

## ***College Now***



**2018-2019**

**STUDENT HANDBOOK**

Building 19 RM 231

<https://www.lanecc.edu/hsconnections>

541.463.5521

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## REMINDER! IMPORTANT DATES

*Early registration is important in case of technology/system failures*

*Late Registrations will NOT be accepted.*

<b>FALL 2018</b>	<b>September 4 - December 09, 2018</b>
Registration Opens	September 04, 2018
Last day to Register or Withdraw	November 16, 2018
Grades due to LANE COMMUNITY COLLEGE	December 11, 2018
<b>WINTER 2019</b>	<b>December 04 - March 1, 2019</b>
Registration Opens	December 4, 2018
Last day to Register or Withdraw	March 1, 2019
Grades due to LANE COMMUNITY COLLEGE	March 26, 2019
<b>SPRING 2019</b>	<b>March 19-June 16, 2019</b>
Registration Opens	March 19, 2019
Last day to Register or Withdraw	May 24, 2019
Grades due to LANE COMMUNITY COLLEGE	June 18, 2019

**DEADLINES and CRN's CHANGE FROM  
TERM to TERM and ANNUALLY**

**541.463.5521**

Welcome to Lane Community College & College Now

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

## What is College Now?

High school students in forty-four Oregon high schools are earning college credits for some of their high school courses through the College Now/Dual Credit program at Lane CC (Lane Community College). These courses are approved as “articulated”, which means the community college course and the high school course have equivalent content, assessment requirements, rigor and learning outcomes.

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

Students should receive a course syllabus from their instructor that includes the Lane CC course name, number and number of credits they can receive along with the high school name of the course.

If students register for the college credit, they will earn a grade, which is entered on a Lane CC transcript. By the time these students graduate from high school they already have a head start on post-secondary education, saving both time and money as they get started on a career training and education after high school.

Check with your high school counselor to determine which courses at your high school are part of Lane Community College’s College Now program, or visit the High School Connections (HSC) web page on the Lane Community College web site at [www.lanecc.edu/hsconnections/collegenow](http://www.lanecc.edu/hsconnections/collegenow) for more information.

## Student Information

### Benefits to Students

- **Career and Technical Education credits** that count toward Associate of Applied Science programs, in such career fields as Arts & Communications, Business & Office Professionals, Computer Science & Information Technology, Culinary, Hospitality, & Tourism, Health, Medical & Fitness, Industrial Trades, Technologies, Transportation, Apprenticeship, Science, Natural Resources, Math & Engineering, Social Sciences, Social Services, & Education.
- **University Transfer credits** that count toward a Bachelor’s degree in such subject areas as Art, Computer Science, English Literature and Writing, Foreign Languages, History, Mathematics, P.E., Science and Social Science.
- **Free College credit** and access to some campus services, which includes limited use of the Lane Community College library and some labs. Since College Now classes are fee and tuition-free, **you will not** have access to other Lane Community College services that are funded by student fees such as the Health Clinic or the computer labs.
- **A Lane Community College transcript.** All Oregon University system schools accept academic transfer credits. Many other public and private college/universities also accept the credits listed on a Lane Community College transcript. You should check the admission and transfer policies of the institution into which you will be transferring your college credits.

- **The number of credits** accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with the admissions office and transfer equivalency database at each institution to which you plan to send your transcript. Many institutions will accept some of the career technical credits you earn.

## Student Rights and Responsibilities

- You can find Lane CC's Student Rights here:  
<https://www.lanec.edu/copps/student-rights-and-responsibilities>
- **Students will apply** for admission to Lane CC's College Now program through the College Now application. As a College Now student, you will receive an L-Number (Lane Community College's student identification number) for conducting business as a dual credit student. **The admission and registration process for any College Now class is facilitated by the high school.**
- **Students will register** for their College Now class using Lane Community College's myLane online registration process, [myLane.lanec.edu](https://mylane.lanec.edu).
- **ALL DEADLINES MUST BE MET. Late registrations are not accepted for College Now courses. (See front cover for deadlines.)**
- **Students** are responsible for the accuracy of registering for their classes. Be very careful. Check and recheck the class information carefully before completing the registration.
- **Students** are responsible for coursework and completing all college-required material. You are expected to attend all classes in which you are enrolled. If you do not attend or stop attending classes and fail to personally drop within the stated time period, you will be responsible for the grade reported on your Lane Community College transcript. If you have excessive absences and fail to drop or withdraw from class by the deadlines, a grade of F may be assigned by your instructor. **(See page 3 for deadlines.)**
- **As a CN student**, you are responsible for formally dropping your class if you do not want the Lane Community College grade. If you fail to drop **by the 8<sup>th</sup> week of the Lane Community College's term**, the letter grade you earned will be posted on your transcript, even if it is a D or F. Dropping a course after registration will be counted as attempted credits but will not be earned. **WITHDRAWAL IS THE SOLE RESPONSIBILITY OF THE STUDENT. (See page 3 for deadlines and page 6 for Financial Aid Implications).**
- **Students** are responsible for ensuring the accuracy of their final grades. Upon completion of your Lane CC's College Now course, you will receive the grade you earned on your Lane Community College transcript. Grade errors on a student transcript can **only** be corrected within 12 months.
- **Students** should verify grades by checking their Lane CC unofficial transcript shortly after the Grades Due deadline (see page1). Any error should be immediately reported to your high school College Now instructor. It is the student's responsibility to contact your high school College Now instructor with any questions that remain unanswered.

- **Students** are responsible to conform to all [codes of conduct as stipulated by Lane Community College](#) and by their high school. You are expected to conduct your academic affairs in a forthright and honest manner. In the event that you are suspected of classroom cheating, plagiarism or otherwise misrepresenting your work, you will be subject to discipline according to your school district policies.
- **Students who do not get registered by the eighth week of the term will not receive College Now credit.**

## Financial Aid Implications

As a student registering for a College Now course, you are attempting college credit. The credit and grade and dropping after registration are part of your permanent Lane Community College transcript, which Financial Aid uses to calculate your [Satisfactory Academic Progress Standards](#) 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.**

It is important that you enroll in College Now courses purposefully, taking time to consider future college degrees or certificates you may pursue and whether your College Now courses will meet the specific degree or certificate requirements (or prerequisites). You can read more about these policies in the [Financial Aid Handbook](#).

## Course Requirements & Prerequisites

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

Many credit classes require prerequisites or placement tests. Prerequisites are conditions that must be met in order to gain access to particular class. These conditions typically include completion (C- or higher) of or enrollment in other courses, specific college placement scores or departmental approval (e.g. Writing 121 requires a specific score on the Lane Community College reading and writing placement tests). Please talk to your high school counselor or instructor about specific course requirements and prerequisites. If you come to campus to do placement testing, you will be required to show photo ID.

If you are taking a sequence class (e.g. Chemistry 221, 222, 223), you must pass each course with a C- or better to enroll in the subsequent class. Your enrollment for high school credit will not change.

## Grading

Registered students will receive an A+ through F grade. Students may drop their College Now course if they registered, are not doing college level work, and do not want to receive a failing grade. Dropping a

course after registration will be reflected on the transcript with an asterisk (\*). [Page 9](#) of this handbook, under “Dropping Your College Now Class” has the how-to steps to drop the class before the end of the ADD/DROP timeline\* for each term. \*See calendar on back of Handbook for dates.

## Getting Started

I don't have an L#. What do I do?

Admission to Lane Community College:

Applying for your L# (User ID)

CRN What is that? College Registration Number

1. Go to [www.lanecc.edu/hsconnections/collegenow](http://www.lanecc.edu/hsconnections/collegenow) **Start Here: College High School Application.**
2. **Create a 12-16 character PIN/Password**, using both numbers and letters. Write it down! As you will need this **PIN/Password** later when you log-in to myLane to register for all Lane credit class(es) **Click Log-In.**
3. You will receive a Generated ID number (G#). Write it down in case an error happens. This is not your student ID (L#)! Click **Continue.**
4. **Continue.**
5. **Select Your Term** from the pull down menu. Type in your first and last name. \* **Red Star is required information.**
6. Type in your legal first and last names. Click **Fill out Application.** It will take you to a screen with 4 items. Click on **Name** to begin.
7. You must use **your own email address.** Unique only to you, cannot be a shared account.
8. As you finish each page, Click on **Continue** until you have provided all required information. Once you finish the Application Checklist you will see a screen with **four checkmarks.** (If any of the sections does NOT have a checkmark, click on that section and complete it.) Click **Application is Complete.**
9. **Admissions Agreement .... I agree to the terms.**
10. Your L# will appear in bold type in the **middle** of the page. **WRITE IT DOWN**, and continue to direction #12. If you **DO NOT** see your L#, tell your instructor. *(S)He will need the “G” # number you received in instruction #3.*
12. **If you receive your L# you can continue on to Registration for your CN Class starting with #13.**

**If you do not receive your L# and the page says STOP! Your Application has been Suspended!  
Contact the High School Connections Office. 541-463-5521.**

13. Click on **Access Web for Student** at the bottom of the L# page. You will be asked to change your PIN/Password. Follow instructions for creating a new PIN/Password. Click on **Log-in**.
14. You will be asked to provide two **Verification Security Questions**. Select questions with an answer that you will **NOT FORGET**. Continue to verify your address and/or email if asked.

#### **Registration for your College Now Class(es)**

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

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

1. Go to [www.lanecc.edu](http://www.lanecc.edu)
2. In the bottom left corner click on **myLane** icon.
3. Type in your User ID (**L#**) and 12-16 character Password.
4. Click on the **myEnrollment** tab from the menu across the top of the page.
5. Under Registration Tools, select **Register Here**.
6. Select **Register for Classes**.
7. Select the correct **Term** from the drop down menu. **Continue**.
8. Under **Register for Classes** choose the 2nd tab **Enter CRN's**.
9. Enter the correct CRN# and click on **Add to Summary**.
10. Check the **Summary Box** to make sure the correct class is pending.
11. Submit **Changes**. Verify that the status says Registered.
12. Click on **Sign Out** in the top dark blue band on right.

13. Then click on **myLane** and **Logout**.

### I have an L# but don't remember it. What do I do?

1. **DO NOT RE-APPLY!**

2. In the bottom left corner **click** on myLane\_icon.

3. In the Secure Access Login box, **Click** on Need User ID/L Number? Enter your information and check your email. The email that your L# comes to is the one you set up your student record.

4. Or contact the High School Connections Office at 541-463-5521.

### I forgot my 12-16 character PIN/Password. What do I do?

1. In the bottom left corner **click** on **myLane** icon.

2. In the Secure Access Login box, **Click** on Forgot Password. Answer your security questions. Enter your information and check your email.

3. Or call 541-463-5521 and ask to have your Password reset.

## Dropping Your College Now Class:

Students need to drop their CN Class by the 8<sup>th</sup> week of registration.

1. Login to **myLane**.

2. Go to **myEnrollment** tab.

3. Click on **Register Here (add/drop classes)**.

4. Click on **Register for Classes** - click even though you are trying to drop a course.

5. Click on the **current term that you are registered for** and wish to drop classes for.

6. In the Summary Panel Action box, choose the **Drop No Refund** on the correct CRN.

5. Click on **Submit**. Make sure the status says Deleted.

6. Click on **Sign Out** in the top dark blue band on right.

7. Then click on **myLane** and **Logout**.

## Troubleshooting Online

Message	What To Do
<b>Your application has been suspended.</b> You didn't receive an L#.	<b>DO NOT re-apply</b> The computer wants a person to look at the application before assigning an L#. Call the High School Connections Office 541.463.5221.
<b>Student status prohibits registration</b>	It could be one of three things. <ol style="list-style-type: none"> <li>1. Your L# is inactive and you must re-apply as a new college now student.</li> <li>2. You don't have a college now student record. You must apply as a college now student</li> <li>3. You graduated from high school but didn't complete the credit application. Your L# will be the same.</li> </ol>
<b>You are not allowed to register at this time.</b>	You have selected the incorrect term to register into. Click on Home in myLane. Go back to myEnrollment tab and the Register Here link and select the correct term & register.
<b>You have a Hold on your account.</b>	There are various holds that can stop you from registering. Call the High School Connections office for help. 541-463 -5521.
<b>You are over the maximum credit limit.</b>	A student can only register for 18 credits per term without special permission. Call the High School Connections office at 541-463-5521.

## Frequently Asked Questions

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

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

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

These courses are **FREE** (no Lane Community College tuition or fees are charged to either the student or the high school).

**After I complete College Now courses, am I considered a returning student at Lane Community College?**

No, **you must re-apply by completing the credit application as a degree seeking student and undergo Lane Community College's steps for enrollment as a new student.** You will use the same L# throughout your LANE COMMUNITY COLLEGE career.

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

No, but we hope you will consider Lane Community College in your future.

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

Yes. The number of credits accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with their Admissions Office/Academic Advisor to see if any [articulation agreements\(link is external\)](#) exist. Be sure to also use their transfer equivalency tool to determine how credits will or will not transfer.

For additional FAQ's go to this link:

<https://www.lanec.edu/hsconnections/collegenow/faq>

## Transcripts

The grade you receive in a College Now class will appear on a transcript from Lane Community College. It may be transferred to any of the Oregon University/Colleges (you must request for this in your myLane). Acceptance at other Colleges or Universities depends upon the admission requirements of each school; check with admissions at the school where you apply.

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

**To verify your Lane Community College Transcript**

1. Go to [www.lanecc.edu](http://www.lanecc.edu)
2. In the left bottom corner of the page click on the **myLane** button
3. Type in your User ID (**L#**) and PIN/Password to Log-In.
4. Click on **myEnrollment** tab
5. Click on **Unofficial Academic Transcript**

**[Two Ways to request an official Lane Community College Transcript](#)**

**(\$7.50 fee)**

1. Go to [www.lanecc.edu](http://www.lanecc.edu)
2. In the left bottom corner of the page click on the **myLane** button
3. In the myLane portal box, under “**Need Help**” click on “**Ordering Lane Transcripts**”. No L# needed 4.  
Fill out the information on the National Student ClearingHouse page.

**OR**

**(\$5.00 fee)**

5. Type in your User ID (**L#**) and PIN/Password to Log-In
6. Click on **myEnrollment** tab
7. Click on **Request Official Transcript** on the lower right hand side of page
8. Fill out the request form
9. Click on **myFinances** to make an online payment for the transcript.

## LCC Policy Information

### **ADA and 504 Compliance**

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

### **FERPA Privacy Policy**

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

If a student 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 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 records sent by the post secondary institution to the high school.

<http://www2.ed.gov/policy/gen/guid/fpco/faq.html#q7>