menu screen, click on **Enrollment and Student Financial Services.**
	4. Click on **Registration and Books.**
	5. Click on **Add/Drop Classes.**
	6. Select the correct term from the drop-down menu.
	7. Enter the **CRN** for your class in the first empty box under **CRNs**.
	8. Click on **Submit Changes. Verify the course(s) displayed are correct.**
	9. Log off (you may have to click “EXIT” at the top right). Close the browser.

## Students who already have an L# and password and just need to register for a class:

***DO NOT USE SAFARI – DO NOT USE THE BACK BUTTON!***

**PLEASE NOTE: PIN = password. L# = L number = Login ID = Username = User ID**

1. Go to <https://crater.lanecc.edu>.
2. Click on **Student Login to Secure Area.**
3. Enter your User ID (this is your L number including the capital L).
4. Click on **Enrollment and Student Financial Services.**
5. Click on **Registration and Books.**
6. Click on **Add/Drop Classes.**
7. At **Select a Term**, use the drop-down menu to select the current term. Not sure what term it is? Ask your teacher.
8. Click **Submit.**
9. Under **Add Classes Worksheet**, click in the first empty box below **CRNs.**
10. Type in the CRN for your course. Your teacher will tell you this number.
11. Click **Submit Changes. Confirm that your course title and teacher are correct and labeled as “Web Registered.”**
12. Log out. If there is no log out button at the top of the screen, click on the word **EXIT** at the top of the screen. Close your browser.

## Students who already have an L# and don’t remember what it is:

1. Please do not re-apply to obtain the L#. The College Now application is not a look-up tool.
2. Students can request their L# by going to the myLane portal and clicking on “Need L#? Click here.” The student needs to fill out the information and their L# will be emailed to them.
3. Every high school should have a person with L# look-up capabilities, and liaisons are also able to assist. Call 541.463.5203 for more help.

## Students who have forgotten their passwords (PIN):

* + - 1. Go to [www.lanecc.edu](http://www.lanecc.edu).
			2. Click on the myLane button in the bottom left corner of the webpage.
			3. Enter student L# and click on **Forgot Password?**
			4. Answer the security questions.
			5. A temporary password will be sent to the student’s email address. Login with this password; it can be changed once the student is logged in.
			6. Still having trouble with login? Call 541.663.5203 to have a password reset.

## Variable credit courses: How do I change the credit hours?

1. Go to [www.Lanecc.edu](http://www.lanecc.edu).
2. In the bottom right corner, click on **myLane** icon.
3. Type in your L# (Begin with Capital L) and 12-16-character PIN/Password. Log-In.
4. Click on the **myEnrollment** tab from the menu across the top of the page.
5. Under Registration Tools, Select **Registration.**
6. Select **Register for Classes.**
7. Select the correct **Term** from the drop-down menu. **Continue**.
8. Under **Register for Classes** choose the 3rd tab, **Schedule and Options**.
9. Click in the box labeled **Hours**, and enter the correct amount of credits.
10. Submit **Changes**.
11. Click on **Sign Out** in the top dark blue band on the right side.
12. Click on the **myLane** tab and **Logout**.

## Drop (withdraw from) College Now class(es):

* 1. **Check page 4 of this manual for withdrawal deadlines for each term.**
	2. Go to [www.lanecc.edu](http://www.lanecc.edu).
	3. In the bottom right corner, click on **myLane** icon.
	4. Type in your L# (Begin with Capital L) and 12-16-character PIN/Password. **Log-In**.
	5. Click on the **myEnrollment** tab from the menu across the top of the page.
	6. Under Registration Tools, Select **Registration.**
	7. Select **Register for Classes.**
	8. Select the correct **Term** from the drop-down menu. **Continue**.
	9. If you are registered, the system automatically will bring up your class summary.
	10. Choose the correct class and click on the **Action** drop down box.
	11. Choose **Drop NO Refund**. (You will not be charged.)
	12. **Submit** your changes.
	13. Click on **Sign Out** in the top dark blue band on the right side.
	14. Click on the **myLane** tab and **Logout**.

## Request College Now credit after the registration deadline has passed:

Students are expected to take responsibility for their course registration and adhere to published deadlines. If extenuating circumstances cause you to miss the registration window, talk to your teacher or counselor, who will contact the HSC office.

## Application and registration error messages and how to proceed:

|  |  |
| --- | --- |
| **MESSAGE** | **CORRECTION** |
| **Student status prohibits registration.** | Your L# is inactive. You need to fill out the College Now application again as if you were 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 login again. Select the correct term. |
| **You have a hold on your record.** | There are a variety of reasons:1) Accounts Receivable Hold: You owe money to LCC that must be paid before you can register. The amount you owe will appear in the upper right corner of the myLane home page after you log in.2) Testing Hold: If you are registering for WR 121, you must first take an LCC Placement test (or qualify via another placement measure). Talk to your teacher or counselor. If you are not taking WR 121 and get this message, call the High School Connections office for assistance. 541.463.52033) Signature Hold: If you are a senior who has already applied for entrance to LCC as a degree-seeking student, you may have this hold on your record. Call the High School Connections office for assistance. 541.463.52034) Address Hold: Your address is considered undeliverable by the US Postal Service. Correct your address at myLane. See page 14 for instructions on updating your personal information. |
| **Your application has been suspended.** **You did not receive your L#.**  | 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 someone in the High School Connections office before the L# is issued. Call 541.463.5203. |
| **You have exceeded the limit for number of credits allowed per term.** | You are only allowed to register for 18 credits in a single term without special permission. Call 541.463.5203 to have your limit raised. |

# ACCESSING STUDENT INFORMATION AND TRANSCRIPTS THROUGH MYLANE

* + 1. **Finding your LCC student status and placement test scores:**
1. Go to [www.Lanecc.edu](http://www.lanecc.edu).
2. Click on the **myLane** box in the bottom left corner of the page.
3. Type in your L# (user ID) and 12-16-character PIN/Password. Log in.
4. Click on **myEnrollment** from the tabs/menu across the top of the page.
5. Select the desired information from the Student Status box.
6. Select the correct term from the pull-down Term menu.
	* 1. **Updating your personal information:**
7. Go to [www.Lanecc.edu](http://www.lanecc.edu).
8. Click on the **myLane** box in the bottom left corner of the page.
9. Type in your L# (user ID) and 12-16-character PIN/Password. Log in.
10. Under the Home tab, find the Personal Information box on the right side.
11. Click on **Update Addresses and Phones**. **All LCC business is conducted by email so please be sure your email address is correct.**
12. Follow online instructions to make any corrections.
	* 1. **Checking your unofficial transcript:**
13. Go to [www.Lanecc.edu](http://www.lanecc.edu).
14. Click on the **myLane** box in the bottom left corner of the page.
15. Type in your L# (user ID) and 12-16-character PIN/Password. Log in.
16. Click on **myEnrollment** from the menu across the top of the page.
17. Select **View/Print Unofficial Academic Transcript** from the Student Records box
	* 1. **Requesting an official LCC transcript (varying fees apply):**
18. Go to [www.Lanecc.edu](http://www.lanecc.edu).
19. Click on the “CURRENT STUDENTS” tab.
20. Scroll down to “Academic Planning.”
21. Click on the “[Transcripts](https://www.lanecc.edu/esfs/transcripts)” link.
22. Follow the instructions on the page. You can request paper transcripts or have electronic PDFs sent directly to other academic institutions or employers.
23. Verify that all information is correct prior to ordering an official transcript. (Check both personal information and information about the institutions to which you are sending transcripts.)

# INSTRUCTOR CLASS SUMMARY LIST ACCESS AND GRADING PROCEDURES

1. **Log onto myLane** at [www.lanecc.edu](http://www.lanecc.edu) using your L# (user ID) and Password.
2. Click on **Faculty & Advisors** tab.
3. Click on **Final Grades** (in center column).
4. Click on **Select a Term**…e.g. Fall 2019 (LCC College Now has 3 terms: Fall, Winter, and Spring. Be sure you choose the correct term for your CRN).
5. The CRN should appear in the pull-down menu, **select a CRN by highlighting and then click on submit.**
6. Your class summary list with grade choices dropdown will appear. Note that only 25 students appear on the first page, so make sure to check for additional pages.
7. Note that if students wish to drop the course, they will need to go into myLane under the myEnrollment tab, click on New Registration Tools, choose the class, find the Action drop down box, and choose the **Drop NO Refund** option (there is no financial penalty to students.) **All drops must occur by the stated deadline of the term.** See page 4 for deadlines.
8. If the registration deadline for the current term has ended and you notice a student missing from your class list, or if a student appears on the list in error, email your school’s liaison or call the HSC office 541.463.5203 for help.
9. In the GRADE column, enter the appropriate grade A+ through F. Every student **must** receive a grade. **Any student receiving an “F” grade will need a date entered under “date of last attendance” in the grade sheet. No “P” grades and no blank grades are allowed.** If extenuating circumstances necessitate giving an Incomplete grade,contact HSC for information at 541.463.5203.
10. You do not need to enter all of your grades at the same time; however, all students must be graded by the given cutoff date. **College Now grading deadlines are listed on page 4.**  If you need to change a grade after the grades have been processed, you will need to call the HSC office at 541.463.5203 for assistance. All changes must be requested by email within 12 months with student name, L#, term, CRN and grade.
11. Make sure to **click the SUBMIT button** often while posting grades. The sessions will time out without action and changes will be lost.
12. Students are responsible for ensuring the accuracy of their final grade.
13. A student may appeal to have their grade added after the registration deadline has passed by contacting the HSC office. If more than a year has passed since the course ended, this appeal must be approved by the High School Connections Dean. In all cases, the College Now instructor must provide confirmation of the final grade for the course in writing (a high school transcript is not sufficient).

# CONTINUING PROFESSIONAL ENGAGEMENT

## Articulation Meetings

In order to ensure College Now courses reflect the pedagogical, theoretical, and philosophical orientation of the college’s sponsoring academic departments, at least one annual face-to-face meeting is required. There is one organized articulation meeting per year, usually in the fall. During this meeting, college faculty meet with high school instructors and share current syllabus information/changes, textbooks, methods, assessment criteria, grading policies, and best practices, as well as discussing and resolving curricular issues. The High School Connections office, with the division faculty leadership, facilitate the meeting agenda and logistics.

* The articulation meeting is approximately three hours total (one hour of general information and two hours of a discipline-specific meeting).
* Attendance is required.
* Reimbursement for a half-day substitute is provided.
* Professional development credits are awarded.

If a teacher cannot attend, the teacher is responsible for:

* Organizing a face-to-face meeting or teleconference with the LCC lead instructor.
* Notifying their College Now Liaison that this meeting has been completed.

**Instructors who do not attend the articulation meeting or organize a meeting on their own risk losing their College Now articulation**.

## New Instruction Orientation

New instructors are invited to an orientation at LCC main campus in the High School Connections office during the fall term. Topics include: Oregon Dual Credit Standards, student application and enrollment, syllabus requirements, assessment requirements, important dates, and the Instructor Manual and Student Handbook.

* The two-hour Orientation is strongly encouraged, but not required.
* The Orientation is scheduled for after school.
* No substitute reimbursement is provided.

## School Visits and Class Observations

Discipline-specific LCC faculty may contact College Now instructors to arrange a class observation. This is not a requirement for maintaining the dual credit articulation and varies among disciplines. High School instructors are also encouraged to arrange class visits of their articulated course(s) at LCC. College Now instructors are encouraged to participate in LCC pedagogical discussions. Instructors will be notified at articulation meetings and through email of LCC professional development opportunities. On a department-by-department basis, and per request, LCC faculty are available to visit the high school class programs.

# Instructor Non-Compliance

1. High school College Now faculty are expected to meet all LCC College Now/Dual Credit standards as defined:
	1. Attend articulation meetings as scheduled.
	2. Observe LCC class sections of their articulated classes as directed by High School Connections.
	3. Review and sign the articulation agreement each year before the deadline.
	4. Maintain a current course syllabus.
	5. Submit grades by required deadline.
2. If the high school College Now instructor fails to comply with LCC’s requirements the following steps will be taken:
3. The high school College Now instructor will be contacted by LCC’s High School Connections office to review specific concerns and dismissal implications.
4. A plan of action including deadlines will be put in place with the high school College Now instructor and the High School Connections staff. If needed, a high school administrator will be included in the development of the action plan.
5. LCC’s High School Connections office will monitor the action plan to confirm that the issues have been resolved.
6. If the above steps do not resolve the identified concerns within the agreed upon time frame the following steps will be taken:
7. The high school College Now instructor’s course articulation will be suspended until the issue is resolved.
8. Future course articulation may be denied if identified concerns are not addressed and resolved.

# SUBSTITUTE TEACHERS, STUDENT TEACHERS, AND PERSONNEL CHANGES

* A substitute teacher who does not meet College Now Instructor certification requirements and who teaches more than 25% of an articulated course may NOT offer College Now credit to the students.
* Any change in instructor personnel in a College Now class must be reported to the High School Connections at the time of the change. Students will **NOT** receive credit if a non-certified instructor is teaching more than 25% of the course.
* There is no provision for a certified “teacher of record” with LCC’s College Now program.

# FERPA Statement

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

If a student is attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

For more information, please consult <http://www2.ed.gov/policy/gen/guid/fpco/faq.html#q7>.

# Accessibility/Special Needs Consideration

Public schools must ensure, to the maximum extent appropriate, that students with disabilities are educated with students who are nondisabled. Local district policies govern these considerations and should be included in the course syllabus for the students’ information. This is a required syllabus element and these policies should reflect local district policy.

# College Now Dual Credit State Standards

**DUAL CREDIT STANDARDS**

**Adopted by Higher Education Coordinating Commission June 12, 2014**

|  |  |
| --- | --- |
| **Curriculum** |  |
| **Curriculum 1 (C1)**  | **(C1) -** College or university courses administered through a Dual Credit Program are catalogued courses and approved through the regular course approval process of the sponsoring college and/or university. These courses have the same departmental designation, number, title, and credits as their college or university counterparts, and they adhere to the same course descriptions.  |
| **Curriculum 2 (C2)**  | **(C2) -** College or university courses administered through a Dual Credit Program are recorded on the official academic record for students at the sponsoring college or university.  |
| **Curriculum 3 (C3)**  | **(C3) -** College or university courses administered through Dual Credit Programs reflect the pedagogical, theoretical and philosophical orientation of the college’s and universities’ sponsoring academic departments.  |
| **Faculty** |  |
| **Faculty 1 (F1)**  | **(F1) -** Instructors teaching college or university courses through dual credit meet the academic requirements for faculty and instructors teaching in postsecondary institutions as stipulated by the respective academic departments.  |
| **Faculty 2 (F2)**  | **(F2) -** The post-secondary institution provides high school instructors with training and orientation in course curriculum, assessment criteria, course philosophy, and dual credit administrative requirements before certifying the instructors to teach the college/university courses.  |
| **Faculty (F3)**  | **(F3) -** Instructors teaching dual credit sections are part of a continuing collegial interaction, through professional development, seminars, site visits, and ongoing communication with the postsecondary institutions’ faculty and dual credit administration. This interaction addresses issues such as course content, course delivery, assessment, evaluation, and professional development in the field of study.  |
| **Faculty (F4)** | **(F4) –** Dual Credit Program policies address instructor non-compliance with the college’s or university’s expectations for courses offered through the Dual Credit Program (e.g. non-participation in Dual Credit Program training and/or activities). |
| **Student** |  |
| **Student 1 (S1)**  | **(S1) –** The college or university officially registers or admits Dual Credit Program students as degree-seeking, non-degree seeking, or non-matriculated students of the college or university and records courses administered through a Dual Credit Program on official sponsoring college or university transcripts.  |
| **Student 2 (S2)**  | **(S2) –** Colleges or universities outline specific course requirements and prerequisites for students.  |
| **Student 3 (S3)**  | **(S3) -** High school students are provided with a student guide that outlines students’ rights and responsibilities as well as guidelines for the transfer of credit.  |
| **Assessment** |  |
| **Assessment 1 (A1)**  | **(A1) -** Dual credit students are held to comparable standards of achievement as those expected of students in on-campus sections.  |
| **Assessment 2 (A2)**  | **(A2) –** The college or university ensures that Dual Credit Program students are held to comparable grading standards as those expected of students in on-campus sections.  |
| **Assessment 3 (A3)**  | **(A3)** - Dual credit students are assessed using comparable methods (e.g., papers, portfolios, quizzes, labs, etc.) as their on-campus counterparts. |
| **Evaluation** |  |
| **Evaluation 1 (E1)** | **(E1)** –The college or university conducts an end-of-term student course evaluation for courses offered through the Dual Credit Program. The course evaluation is intended to influence program improvement rather than instructor evaluation. Names (of the instructor or students) should not be included in the evaluation. |

**SPONSORED DUAL CREDIT STANDARDS**

**Adopted by Higher Education Coordinating Commission June 9, 2016**

|  |
| --- |
| **Curriculum** |
| **Curriculum 1 (C1)** | College or university courses administered through a Sponsored Dual Credit Program are catalogued courses and approved through the regular course approval process of the sponsoring college and/or university. These courses have the same departmental designation, number, title, and credits as their college counterparts, and they adhere to the same course descriptions and student learning outcomes. |
| **Curriculum 2 (C2)** | College or university courses administered through a Sponsored Dual Credit Program are administered in a manner that is consistent with like courses at the sponsoring college or university and recorded similarly on the official academic record for the sponsoring college or university. |
| **Curriculum 3 (C3)** | College or university courses administered through a Sponsored Dual Credit Program reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college or university department/program where the credit will be awarded. |
| **Curriculum 4 (C4)** | The syllabi for college or university courses administered through a Sponsored Dual Credit Program are consistent with the syllabi from the sponsoring college or university and include clearly defined learning outcomes and student expectations. Syllabi are reviewed and approved by the academic faculty in the partnership from the sponsoring college or university department/program where the credit will be awarded. |
| **Curriculum 5 (C5)** | Credits for college or university courses administered through a Sponsored Dual Credit Program are awarded based on documented student achievement consistent with the student learning outcomes and course content. |
| **Faculty** |  |
| **Faculty 1 (F1)** | High School teachers teaching college or university courses as part of a Sponsored Dual Credit Program are approved and authorized by the sponsoring college or university in accordance with its institutional policies, procedures and practices. |
| **Faculty 2 (F2)** | Teaching partnerships within Sponsored Dual Credit Programs demonstrate that the aggregate of the teaching roles within the partnership provides appropriate expertise in the content or professional area, and performs the duties, responsibilities and functions of traditional faculty, based upon clearly stated criteria, qualifications, and procedures. Sponsoring faculty members have clearly defined authority and responsibility and exercise a major role in the design, approval, and implementation of the teaching partnerships. |
| **Faculty 3 (F3)** | High School teachers teaching college or university courses as part of a Sponsored Dual Credit Program have access to essential academic resources comparable to those used in other sections of the same courses offered by the sponsoring college or university as deemed appropriate by faculty in the department/program where credit will be awarded. |
| **Faculty 4 (F4)** | The sponsoring college or university provides high school teachers in Sponsored Dual Credit Programs with training and orientation in course curriculum, assessment criteria, course philosophy, and Sponsored Dual Credit administrative requirements before authorizing them to teach the college or university courses. |
| **Faculty 5 (F5)** | The sponsoring college or university has a well-documented process for regular, ongoing, and substantive interaction between high school teachers and college or university faculty in Sponsored Dual Credit Programs to address student learning outcomes, course content, delivery, and assessment to maintain consistency across course sections offered by the college or university. This interaction occurs at least once a quarter/semester\*.\*College or university faculty partners may determine that more interactions are appropriate, based on the high school teacher’s level of expertise, teaching experience, and experience working in Sponsored Dual Credit Programs. However, in all cases, the interaction must occur at least once a quarter/semester. |
| **Faculty 6 (F6)** | High school teachers teaching college or university classes as part of a Sponsored Dual Credit Program receive feedback for continuous improvement to ensure that student learning outcomes, course content, and assessment are consistent with the sponsoring college’s or university's course, as determined by institutional policies, procedures and practices. |
| **Faculty 7 (F7)** | Sponsored Dual Credit Program policies at each sponsoring college or university address teacher non-compliance with the college’s or university’s expectations for courses offered through Sponsored Dual Credit Programs (for example, non- participation in Sponsored Dual Credit Program training and/or activities). Such policies clearly define the impact of non-compliance, including the effect on awarding college or university credit. |
| **Tuition and Fees** |  |
| **Tuition & Fees 1 (TF1)** | The college’s or university’s tuition and fee structure for Sponsored Dual Credit programs is transparent and accessible to participating students, teachers, faculty, and staff. Costs for participating are determined by the college or university and may include the cost of such things as faculty compensation, professional development, materials and equipment, assessment, archiving, and transcripting. |
| **Students** |  |
| **Students 1 (S1)** | The sponsoring college or university officially registers or admits Sponsored Dual Credit Program students as degree-seeking, non-degree seeking, or non-matriculated students of the college or university and records courses administered through a Sponsored Dual Credit Program on official sponsoring college or university transcripts. Registration, grading, and transcription procedures and timelines are reasonably consistent with those for other students taking the same courses from the sponsoring college or university. |
| **Students 2 S2)** | The sponsoring college or university outlines specific course requirements and prerequisites for students in Sponsored Dual Credit Programs. |
| **Students 3 (S3)** | High school students in Sponsored Dual Credit Programs are provided with a student guide that outlines students’ rights and responsibilities and provides guidelines for the transfer of credit. |
| **Assessment** |  |
| **Assessment 1 (A1)** | The sponsoring college or university ensures that Sponsored Dual Credit students are held to comparable standards of achievement of student learning outcomes as those expected of students in other sections of the course offered by the sponsoring college or university. |
| **Assessment 2 (A2)** | The sponsoring college or university ensures that Sponsored Dual Credit students are held to comparable grading standards as those expected of students in other sections of the course offered by the sponsoring college or university. |
| **Assessment 3 (A3)** | The sponsoring college or university ensures that Sponsored Dual Credit students are assessed using comparable methods (e.g. papers, portfolios, quizzes, labs, etc.) to those used in other sections of the course offered by the sponsoring college or university. |
| **Program Improvement** |  |
| **Program Improvement 1 (PI1)** | The sponsoring college or university conducts an end-of-term student course evaluation for courses offered through a Sponsored Dual Credit Program. The course evaluation is intended to influence program improvement rather than instructor evaluation. Names (of the instructor or students) should not be included in the evaluation. |

**STATE STANDARDS KEY TERMS**

**Accelerated Learning**: Educational experiences that provide high school students with the opportunity to earn college credit while in high school. These educational experiences may occur at a college/university or as part of the high school program. In many cases students earn both high school and college credit. Accelerated Learning has many forms in Oregon, some examples include: high school students taking courses at the college/university independently or as part of Expanded Options or other programs, Dual Credit and Advanced Placement courses.

**High school-based accelerated learning**: Accelerated learning opportunities offered as part of the high school education program through partnerships between high schools and institutions of higher education utilizing dual or concurrent enrollment or other early college credit opportunities to enable students to earn and transcript college credit while in high school. This does not include courses that students take directly from the college/university while in high school, whether by coming to the college/university or having college/university faculty teach the course at the high school.

**Dual Credit**, as defined by the standards, refers to a course that is

a) Offered as part of the high school program,

b) Taught by a high school teacher, acting as a proxy instructor for the college/university, who has been approved by the college/university and meets the qualifications to teach the course for the college/university,

c) Sufficiently similar to the college/university course to enable the student to be described as “taking a course from the college or university”. Dual credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college or university. (Credit may also be granted by the high school toward graduation requirements, as appropriate.)

The Oregon Dual Credit Standards align with nationally recognized practices and very specifically focus on replicating, to the greatest extent possible, the college or university course in the high school. This includes requiring the participating high school teacher to meet the qualifications to teach the course for the college/university.

**Sponsored Dual Credit**, as defined by the standards, refers to a course that is

a) Offered as part of the high school program,

b) Taught by a high school teacher in partnership with a sponsoring college/university faculty member who meets the qualifications to teach the course for the college, and

c) Sufficiently similar to the college/university course to enable the student to be described as “taking a course from the college or university”. Sponsored Dual credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college or university. (Credit may also be granted by the high school toward graduation requirements, as appropriate.)

While the proposed Sponsored Dual Credit standards are modeled after the Oregon Dual Credit Standards, they broaden the options for offering college or university courses at the high school by providing explicit standards for faculty/teacher partnerships to ensure appropriate expertise, oversight and alignment. This allows a high school the opportunity to work closely with a college or university to offer these courses even though the high school may not have teachers who meet the qualifications for teaching the college or university courses.

**Sponsoring college or university**: The sponsoring college or university is the institution that is awarding and transcripting the postsecondary credit. The sponsoring college or university is responsible for ensuring compliance with federal, state, accreditation, and institutional rules, standards, laws, and regulations, as well as upholding the Sponsored Dual Credit agreements with partners. If there are multiple college or university partners, each higher education institution is considered a sponsoring college or university for the courses for which it is awarding and transcripting credit.

**Sponsoring faculty member**: The sponsoring faculty member is the faculty member from the sponsoring institution who is responsible for the college course offered and the credit awarded, and who oversees the orientation, oversight, training and implementation to ensure that the sponsored dual credit courses align with the college’s or university’s courses. The sponsoring college or university is responsible for identifying a sponsoring faculty member who has the qualifications and experience to provide appropriate leadership and oversight, and who is committed to connecting, communicating and collaborating with the high school teachers and other faculty in the partnership.

**Assessment-Based Learning credit**, as defined by the standards, includes

a) Enhanced high school courses or other activities offered at the high school and taught by high school teachers,

b) A partnership that focuses on student attainment of specific, college- or university-defined student learning outcomes, and,

c) The opportunity for students to demonstrate, through college or university assessments, that they have attained those student learning outcomes and thereby earn credit for a course from the sponsoring college or university. Because the student did not take the class from the sponsoring college or university, course credit earned through Assessment-Based Learning credit programs is identified on student transcripts.

Assessment-Based Learning credit does not require alignment with the college or university course, but rather supports a partnership between the high school and a college or university to recognize college- level achievement that occurs as part of high school courses and activities. As such, standards for these models do not include requirements for curriculum alignment or adherence to the registration, grading, and transcription timelines associated with taking a college or university class. Assessment-Based Learning credit standards focus primarily on ensuring a thorough understanding by high school teachers of the college’s or university’s student learning outcomes, using the expertise of college or university faculty to provide a means for assessment and award of credit, and following transcription processes for credit for learning that occurred outside of taking a course from the college or university while in high school. (Note: Although there are some similarities with Credit for Prior Learning, Oregon Credit for Prior Learning is designed primarily to support adult students and focuses on experiential learning – knowledge, skills and abilities gained through life or work experience or military or other training outside of the academic environment.)

# FAQ

1. **Financial Aid**

It is important that you enroll in College Now courses purposefully, taking time to consider future college degrees or certificates you may pursue. Consider whether your College Now courses will meet your specific degree or certificate requirements (or prerequisites).

You can read more on the [Financial Aid Website](https://www.lanecc.edu/finaid).

* + - 1. **Will my College Now credits impact my Oregon Promise?**

They could eventually impact your Oregon Promise award because the grant includes a credit limit. Once you have attempted a total of 90 college credits, you are no longer eligible for Oregon Promise. College credits you take while in high school count towards this total. You can check your cumulative attempted LCC credits on your unofficial transcript in myLane. See page 14.

Please note:

* + - * 1. Dropping a College Now course is not included in the attempted 90 credits.
				2. Dropping a regular college course is included in the attempted 90 credits.
				3. Failed courses (College Now or regular college) are included in the attempted 90 credits.

For more information on Oregon Promise eligibility, visit the [Office of Student Access and Completion (OSAC) website](https://oregonstudentaid.gov/oregon-promise.aspx)

* + - 1. **Will my College Now credits impact my financial aid (FAFSA)?**

As a student registering for a College Now course, you are attempting college credit. The credit and grade are part of your permanent LCC transcript, which Financial Aid uses to calculate your [Satisfactory Academic Progress Standards](https://www.lanecc.edu/finaid/satisfactory-academic-progress) and how long it will take to complete your program (150% Maximum Attempted Credit). Financial Aid calculates all attempted college credit even though you were in high school and didn’t receive financial aid.

* + - 1. **How does repeating a College Now course impact my financial aid (FAFSA) in regards to the Financial Aid Repeat Rule?**
				1. A standard financial aid rule is that a course may only be funded one more time after you received an initial D- or higher.
				2. If you receive a D- or higher in a College Now course and then want to repeat it through College Now, no matter what the grade is in the repeat, you have used up the [repeat funding clause](https://www.lanecc.edu/finaid/repeat-coursework). If you had to take it again at LCC while using financial aid, it would not be calculated into your enrollment level; therefore, the 3rd attempt would not be funded.
				3. College Now credits are considered attempted college credits even though you did not receive financial aid at the time.
				4. Example of losing funding for a course before being eligible for financial aid:

1st attempt: College Now MTH 111 Spring 2016 earned D- grade.

2nd attempt: College Now MTH 111 Fall 2016 earned F grade.

You graduate from high school, come to LCC and find out your College

Now MTH 111 grade does not meet program requirements.

You retake MTH 111 at LCC Fall 2017 – no financial aid funds for just this course.

In this situation, if your high school allows you to take MTH 111 a third time, you should do so since College Now courses are no cost to the student.

* + - * 1. Example of funding allowed for a repeat:

1st attempt: College Now WR 121 Spring 2017 earned D- grade.

You graduate, come to LCC and find out your College Now WR 121 grade does not meet program requirements.

2nd attempt: at LCC, course WR 121 Fall 2017. Financial aid would fund this repeat and only this repeat regardless of grade earned.

There are two exceptions to this rule:

The course is considered “repeatable a specified amount of times” in the course descriptions section in the LCC catalog.

The College Now credit is from another college.

1. **Advising**
2. **Who is eligible to take College Now courses?**

Students register for College Now courses as they do all other high school courses under the same requirements/prerequisites followed by their high school. Check with your high school counselor.

1. **How can students take College Now courses in their high schools?**

College Now courses offered at your high school can be found by either checking with your high school counselor or [viewing the list of courses offered at your high school](https://www.lanecc.edu/hsconnections/collegenow/courses-high-school) on the HSC website. In order to earn college credit, you must enroll at LCC as a College Now student and register for the class you are taking. Click [here](https://www.lanecc.edu/hsconnections/collegenow) to find the application and refer to pages 10-13 of this manual for further instructions.

1. **Is there a student cost for College Now courses?**

No, these courses are free; no LCC tuition is charged to either the student or the high school. All regular high school fees for students do apply.

1. **Will my College Now credits be accepted by all other colleges or universities?**

The number of credits accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. Even if the other institutions accept the credits, the credits may not be equivalent to the courses required for your program. It is important to check with other institutions’ Admissions Office/Academic Advisor to see if any [articulation agreements](https://studentaid.ed.gov/sa/prepare-for-college/choosing-schools/types#two-year-colleges) exist. Be sure to also use their transfer equivalency tool to determine how credits will or will not transfer.

1. **What is the difference between College Now, AP, & IB courses?**

In many high schools, students have the option of taking AP, IB, and/or College Now classes. The chart below explains the difference between these programs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **College Now** | **AP** | **IB** |
| **Cost**  | FREE  | $93 per exam   | Up to $164 per student plus $110 per subject per student for families.  |
| **Free/Reduced Lunch Cost**  | FREE  | FREE  | Reduced Fees  |
| **On a college transcript**  | Yes  | No  | No  |
| **Proficiency-Based Learning**  | No  | Yes  | Yes  |
| **Final Project**  | No  | No  | Yes  |
| **Accepted for Credit at Other Colleges**  | Yes, with same limitations as all LCC credits.  | [Dependent on test scores](https://www.lanecc.edu/collegecatalog/advanced-placement-international-baccalaureate-and-clep-information); may only qualify for placement purposes.  | Dependent on college's IB policies.  |
| **Open to All Students**  | Yes, if course and high school faculty have an approved articulation agreement.  | Typically limited to higher achieving students.  | Typically limited to higher achieving students.  |

**6. If I repeat a College Now course, will both grades be on my transcript?**

* + 1. If you earn a higher grade on the repeated course, you can [Request to Absolve](https://www.lanecc.edu/esfs/request-absolve-repeated-courses) the lower grade. The original grade stays on the transcript, but the grade is removed from your overall GPA. You can submit a request even if you repeat the course after high school graduation.
		2. You will see an ‘E’ next to the lower grade which means the grade was removed from your cumulative GPA.  You will see an ‘I’ next to the higher grade which means that grade is included in your cumulative GPA. If you don’t submit the Request to Absolve, both grades will be on the transcript and calculated in your overall LCC GPA.
		3. A Request to Absolve can result in a higher GPA for financial aid, scholarships, and employers.

Note: This is strictly a LCC policy and other colleges/universities may not accept the removal of a lower grade. If they do not accept this policy, the lower grade will be calculated back into your overall GPA. Contact your intended college/university Registrar to find out.

**7. After I have completed College Now courses, am I considered a returning student at LCC?**

No. If you plan to enroll at LCC, you must reapply for admission on a Credit application and follow the same new student process as anyone attending LCC for the first time. However, your L# will be the same.

**8. Must I attend Lane Community College after high school in order for the College Now credit I’ve earned to be on an LCC Transcript?**

No, but we hope you will choose to continue at Lane. Your credits may be transferred to other colleges/universities without taking further classes at LCC. To request your LCC transcript to be sent to another institution, use the transcript request process at [Enrollment Services](https://www.lanecc.edu/esfs/transcripts) or through your myLane account. See page 14 of this manual for further instructions.

**9. Can I complete my high school diploma at LCC?**

High School Connections is not a high school completion program. Our High School Student Advisor can help you enroll in LCC and will give you suggestions on what may count as a high school credit. See page 5 for contact information. It is the student’s responsibility to confirm the classes needed for graduation with their high school.

# Links and Additional Resources

* AP/IB Equivalency Chart for LCC Credit: <https://www.lanecc.edu/esfs/advanced-placement-international-baccalaureate-and-clep-information>
* Articulation Agreement information from FAFSA: <https://studentaid.ed.gov/sa/prepare-for-college/students/choosing-schools#types-of-schools>
* College Now Courses by High School: <https://www.lanecc.edu/hsconnections/collegenow/courses-high-school>
* College Now Instructor Application: <https://www.lanecc.edu/hsconnections/collegenow/apply-teach-course>
* Course Catalog: <https://catalog.lanecc.edu/>
* FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/faq.html#q7>
* Financial Aid Rules for Repeated Courses: <https://www.lanecc.edu/finaid/repeat-coursework>
* Financial Aid website: <https://www.lanecc.edu/finaid>
* High School Connections homepage: <http://www.lanecc.edu/hsconnections>
* Instructor Manual and resources: <https://www.lanecc.edu/hsconnections/collegenow>
* Lane Regional Promise: [www.laneregionalpromise.org](http://www.laneregionalpromise.org)
* Library: <https://library.lanecc.edu/>
* Minimum Qualifications Matrix for College Now Instructors: <https://www.lanecc.edu/sites/default/files/hsconnections/collegenow/minimumquals_update_in_progress_2018-19.pdf>
* Oregon Promise: <https://oregonstudentaid.gov/oregon-promise.aspx>
* Placement Testing: <https://www.lanecc.edu/testing/placement-testing-information>
* Request to Absolve Grade of Repeated Course: <https://www.lanecc.edu/esfs/request-absolve-repeated-courses>
* Satisfactory Academic Progress Standards: <https://www.lanecc.edu/finaid/satisfactory-academic-progress>
* Student Handbook and resources: <https://www.lanecc.edu/hsconnections/collegenow>
* Transcript Orders: <https://www.lanecc.edu/esfs/transcripts>
* Tuition Waiver Form for Instructors: <https://www.lanecc.edu/sites/default/files/hr/documents/pttuitwaivformrev.pdf>
* Tutoring Services: <https://www.lanecc.edu/tutor>

**Can’t find what you need? Remember you can always contact your liaison or the High School Connections Office for assistance at 541.463.5203.**