



- ◆ Math 025 or higher required.

Side Notes:

- ◆ Refer issues surrounding physical limitations for this program to program faculty (addressed on a case by case basis).



MANUFACTURING TECHNOLOGY

2 Year AAA Degree & 2 Year Certificate

2 Year AAS Degree with CNC Option

Advisor: **Betty Svarverud**

MAC 203, Ext. 2378

Counselor: **Debby Ganser**

MAC 202, Ext. 2236

Program Specifics:

- ♦ Industry is employing both directions equally, so making a choice depends on interest and ability of the individual.
- ♦ Graduates often employed in machine repair & maintenance shops, manufacturing industries, metalworking plants, repair and maintenance shops for mill and construction contractors, and specialty machine shops.

AAS Degree and 2 Year Certificate

- ♦ Emphasize manual machining.
- ♦ Complete 66 credits of MT and 6 credits in Computer Numerical Control (CNC) Lathe plus general education requirements.

AAS Degree with CNC Option

- ♦ Emphasis is on computer numerical control machining.
- ♦ Complete 36 credits of manual training in MT and 36 credits of CNC courses plus general education requirements.

Entrance into the Program:

- ♦ Restricted facilities limit the number of students admitted to program.
- ♦ Selection based on a first-come, first-serve and by date of program application or change of major to program.
- ♦ **Need to attend** department program orientation to obtain: ***department consent for courses, major requirements, expectations, costs, and general familiarity with the chosen program.***
- ♦ Can enter program Fall, Winter or Spring terms -- important to retain original date of program entrance.
- ♦ Contact Program Advisor, Counselor, or Students First! Center to change major to this program (option not available on Classline).

Preparatory Courses:

- ♦ EL 115 (Effective Learning), math, and/or writing prior to beginning core courses.

Curriculum Information:

- ♦ Industrial Safety or HE 252 (First Aid) - Any AAS degree health requirement can be substituted.

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Frequently Asked Questions:

I want to work at Skipworth, will the one-year certificate get me a job there?

No, Skipworth is a county agency, not part of the OYA, and requires a Bachelor degree. Skipworth will give additional points to those who have the Juvenile Corrections Certificate.

Is there an age limit for working for OYA?

No -- must be 21 years of age as a minimum.

Where is the closest OYA facility?

Florence -- primarily a juvenile sex offender facility located near the South Jetty.. Locations also in: Tillamook, Albany, Portland area, Grants Pass, Salem, Bend and Eastern Oregon, and Corvallis.

Co-operative Education: **John Del Nero** **CEN 432, Ext. 2286**



JUVENILE CORRECTIONS CERTIFICATE

Advisor: **Deb Hupcey**

CEN 205, Ext. 2635

Counselor: **Christina Salter**

CEN 401A, Ext. 2813

Program Specifics:

- ◆ Developed at the request of the Oregon Youth Authority (OYA) to provide entry-level workers to fill positions in the juvenile detention facilities mandated by Ballot Measure 11.
- ◆ Preparation of eligibility for employment as a Group Life Coordinator 2 in existing and new facilities.
- ◆ Primary focus of juvenile corrections is rehabilitation -- holds youth offenders accountable for his/her past actions and provides opportunities for reformation.

Curriculum Information:

- ◆ Communication, computation and human relations elements required for accreditation by the Northwest Association of Schools and Colleges.
- ◆ OYA requirements for physical conditioning, visual and auditory acuity, drug screening, and background checks.
- ◆ Additional 80 hours of training for new hires by OYA.
- ◆ Skill core includes an understanding of the psychological, developmental and sociological issues which interact within the juvenile correction system and a grounding in criminal justice.

Side Notes:

- ◆ Applications and required supplements for OYA Group Life Coordinator 2 positions are available from Oregon Employment Office or most state personnel offices. Or contact:

Oregon Youth Authority
530 Center St. Suite 200
Salem, OR 97310
(503) 373-7205
www.oya.state.or.us



INDUSTRIAL MAINTENANCE

2 Year AAS Degree

1 Year Certificate

Counselor: **Debby Ganser**

Mach 202, Ext. 2236

Program Specifics:

- ♦ Program is under review for the 1999-2000 academic year.
- ♦ Contact the Applied Engineering office or the Program Counselor for the most current information.
- ♦ Current Lane catalog contains additional information.



HOSPITALITY MANAGEMENT

2 year degree in Hospitality Management
1 year certificate in Hospitality Management

Counselor: **Debby Ganser**

Mach 202, Ext. 2236

Program Specifics:

- ◆ Program deals with all facets of hospitality industry and provides preparation for a variety of jobs in the field.
- ◆ Hospitality Management is not designed as a transfer program.
- ◆ Refer to advising manual information (Hotel, Resort & Tourism Management) if interested in transferring to a 4-yr. school.
- ◆ Many core courses approved by American Hotel & Motel Association, which provides certificates upon completion.
- ◆ Can often find a training placement in the hospitality industry after completing one year of coursework.

Entrance into the Program:

- ◆ Fall Term entrance best due to course offering (Introduction to the Industry).
- ◆ Can enter the program any term except Summer.

Preparatory Courses:

- ◆ Math, writing, and accounting.
- ◆ Foreign language is useful if interested in working abroad or with international travelers.

Side Notes:

- ◆ Upon completion of program's first year, it is important to develop industry connection for ongoing training situations and developing additional skills via Cooperative Education placement during the second year.
- ◆ No changes received for this program.

Frequently Asked Questions:

Can I get a job in tourism with this degree?

Often when students are seeking an opportunity in tourism, they want to know how to be a tour guide. Developing clarity about the nature of the job goal is critical to determine if this is a suitable program. No, it does not lead to being a tour guide.

Program Coordinator: Duane Partain HEA 110, Ext. 2531

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HEALTH RECORDS TECHNOLOGY

Advisor: **Kelly Warren**

CEN 205, Ext. 2792

Counselor: **Jean Conklin**

HEA 251, Ext. 2802

Entrance into the Program:

- ◆ Entrance to the program can occur in any term.
- ◆ Program application submitted **after**: completing Medical Terminology, developing 45 WPM typing speed, developing knowledge of WordPerfect or Microsoft Word for Windows, attending a program information session, and completing college skills tests.
- ◆ Applications available in and submitted to the Family & Health Careers main office -- to date, there are 45 - 55 students enrolled.
- ◆ All applicants accepted into program after required steps completed.

Curriculum Information:

- ◆ Human Body Systems 1 -- offered fall term only.
- ◆ Human Body Systems 2 -- offered winter term only.
- ◆ A second year is in the curriculum development process -- requires Human Anatomy & Physiology Bi 231, 232, 233 instead of Human Body Systems 1 & 2.

Web Sites:

<http://lanecc.edu/instadv/catalog/fahealth/programs/healthrt.htm>

Side Notes:

- ◆ Medical transcription training can be obtained with a few additional classes.

Frequently Asked Questions:

Can I start the program other than fall term?

Yes, see above.

Are there any prerequisites?

Yes, see above.

Can I extend the program to two years if I choose?

Yes, see above.

Program Coordinator: Jerry Adler HEA 245, Ext. 2621



Frequently Asked Questions:

Can I learn enough in this program to get a job?

The program teaches entry level skills, as well as a very strong foundation in production skills and technology and computer skills. Locally, most entry-level jobs involve the production of someone else's design, with most of this work now being done on the computer.

What percentage of the program's graduates get jobs?

Almost 60% of the graduates of the program work in the field of graphic design within a year after graduation.

How does the Portfolio Review work?

The application portfolio consists of about 13 pieces representing various categories such as color, drawing, typography, and paste-up. There is also an assigned project that all applicants must complete. Each portfolio is submitted anonymously and is independently evaluated by two to three reviewers. (A workshop is held early Spring Term to discuss the process.)

What if I apply for the Program and am not accepted?

- ◆ Ask for a meeting with the Program Coordinator to discuss admission scores.
- ◆ Spend the next year working on areas of weakness and reapply the following year.
- ◆ Investigate early transfer options, if going on to a four-year institution.
- ◆ Transfer to graphic design programs at other community colleges, such as Linn-Benton in Albany or Chemeketa in Salem.
- ◆ Career may not be right for student, so investigate other career options.

Do I need to have a lot of drawing ability to be a graphic designer?

Although drawing skill is an advantage, especially in a small market, it is not a requirement for a career in graphic design. Technical skills and visual sensitivity are attained via required first year drawing classes.

Does Lane's program offer much preparation for illustration?

An introduction course in illustration is offered each year. In development are independent study options, however, you might want to investigate schools that specialize in this area.

Lead Faculty: Thomas Rubick

IT 201A, Ext. 2887



GRAPHIC DESIGN

Counselor: **Tim Blood**

CEN 218, Ext. 2243

Entrance into the Program:

- ◆ First-year courses are open to all.
- ◆ Attend Program Orientation.
- ◆ Second-year courses are limited -- 24 fulltime students accepted & approximately 35 apply.
- ◆ Selection into second year is conducted Spring Term each year and based on the following:
 - Application
 - Essay (20%)
 - Portfolio (60%)
 - GPA (20%)
- ◆ Contact Art Department (M&A 101) for an application packet, specific due dates, and requirements.

Curriculum Information:

- ◆ Important -- Take Introduction to Graphic Design fall term. This class addresses general career information, various segments of the industry, the design process, required skills and education, work conditions, and future trends.
- ◆ To skip Introduction to Drawing, must arrange to show portfolio to a Drawing teacher.
- ◆ If possess Macintosh experience, can skip the Operating Environments: Macintosh CIS 140B but must contact Media Arts & Tech. Department to request: Prerequisite Waiver for Introduction to Digital Imaging and arrange substitute credits with Tom Rubick.
- ◆ If possess Windows experience, can skip the Operating Environments: MS/DOS CIS 140M (substitute credits must be arranged with Tom Rubick).

Web Sites:

<http://lanecc.edu/instadv/catalog/art/graphic.htm>

<http://lanecc.edu/artad/online/online.htm>

Side Notes:

- ◆ A good book on the field of graphic design is the Graphic Design Career Guide by James Craig.
- ◆ One credit class, Graphic Design, is offered Fall term.

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FLIGHT TECHNOLOGY

Counselor: **Tim Blood**

CEN 218, Ext. 2243

Program Specifics:

- ♦ **The Flight Technology** program trains students to **FLY** airplanes.
- ♦ **The Aviation Maintenance Technician** (located in the Mechanics Department.) program trains students to **FIX** and **maintain** airplanes.

Entrance into the Program:

- ♦ *Students who want to major in Flight Tech must submit a separate, additional application*
- ♦ Applications available in Students First! Center and at Flight Technology Dept., Flight Operations Building, 28715 Airport Road, Eugene, Oregon 97402 (ext. 4195).
- ♦ Applications accepted any time and retained for one year only.
- ♦ Selection based on date of application for enrollment at the beginning of Winter and Spring Terms on a first-come, first-served basis.

Curriculum Information:

- ♦ New students begin program in Fall or Spring Term only and may take general college courses at any time.
- ♦ Courses designed to be taken in sequence beginning each Fall and Spring Term.
- ♦ New students begin flying during Fall or Spring Term.
- ♦ Private Pilot Ground School FT 250 may be taken by students accepted or not accepted into program.

Web Sties:

<http://lanecc.edu/stuser/acadinfo/proftech.htm>

Side Notes:

- ♦ Separate application submitted to Flight Tech. Department is required -- Private Pilot Ground School and non-flight classes in the major are open to anyone.



FITNESS TECHNICIAN

Advisor: **Kelly Warren**

CEN 205, Ext. 2792

Counselor: **Jean Conklin**

HEA 251, Ext. 2802

Program Specifics:

- ◆ Open to anyone -- entrance form is in Health & Physical Education Department.
- ◆ Fitness Technician is a one-year program.
- ◆ Fitness Specialist is a two-year program.

Curriculum Information:

- ◆ See advising sheet in Counseling and Advising Center.
- ◆ Note: some sequential classes are offered only once yearly.

Web Sites:

<http://lanecc.edu/instdv/catalog/healthpe/programs/fitness.htm>

Frequently Asked Questions:

Can I start the program other than fall term?

Yes, complete general education classes, and complete classes that are offered only once yearly. (Some have specific prerequisites).

What careers does this program train me to perform?

See advising sheet for these careers.

Will the classes transfer to a 4-year program?

Select general education classes that coincide with a Bachelor's degree. Some 4-year physical education programs will accept some of the professional/technical classes.

Program Specialist:

Amy Riggins

Health & PE Department



FABRICATION/WELDING TECHNOLOGY

1 year Certificate & 2 year Degree in Fabrication/Welding Technology

1 year Certificate in Welding Processes Option

Counselor: Debby Ganser

Mach 202, Ext. 2236

Program Specifics:

Welding Technology (1 and 2 year certificates)

- ◆ Block program containing 13 credits in Fabrication/Welding each term the first year and 11 credits each term the second year.

Welding Processes (1 year certificate)

- ◆ Individual courses with flexible scheduling, which aids working people needing more than one year to complete the program.

Curriculum Information:

- ◆ Contact Lead Instructors for accurate placement in program if prior welding training or skill.
- ◆ Start math early -- Mth 076 (Applied Geometry for Technicians) program requirement. Important for blueprint reading and cost estimating.

Welding Technology (1 and 2 year certificates)

- ◆ Best to enter program in Fall Term, unless have prior welding experience.
- ◆ Specific entry-level courses are offered each term to begin learning a welding skill.

Welding Processes (1 year certificate)

- ◆ Required Blueprint Reading course taught Fall Term in the Construction Technology area.

Side Notes:

- ◆ Encouraged to contact Cooperative Education Coordinator (Welding Technology) for assistance in selecting a training site and transition to industry.

Frequently Asked Questions:

How can I get Welding Certification?

There are many certifications using numerous welding processes. Students should talk to the instructors about their goals as welders and what they think "certification" will accomplish for them.

Lead Instructors: Mark Huntington
Ed Humes

APR 103, Ext. 2500
APR 103, Ext. 2500



Frequently Asked Questions:

What kinds of jobs are out there?

Students will work in a wide variety of positions and environments -- engineering firms, utilities, lighting firms, and energy service companies.

What are the chances of getting a job at the end of the program?

Students need to be willing to relocate for optimal employment opportunities. A labor market study is performed each summer to keep up with industry employment trends, which aids with an approximately 85% placement rate. At the conclusion of the program, we send a brochure that includes our program curriculum, pictures, and biographies of each graduate, to about 750 possible employers of our students.

Program Coordinator: Roger Ebbage SCI 124, Ext. 2451



ENERGY MANAGEMENT

Counselor: **Lou Bombardier**

SCI 123, Ext. 2457

Program Specifics:

- ◆ Typical student is approximately 35 years old with many obligations outside of school.
- ◆ Every effort is made to have core courses on Tuesdays and Thursdays for first-year and on Mondays and Wednesdays with computer lab established on Tuesdays and Thursdays for second-year.

Entrance into the Program:

- ◆ Must complete and return program application (available through Science Department office or the program coordinator).
- ◆ Program entrance Fall Term only and some classes may be taken prior to entrance.
- ◆ Mid-year start -- must see the program coordinator.

Preparatory Courses:

- ◆ Solar Fundamentals, Passive Solar Design, Alternative Energy Technologies, Blueprint Reading.
- ◆ Mth 076 (Applied Geometry for Technicians) --grade "C" or better for program entrance.
- ◆ Take CIS 125s (spreadsheets) first program term, if have successfully used computers prior to program entry.

Curriculum Information:

- ◆ Recommend following catalog information on coursework.
- ◆ Complete Cooperative Education the terms preceding graduation -- makes for greater ease of transition from student to work, especially if the potential for a full-time job exists.
- ◆ Second-year curriculum is computer intensive.

Side Notes:

- ◆ No changes received for this program.



Paramedic year:

- ◆ CS 120 or higher level computer class, Speech 111, 1 social science/human resources elective, HE 275, and an approved elective.
- ◆ Advising sheet in Counseling and Advising Center.
- ◆ Paramedic classes are reserved for admitted students only.

Web Sites:

<http://lanecc.edu/instdv/catalog/fahealth/programs/emt.htm>

Frequently Asked Questions:

Can I start the program other than fall term?

Recently, the Basic "stand alone" program has been offered twice each year. General education classes are offered during most terms. Classes in program are offered only during the terms listed.

Program Coordinator: Tom Brokaw Ext. 2633



EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC

Advisor: **Kelly Warren**

CEN 205, Ext. 2792

Counselor: **Jean Conklin**

HEA 251, Ext. 2802

Entrance into the Program:

Stand Alone program

- ◆ Submit Basic application and complete EMT 051 and EMT 052, which have been offered twice a year recently.

Basic (1st) year Certificate

- ◆ Entrance based on: proof of high school graduation (or pending graduation), 18 years old by beginning of fall term, APS reading test score of 22, math skills test scores of 7 on parts A, B & C and program application.
- ◆ 48 students, plus alternates, admitted each year -- program application available in December at Students First Center.
- ◆ Admission each year is on first qualified, first admitted basis until deadline-- in state residents' only, international students not admitted.

Paramedic (2nd) year

- ◆ 24 students admitted each year -- program application available in December at Students First Center.
- ◆ Acceptance limited to EMT Basic Certificate of Completion students and based on points awarded for GPA, in district residency and affiliation with an agency that responds to 911 calls.

Curriculum Information:

Basic Certificate Year

- ◆ Advising sheet available in Counseling and Advising Center.
- ◆ Fall term = Human Anatomy & Physiology Bi231 (prerequisites Math & Chemistry).
- ◆ Additional classes: Medical Terminology 1, Wr121, Bi 231, 232 & 233, 1 social science/human resources class, and Math 70 or higher.
- ◆ Intro. to EMS (fall term only) and Crisis Intervention (winter term only) can be taken without admittance to Basic year.
- ◆ EMT Rescue and Patient Transportation & Communication (spring term only) can be taken without acceptance into Basic year if Basic 052 completed and/or current EMT Basic certification.
- ◆ Basic certification completion via a non-credit program = 10 credits for EMT 051 & 052.



Side Notes:

- ◆ Unusual for technical preparatory course work to be accepted in four-year engineering programs.
- ◆ OIT may accept some course work in the BS EET program -- confirm acceptability of coursework with OIT prior to transferring.
- ◆ OSU has accepted some of our coursework (on a case by case basis) -- must consult with OSU before beginning the EET curriculum.

Frequently Asked Questions:

Can the program be completed at night?

Yes, in Air 200 Computer Based Training lab or first year courses can be completed during Winter and Spring terms in traditional lecture/lab evening classes. In order to complete the program, students must make arrangements to take second year classes during the day.

Program Specialist:

Pam McClelland ELC 201, Ext. 2151



ELECTRONICS ENGINEERING TECHNICIAN ELECTRONICS TECHNICIAN

Counselor: **Debby Ganser**

MACH 202, Ext 2236

Program Specifics:

- ♦ If uncertain which program to follow, both programs share most common first year classes and can decide spring term of the first year.

Electronics Engineering Technician

- ♦ Program based on theoretical lectures reinforced by practical lab examples.
- ♦ Anticipate employment in electronics manufacturing firms as electronic engineering technicians or electronic technicians (a source of confusion with the Electronics Technician program below).
- ♦ Preparation for engineering product development teams, manufacturing supervision, manufacturing equipment maintenance.

Electronics Technician

- ♦ First year of the program is theoretical and the second year practical application in the areas of microcomputers (fall), communications equipment (winter), consumer electronics (spring), and extensive troubleshooting training.
- ♦ Anticipate employment as electronics repair and service technicians.
- ♦ Preparation to become licensed consumer electronics technicians, working in consumer electronics industry and, possibly, working in electronic manufacturing.

Curriculum Information:

- ♦ Can enter both programs fall and winter terms.
- ♦ Concurrent enrollment in Math 60 or higher.
- ♦ First year electronics classes can be completed in Air 200 Computer Based Training lab (open at times convenient to working students -- check current schedule).
- ♦ **Winter Term start** -- attend summer term to complete pre-requisites for second year classes (winter term section usually taught in late afternoon/evening).



Side Notes:

- ◆ Early Childhood Education is not appropriate for transfer to elementary education majors. Most classes (approximately 65 credits) will transfer.
- ◆ Child and Family Studies at Portland State University will accept approximately 85 credits, if the 2-year program is completed. Salem has an outreach center for this program.

Frequently Asked Questions:

Can I start the program other than fall term?

Yes. Entry level classes are available in fall and winter. General education classes can be taken any time.

In what child care settings will I be trained to work?

Student will learn to work with children from 6 weeks to 6 years old in day care centers, Head Start, corporate day care, public schools as paraprofessionals, and nursery schools. They can also become nannies, operate home day care centers, work on cruise ships in child care facilities and in parks and recreation programs.

Program Coordinator: Linda Riepe HEA 107C, Ext. 2287
(Summer = Ext. 2617)



EARLY CHILDHOOD EDUCATION

Advisor: **Kelly Warren**

CEN 205, Ext. 2792

Counselor: **Jean Conklin**

HEA 251, Ext. 2802

Program Specifics:

- ♦ Program can take more than two years, if student desires.
- ♦ Nanny program available, with slight curriculum differences.
- ♦ Substantial practicum commitment involved.

Entrance into the Program:

- ♦ Intake interview required with program coordinator -- application required and obtained at interview or in Family & Health Careers Department.
- ♦ Open to anyone.
- ♦ Student needs criminal records check (takes one month and costs \$3.00).
- ♦ FBI check (\$60.00 required if lived out of state in past 3 years).
- ♦ Food handler's card, standard first aid card, CPR, physical examination and current immunizations also required and need to be completed before participating in the lab/practicum experience.
- ♦ Refer students directly to Linda Riepe, not to Jean Conklin or Kelly Warren, for additional information.

Curriculum Information:

- ♦ Start with: Observing Children's Behavior, Child Care & Guidance, Child Development, Introduction to Early Childhood Education and general education classes.
- ♦ Night classes are available fall and spring terms.

Web Sites:

<http://lanecc.edu/instadv/catalog/fahealth/programs/childededu.htm>



DIESEL TECHNOLOGY

2 Year AAS Degree & 2 Year Certificate

2 Year AAS with Lift Truck/Material Handling Equipment Option

Advisor: **Betty Suarverud**
Counselor: **Debby Ganser**

MACH 203, Ext. 2378
MACH 202, Ext. 2236

Program Specifics:

Diesel Technology

- ◆ Preparation for jobs in heavy-duty mechanic, truck mechanic, tractor mechanic, fuel injection technician, and diesel tune-up technician.

Lift Truck/Material Handling Equipment Technician option

- ◆ Preparation for jobs in electric lift truck technician, gas powered lift truck technician, and lift truck field service technician.

Entrance into the Program:

- ◆ Restricted facilities limit the number of students admitted to program.
- ◆ Selection based on a first-come, first-serve and by date of program application or change of major to program.
- ◆ **Need to attend** department program orientation to obtain: ***department consent for courses, major requirements, expectations, costs, and general familiarity with the chosen program.***
- ◆ Can enter program Fall, Winter or Spring terms -- important to retain original date of program entrance.
- ◆ Contact Program Advisor or Counselor or Students First! to change major to this program (option not available on Classline).

Preparatory Courses:

- ◆ EL 115 (Effective Learning), math, and/or writing prior to beginning core courses.

Curriculum Information:

- ◆ Industrial Safety or HE 252 (First Aid) - Any AAS degree health requirement can be substituted.
- ◆ Math 076 or equivalent minimum requirement.

Side Notes:

- ◆ Refer issues surrounding physical limitations for this program to program faculty (addressed on a case by case basis).

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Side Notes:

- ◆ See Oregon CIS for list of other schools and details on job market and wages.
- ◆ Uniforms and materials add to cost of program.
- ◆ Financial aid students need to be careful in course selection (no “extra” classes) to avoid exhausting financial aid eligibility.

Frequently Asked Questions:

Can I start the program other than fall term?

No - take “out of program” classes listed on Petition for Points form.

Can I extend the program more than two years?

“Out of program” classes can be completed before admission, but once in the program, it is expected that the student will finish in two years.

Is it competitive to be accepted?

Yes. Most admitted students have completed all “out of program” classes and have earned almost all possible points.

Program Coordinator: Sharon Hagan HEA 246, Ext. 2616



DENTAL HYGIENE

Advisor: **Kelly Warren**
Counselor: **Jean Conklin**

CEN 205, Ext. 2792
HEA 251, Ext. 2802

Program Specifics:

- ◆ 20 students each year (1995 = 154 applicants, 1996 = 119 applicants, 1997 = 132 applicants, 1998 = 110 applicants, 1999 = 120 applicants).
- ◆ Admission is competitive, therefore, students may want to apply to other dental hygiene programs also.
- ◆ A few alternates are chosen, however, rarely does an accepted student not enter program.

Entrance into the Program:

- ◆ Program application each year, from December to deadline date printed in application packet.
- ◆ Applications available in Students First! Center
- ◆ Admittance based on points -- "Petition for Points" forms available in Counseling and Advising Center.
- ◆ Required: GPA 2.5 minimum; DTLS reading comprehension test; MAT-7 Science test, plus class work taken for points. Applications not accepted from out of state or international students.

Preparatory Courses:

- ◆ Math 52 or higher
- ◆ CH 104 or higher Chemistry
- ◆ Bi 231, 232, 233, 234 Anatomy & Physiology
- ◆ Wr 121 & 123/227
- ◆ SP100 Speech (or public speaking course)
- ◆ FN 225 Nutrition
- ◆ Two social science classes

Web Sites:

<http://lanecc.edu/instadv/catalog/fahealth/programs/dentlhyg.htm>



DENTAL ASSISTING

Advisor: **Kelly Warren**

CEN 205, Ext. 2792

Counselor: **Jean Conklin**

HEA 251, Ext. 2802

Program Specifics:

- ◆ 30 students admitted each year (1995 = 53 applicants, 1996 = 38 applicants, 1997 = 59 applicants, 1998 = 47 applicants).
- ◆ Several alternates are chosen and often accepted.

Entrance into the Program:

- ◆ Program application each year, from December to deadline date printed in application packet -- admittance on a first qualified, first admitted basis.
- ◆ Applications available in Students First! Center
- ◆ Basis for admittance: min. 2.5 GPA (high school or college) or GED score of 47, high school graduate, (or will be high school graduate in spring), math skills test scores of 7 on parts A, B & C, and reading skills test score of at least 22.

Curriculum Information:

- ◆ Prerequisites prior to program start:
 - Wr 121 or Communication Skills 1.100.
 - HD 203 Human Relations at Work or Sp 218 Interpersonal Communication.
 - Math 25 or higher.
- ◆ Can complete Dentistry, Law & Ethics (fall term only) and Health Sciences (fall term only) prior to starting program.

Web Sites:

<http://lanecc.edu/instdv/catalog/fahealth/programs/dentclass.htm>

Frequently Asked Questions:

Can I start the program other than fall term?

No - take "out of program" classes listed above.

Are there any prerequisites?

Yes. See above.

Can I extend the program to two years if I choose?

Yes, after consulting with Beth Webb, program coordinator.

Program Coordinator: **Beth Webb**

HEA 245, Ext. 2661



CULINARY, FOOD SERVICE AND HOSPITALITY

1 year Certificate & 2 year Program with Culinary Option)

Counselor: **Debby Ganser**

Mach 202, Ext. 2236

Program Specifics:

- ◆ Expect standing for long hours in the lab learning how to prepare various menu items.
- ◆ Training days are extensive, lasting nine hours two days a week, and seven hours two days a week with 10-to-30 minute breaks interspersed among different program segments.
- ◆ Must purchase a Chef's knife set, have uniform dress, and sensible shoes. Price lists and places to purchase these items are available at program orientation and from the Program Coordinator.

Entrance into the Program:

- ◆ Limited enrollment program -- must identify Culinary Arts as major prior to first term and attend program orientation for that term.
- ◆ Departmental permission is required to register for most of the courses.
- ◆ Enter program Fall Term or Winter Term (if some prior cooking experience).

Curriculum Information:

- ◆ Basic reading, writing, and math skills are required for program entry level courses.
- ◆ **Spring Term start** -- take general education classes, non-sequential culinary classes, and wait until fall to begin the major classes.
- ◆ No culinary classes offered during summer term -- can take Cooperative Education if one year of culinary program completed.
- ◆ Required, sequential first year courses:
 - Fundamental of Food Production, A la Carte Cooking 1 & 2 and Basic Food Preparation, and Quantity Cooking 1 & 2.
- ◆ Best to start following sequence Fall Term, although can start Winter or Spring Terms with prior experience and instructor's consent.
 - Restaurant Baking, Intermediate Baking, and Advanced Baking
- ◆ Second year courses assume prior knowledge via first year completion or prior culinary experience or training.
- ◆ To focus on cooking take:
 - Culinary option second year and courses in Regional Cuisine, International Cuisine, and Advanced Garde Manger.

Side Notes:

- ◆ No changes received for this program.

Program Coordinator: Duane Partain HEA 110, Ext. 2531

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What is the difference between the 1-yr. certificate in Basic Police and the 2-yr. AAS in Criminal Justice?

The 1-yr. certificate is focused on technical training needed to work as a police officer. It is a good option for people seeking the most direct entry into police work.

The 2-yr. degree prepares for entry into police work and other areas in the CJ field. It also works well to prep students for transfer into 4-yr. programs.

I want to study forensics, what is a good program?

Forensics is essentially a chemistry major with selected CJ classes. Refer to science advisor/counselor.

Program Specialist/Co-op: **John Del Nero CEN 432, Ext. 2286**



CRIMINAL JUSTICE

Advisor: **Deb Hupcey**

CEN 205, Ext. 2635

Counselor: **Christina Salter**

CEN 401A, Ext. 2813

Program Specifics:

- ◆ Preparation for Public Safety jobs: Corrections Officers, Law Enforcement, 911 Operators, Juvenile Corrections, Court Services, and related positions.

Entrance into the Program:

- ◆ No program application required.
- ◆ Criminal Justice majors are encouraged to attend the Program Orientation.

Preparatory Courses:

- ◆ Program coordinator strongly recommends students place into WR 121 prior to enrolling into CJ classes.
- ◆ Effective Learning (EL 115) recommended.
- ◆ Keyboarding (OA 120) prior to CS 120 is helpful if typing skills are low.

Curriculum Information:

- ◆ Recommend CJ 100 prior to other CJ classes.
- ◆ CJ 100 & CJ 110 prerequisite for co-operative education.
- ◆ Criminal Justice program fits very nicely into the AAOT, best fit classes:
Lifetime Health/Fitness HE 275 or Personal Health HE 250, Anth 103, and CS 120.

Transfer Universities:

- ◆ Western Oregon -- BA/BS in Corrections, BA/BS in Law Enforcement, MA/MS in Correctional Administration. Requires 400-hour practicum. Forensics program -- essentially a Chemistry/Science major with a minor in Criminal Justice.
- ◆ Southern Oregon -- programs in Criminal Justice or Administration of Justice.
- ◆ Portland State -- programs in Criminal Justice or Administration of Justice.

Frequently Asked Questions:

What kind of education do I need to become a police officer?

Many job descriptions state that a high school diploma or GED is minimum requirement, however, more and more law enforcement agencies prefer applicants with some college education.



CONSTRUCTION TECHNOLOGY

Counselor: **Debby Ganser**

Mach 202, Ext. 2236

Program Specifics:

- ◆ Construction Technology is a one-year certificate program.
- ◆ A two-year degree program is available for enhancing construction skills with a related skill in architectural drafting, welding, business, or practical physics courses dealing with load bearing functions of construction.
- ◆ Program features an all day hands-on experience for one day each week in constructing a new house.

Preparatory Courses:

- ◆ Mth 076 (Applied Geometry for Technicians) -- can be completed prior to taking building courses.
- ◆ Introductory computer course useful for developing a related skill in Computer Aided Drafting (CAD) -- CAD courses require some computer knowledge and skill.

Curriculum Information:

- ◆ Can enter the Building Construction classes any term.
- ◆ A new home is framed each year. Fall Term = foundation, Winter Term = walls, and Spring Term = roof.
- ◆ Related courses such as Blueprint Reading 1 & 2 and Construction Estimating must be taken sequentially if no prior experience using blueprints.

Side Notes:

- ◆ All tools provided by the program except the following: tape measure, hammer, combination square, safety glasses, and hard hat.
- ◆ Additional program fees: \$6 class fee for some classes and \$30 - \$50 per term for books.
- ◆ No changes received for this program.

Frequently Asked Questions:

Can I get a job after the program?

Jobs in construction fluctuate with building cycles and the seasonal nature of some construction work. Interest rates for construction loans have a direct bearing on the number of construction job opportunities. The program offers assistance in transitioning to industry training positions through Cooperative Education. A coordinator assists students to find training placements.

Lead Instructor: Hal Davis IND 101, Ext. 2504

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Frequently Asked Questions:

Do I need to have my own computer?

No. All computer courses have a laboratory component with assignments that must be done on a computer. The college and department maintain several open computer labs and students may do their lab work whenever the labs are open. Lab assistants are present in each lab to assist students.

Can I do my homework on my own computer at home?

Yes, as long as you purchase the same software that the course uses in the labs. You miss out on the free help available in the lab, however.

What kind of computer should I get? What software do they use?

All courses are taught on IBM-compatible machines running Windows 95/98.

What jobs does this degree prepare me for?

Jobs that require skills to:

- ◆ set up, install, configure, and troubleshoot hardware;
- ◆ install, configure, upgrade, and maintain operating system and application software packages;
- ◆ troubleshoot and problem-solve PC-based hardware and software;
- ◆ write and edit user manuals and other documentation;
- ◆ prepare training materials and train end-users;
- ◆ perform administrative and monitoring tasks for computer networks;
- ◆ assess user needs, evaluate, consult, and make purchase recommendations on hardware, software and network components; order hardware, software, and supplies;
- ◆ perform installation management tasks (e.g., media backups, preventative maintenance, virus protection, and data security).

Likely job titles: Computer Support Specialist, Help Desk Assistant, Network Support Assistant, Lab Assistant, Software Trainer, Computer Consultant, PC Technical Support, Documentation Writer.

What kinds of students go into this field?

Those with substantial interests in end-user software applications, utility software, interpersonal communication skills, and team work. This degree will be of interest primarily to people who like to work with computers in a business or educational environment, but who are **not** primarily interested in jobs such as computer programmer, systems programmer or analyst, software developer, hardware repair technician, network engineer, or technical consultant.

Lead Instructors:	Mary Good	M & A 222, Ext. 2838
Department Head:	Linda Loft	Ext. 2249



COMPUTER USER SUPPORT (2 YEAR AAS DEGREE)

Counselor: **Rich Freund**

M & A 203, Ext. 2435

Program Specifics:

- ♦ Program curriculum focuses mainly on technical support for both software and hardware, troubleshooting problems, training and documentation for computer users.
- ♦ **Skills taught** include: set up and configure hardware; install operating systems (e.g. Windows) and software applications (e.g. Excel, Access); troubleshoot PC hardware and software problems; prepare training materials; assess user needs and make purchase recommendations; preventative maintenance tasks.
- ♦ First year of Computer User Support (AAS) is almost identical to **Computer Application Specialist--End User Emphasis** one-year certificate -- can earn both, certificate after first year and degree after second year.
- ♦ First year of Computer User Support (AAS) is very similar to first year of **Computer Network (AAS)**.

Preparatory Courses:

- ♦ Mth 60 or higher required for success in CS 160 and needs to be taken prior to CS 160 if no previous algebra.
- ♦ Familiarity with Windows helpful before taking CS 125S -- Windows program tutorial is one way to get this familiarity and can be completed in the computer lab.

Curriculum Information:

- ♦ **Important:** CS 120 (Concepts of Computing) **or** new CIT Department placement exam **must** be completed in the first term. CS 120 is recommend when little background in computers.
- ♦ Can enter program either Fall or Winter Term.
- ♦ Several required, sequential courses in the first year.
- ♦ **Fall Term start** -- follow the Lane catalog plan.
- ♦ **Winter Term start** -- take CS 120 (or pass CIT dept. exam), CS 160 and CIS 125S in Winter, CIS 140, CIS 125D and CS 179 in Spring, and CIS 244 and CS 133 in Summer. **Important:** see note in catalog about "second year standing" -- 7 first year courses must be completed before students can enter second-year courses.
- ♦ **Spring Term start** -- take CS 120 (or pass CIT dept. exam) and CS 160 Spring Term, and follow the plan in next year's catalog.

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Frequently Asked Questions:

Do I need to have my own computer?

No. All computer courses have a laboratory component with assignments that must be done on a computer. The college and department maintain several open computer labs, and students may do their lab work whenever the labs are open. Lab assistants are present in each lab to assist students.

Can I do my homework on my own computer at home?

Yes, as long as you purchase the same software that the course uses in the labs. You miss out on the free help available in the lab, however.

What kind of computer should I get? What software do they use?

All programming courses are taught on IBM-compatible machines running Windows 95/98 or Windows NT. Software used includes QBASIC and Java.

What is computer programming all about?

Computer programming is the creation of an organized set of instructions to a computer to get it to carry out some desired task. Programmers learn to write these instructions in special programming languages that the computer can “understand.” Programming involves problem solving, creativity, writing, attention to detail, and logical thinking, as well as the ability to work with users to create applications that meet users’ specific needs.

Lead Instructors: John Shirey and Mari Good

Department Head: Linda Loft Ext. 2249



COMPUTER PROGRAMMING

Counselor: **Rich Freund**

M & A 203, Ext. 2435

Program Specifics:

- ◆ First year of program AAS degree very similar to the first year of Computer Network Operations. If unsure which of these two majors to choose, take: CIS 140, CS 160, CS 161, CS 162, CIS 125D, and CIS 244 the first year, as these will count toward both degrees.
- ◆ Computer Programming (AAS) is a good choice for employability factors and also eventual transfer to a four-year BS program in Computer Science.
- ◆ Program includes training in the following programming languages: Java, SQL, and Powerbuilder (a fourth-generation language).
- ◆ Computer Programming (AAS) is **not** the same as the first 2-yr. of the **4 year Computer Science (BS) degree**.

Preparatory Courses:

- ◆ Math 60 or higher is prerequisite for CS 160.
- ◆ Familiarity with Windows helpful before taking CS 160 --Windows program tutorial is one way to get this familiarity and can be completed in the computer lab.

Curriculum Information:

- ◆ **Important:** CS 120 (Concepts of Computing) **or** new CIT Department placement exam **must** be completed in the first term. CS 120 is recommend when little background in computers.
- ◆ Can enter the Computer Programming major in either Fall or Winter Term.
- ◆ Three required sequential programming courses in the first year -- CS 160, CS 161, and CS 162.
- ◆ Additional first year course completion -- CS 179, CIS 140, CIS 199W, CIS 125D, and CIS 244. CIS 244 is offered both Spring and Summer Terms.
- ◆ Students may take Visual Basic (CS 133) programming courses as electives
- ◆ **Winter Term start** -- complete CS 160 in Winter, CS 161 in Spring, and CS 162 in the Summer, for entrance to second year courses in fall.
- ◆ **Spring Term start** -- complete CS 140 and CS 160 in Spring and delay taking CS 161 until Fall Term.

Side Notes:

- ◆ CS 161 and CS 162 are very challenging and demanding courses. Students should expect 10-12 hours of homework per week.



Can I do my homework on my own computer at home?

Yes. As long as you purchase the same software that the course uses in the labs, you can do the assignments at home. You miss out on the free help available in the lab, however.

What kind of computer should I get? What software do they use?

All programming courses are taught on IBM-compatible running Windows 95/98. Software includes Java and Visual Basic.

What is computer network operations all about?

A computer network is a system in which many computers are linked together (by wire). This enables the individual computer users to communicate with each other and share hardware, software, and information. The Network Operation degree prepares people to manage these computer networks. This includes knowledge of computer systems, hardware and software problems, and network management.

Network Operations Lead Instructor:	Ron Little	Ext. 2464
Department Head:	Linda Loft	Ext. 2249



COMPUTER NETWORK OPERATIONS

Counselor: **Rich Freund**

M & A 203, Ext. 2435

Program Specifics:

- ♦ First year is **very similar to the first year of Computer Programming** – undecided students can take the same first year courses for both majors: CS 120, CIS 140, CS 160, CS 161, CS 162, CS 179 and CIS 244.
- ♦ Program curriculum focuses mainly on **Local Area Networks (LAN)**, as well as skills and knowledge needed to be a LAN administrator -- does not focus on the World Wide Web.

Preparatory Courses:

- ♦ Math 60 or higher is required for success in CS 160 -- delay taking CS 160 until after completing Math 60.
- ♦ CS 120 is no longer required – can take CS 120 **or** new CIT Department placement exam. CS 120 is recommended when little background in computers exists.
- ♦ Familiarity with Windows helpful before taking CS 160 -- Windows program tutorial is one way to get this familiarity and can be completed in the computer lab.

Curriculum Information:

- ♦ Can enter the Computer Network Operations major in either Fall or Winter Term.
- ♦ Several required sequential courses in the first year.
- ♦ **Fall Term start** -- should follow the catalog plan.
- ♦ **Winter Term Start** -- take CS 120 (or CIT Depart. exam) and CIS 140 in the Winter, CS 179 and CS 160 in the Spring, and CIS 244, CS 227N, and either CS 161 or CS 133 in the Summer.
- ♦ **Spring or Summer Term start** -- take CS 120 (or CIT Depart. exam) and CIS 140.

Side Notes:

- ♦ CS 161 and CS 162 are very challenging and demanding -- Math 95 skills are needed. Students should expect 10-12 hours per week of homework for these classes.

Frequently Asked Questions:

Do I need to own my own computer?

No. All computer courses have a laboratory component with assignments that must be done on a computer. The college and department maintain several open computer labs, and students may do their lab work whenever the labs are open. Lab assistants are present in each lab to assist students.



Academic Advising Handbook

01/01

Can I do my homework on my own computer at home?

Yes, as long as you purchase the same software that the course uses in the labs. You miss out on the free help available in the lab, however.

What kind of computer should I get? What software do they use?

All software applications courses are taught on IBM-compatible machines running Windows 95/98. Software used includes MS Excel, MS Access, and Visual Basic.

What jobs does this degree prepare me for?

Accounting Specialist, User Support Assistant, Documentation Specialist, Computer Support Specialist, and various administrative positions which require substantial computer skills.

Lead Instructor: Mary Good M & A 222, Ext. 2838

Department Head: Linda Loft Ext. 2249



COMPUTER APPLICATION SPECIALIST (1 YEAR CERTIFICATE)

Counselor: **Rich Freund**

M & A 203, Ext. 2435

Program Specifics:

- ♦ **Three different options** (“Emphases”) to the one-year certificate: *Accounting* Emphasis, *End-User* Emphasis, and *Document Processing* Emphasis.
- ♦ **The End User Emphasis** option is almost identical to the first year of the two-year degree in Computer User Support -- can earn the one-year certificate after first year and two-year degree in Computer User Support after second year.
- ♦ Program curriculum focuses mainly on operating systems, software applications commonly found in business settings, and use of computer information systems in an office.

Preparatory Courses:

- ♦ Math 60 or higher is required for success in CS 160 -- complete Math 60 before taking CS 160 if no previous algebra.
- ♦ CS 120 is no longer required – can take and pass CS 120 **or** new CIT Department placement exam to enroll in most other computer classes. CS 120 is recommended when little background in computers exists.
- ♦ Familiarity with Windows helpful before taking CS 125S --Windows program tutorial is one way to get this familiarity and can be completed in the computer lab.

Curriculum Information:

- ♦ Several required, sequential courses in the first year for each emphasis.
- ♦ **Fall Term start** -- follow the current catalog plan.
- ♦ **Winter Term start** -- attend Summer term to finish in one year.
- ♦ There is one required course that is only offered Fall Term: CS 199P Special Studies.

Frequently Asked Questions:

Do I need to have my own computer?

No. All computer courses have a laboratory component with assignments that must be done on a computer. The college and department maintain several open computer labs, and students may do their lab work whenever the labs are open. Lab assistants are present in each lab to assist students.

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COMMUNITY SERVICE

Advisor: **Deb Hupcey**

CEN 205, Ext. 2635

Counselor: **Christina Salter**

CEN 401A, Ext. 2813

Entrance into the Program:

- ◆ Written application is required.
- ◆ Applications are available in the Social Science Department Office.

Curriculum Information:

- ◆ Start Math early and exceed degree requirement if planning to transfer to a 4-year university.
- ◆ Currently being revised and final approval from the State Department of Education is anticipated.
- ◆ Program changed Fall 1998 -- refer to Program Advisor and/or Counselor for course substitutions.

Frequently Asked Questions:

I have worked in the past at human resource agencies. Can I use this experience to count toward the required co-op credits?

No, co-op experience must be current and will not count until you are registered for co-op and have signed co-op agreement forms.

I want to go to a 4-year university, will this program transfer?

Important --refer to Program Advisor or Counselor if student is considering transferring.

Program Coordinator: Garry Oldham CEN 447, Ext. 2194/2427

Co-operative Education: Bill Delgaudio CEN 443, Ext. 2831



CHEMICAL DEPENDENCY COUNSELOR TRAINING

Advisor: **Deb Hupcey**

CEN 205, Ext. 2635

Counselor: **Christina Salter**

CEN 401A, Ext. 2813

Entrance into the Program:

- ◆ Detailed Program application and interview with the Program staff is required.
- ◆ Students must apply for admissions *the year before* the Fall Term that they wish to begin the program.
- ◆ Two deadlines each year for Fall Term: one is in March and one is in May.
- ◆ Admission is competitive -- limited to only 35 students per year.
- ◆ Three years continuous sobriety upon September entry into program required.

Preparatory Courses:

- ◆ Good writing skills.
- ◆ Effective Learning (EL 115).
- ◆ General Psychology (Psy 201, 202, 203).
- ◆ Interpersonal Communications (SP 218).
- ◆ Cultural Anthropology (ANTH 103).

Curriculum Information:

- ◆ Many “open” courses that students may take while waiting to apply -- these are by program specialist consent only and based on space availability. Examples include: HS 200 Understanding Addictive Behaviors, HS 208 Multicultural Issues in CD Counseling, and a Perinatal Track Specialization
- ◆ All CDCT Program courses taken ahead of acceptance into the program will count toward program requirements.

Web Sites:

Addiction Counselor Certification Board of Oregon (ACCBO): www.teleport.com/~accbo

Side Notes:

- ◆ Students will receive their CADC I or Certified Alcohol & Drug Counselor I certification **only** after completing supervised hours and passing the State License Exam.
- ◆ Program **does not** qualify students to be a counselor in private practice under state licensing requirements.

Program Specialist: **Barbara Thorson**

Cen 401B, ext. 2026

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BUSINESS MANAGEMENT

3 Certificates—Business Management, Sales & Marketing, and Supervision 2-Year AAS Business Management Degree

Advisor: **Ginger Yamamoto**
Counselor: **Ann Clark**

CEN 205, Ext. 2660
BU 105P, Ext. 2382

Program Specifics:

- ◆ Business Management certificate provides basic skills for managing own business or a small business.
- ◆ Supervision certificate prepares students to make decisions, coordinate activities, and supervise workers.
- ◆ Sales & Marketing certificate prepares for sales positions.
- ◆ Students completing any of the business certificates can continue into the AAS Business Management degree.
- ◆ Certificates and degree programs are not designed for preparing a student to transfer to a four-year school in Business Administration.

Preparatory Courses:

- ◆ Good writing and reading skills.
- ◆ Start math early -- additional math classes may be needed if students place below Intermediate Algebra.
- ◆ Students may take initial classes the first term that will not affect their academic direction.

Curriculum Information

- ◆ Preparatory courses
- ◆ Writing 121 English Composition
- ◆ Math 95 Intermediate Algebra
- ◆ BA 101 Introduction to Business (U of O)
or
BA 226 Business Law (OSU)
or
BA 095 Accounting Preview -- not transferable and strongly recommended prior to Principles of Accounting BA 211, if no previous accounting.
- ◆ PE 170

Side Notes:

- ◆ Certificates and degree programs can be completed through Distance Learning and/or evening studies.

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BROADCASTING/VISUAL DESIGN & PRODUCTION

Counselor: **Tim Blood**

CEN 218, Ext. 2243

Entrance into the program:

- ♦ Curriculum structured for the majority of students who start Fall term.
- ♦ Winter or Spring term starts need to be aware of prerequisite requirements and course term offerings.
- ♦ Attend Program Orientation.
- ♦ All students need to pay close attention to pre-requisites when planning classes.

Curriculum Information:

- ♦ Take Art 261 (Photography 1) early -- prerequisite for many BVDP courses. Adjustable 35 mm (or larger format) camera needed, which can have automatic features but the person needs to be able to manually adjust focus, shutter speed, and lens opening (aperture).
- ♦ Most four-year schools examine transcript and portfolio of work to determine what courses will be accepted.
- ♦ Evergreen College in Olympia, Washington has been one of the more flexible four-year colleges in acceptance of Lane's program courses.

Web Sites:

<http://lanecc.edu/instadv/catalog/mediaart/programs/broadcas.htm>

<http://lanecc.edu/acdinfo/vid4year.htm>

Side Notes:

- ♦ Prerequisite Course Waiver Request forms are available from the Media Arts and Technology Department, Forum 107, ext. 2475. Faculty will review the form and grant a prerequisite waiver if appropriate.

Lead Faculty: Bob Prokop Forum 105, Ext. 2472



AVIONICS

Advisor: **Betty Svarverud**

MAC 203, Ext. 2378

Counselor: **Debby Ganser**

MAC 202, Ext. 2236

Program Specifics:

- ◆ Program has been *inactivated*.
- ◆ No longer accepting applications for admittance to program.
- ◆ Refer students to Aviation Maintenance Technician program and to the Department.



AVIATION MAINTENANCE TECHNICIAN

2 Year AAS Degree & 2 Year Certificate

Advisor: **Betty Svarverud**
Counselor: **Debby Ganser**

MAC 203, Ext. 2378
MAC 202, Ext. 2236

Program Specifics:

- ♦ Program approved by Federal Aviation Administration.
- ♦ Aviation Maintenance = technician works on the airframe (aircraft body), powerplants (engines), and any associated components.
- ♦ Individualized student handbook available within the department.
- ♦ Be prepared to take FAA oral, practical, and written certification exams upon completion of this program (Fees = \$405. currently).

Entrance into the Program:

- ♦ Restricted facilities limit the number of students admitted to program.
- ♦ Selection based on a first-come, first-serve and by date of program application or change of major to program.
- ♦ **Need to attend** department program orientation to obtain: *department consent for courses, major requirements, expectations, costs, and general familiarity with the chosen program.*
- ♦ Can enter program Fall, Winter or Spring terms -- important to retain original date of program entrance.
- ♦ Contact Program Advisor or Counselor or Students First! to change major to this program (option not available on Classline).

Preparatory Courses:

- ♦ EL 115 (Effective Learning), math, and/or writing prior to beginning core courses.

Curriculum Information:

- ♦ Demanding program -- 12 - 18 core credits per term to complete in 2 years.
- ♦ May take general education courses in Summer term or additional terms beyond 2 years.
- ♦ Industrial Safety or HE 252 (First Aid) -- Any AAS degree health requirement can be substituted.
- ♦ Math 076 (Applied Geometry for Technicians) and Math 086 (Applied Algebra for Technicians) required for FAA licensing.
- ♦ Refer to Math Department for an evaluation, if completing higher math or opting to take similar math courses.

Side Notes:

- ♦ Refer issues surrounding physical limitations for each program to program faculty (addressed on a case by case basis).

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AUTOMOTIVE TECHNOLOGY

Advisor: **Betty Svarverud**

MACH 203, Ext. 2378

Counselor: **Debby Ganser**

MACH 202, Ext. 2236

Program Specifics:

- ◆ Accredited by the National Automotive Technology Educational Foundation.
- ◆ Tool lists containing needed tools for each course are provided.
- ◆ Transitioning to industry via Cooperative Education (coordinator can assist in finding automotive service industry placement).
- ◆ Graduates begin their careers as automotive service technicians, usually at company owned repair stations, fleet or independent garages, gas stations, or new car dealerships.

Entrance into the Program:

- ◆ Restricted facilities limit the number of students admitted to program.
- ◆ Selection based on a first-come, first-serve and by date of program application or change of major to program -- usually a waiting list each term.
- ◆ **Must attend** department program orientation to obtain: *department consent for courses, major requirements, expectations, costs, and general familiarity with the chosen program.*
- ◆ Can enter program Fall, Winter or Spring terms -- important to retain original date of program entrance.
- ◆ Contact Program Advisor or Counselor or Students First! to change major to this program (option not available on Classline).

Curriculum Information:

- ◆ General education courses usually taken first and second terms.
- ◆ Recommend addressing math requirement (Math 076) early -- basic math skills are necessary for some of the units (i.e. engines, tune-ups & fuels).
- ◆ Industrial Safety or HE 252 (First Aid) - Any AAS degree health requirement can be substituted.
- ◆ Automotive classes divided into six units with two units being taught each term.

Side Notes:

- ◆ Cooperative Education credits require consent of instructor for placement.
- ◆ Refer issues surrounding physical limitations for this program to program faculty (addressed on a case by case basis).

Frequently Asked Questions:

Does the program sell tools?

No, students are notified of sales through some of the commercial outlets. Also, some tool providers will come to the class and make presentations.

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AUTO BODY AND FENDER TECHNOLOGY

2 Year AAS Degree & 2 Year Certificate

2 Year AAS Degree with Collision Option

2 Year AAS Degree with Paint Option

Advisor: **Betty Svarverud**

MACH 203, Ext. 2378

Counselor: **Debby Ganser**

MACH 202, Ext. 2236

Program Specifics:

- ◆ Recommend choosing one of these options: collision or paint.
- ◆ 5 terms in chosen option (collision or paint) and 1 term in the basics of the other allows for specialization and marketability.
- ◆ Complete 2 1/2 additional terms and both options for two Lane degrees.

Entrance into the Program:

- ◆ Restricted facilities limit the number of students admitted to program.
- ◆ Selection based on a first-come, first-serve and by date of program application or change of major to program.
- ◆ **Need to attend** department program orientation to obtain: *department consent for courses, major requirements, expectations, costs, and general familiarity with the chosen program.*
- ◆ Can enter program Fall, Winter or Spring terms -- important to retain original date of program entrance.
- ◆ Contact Program Advisor or Counselor or Students First! to change major to this program (option not available on Classline).

Preparatory Courses:

- ◆ EL 115 (Effective Learning), math, and/or writing prior to beginning core courses.

Curriculum Information:

- ◆ Industrial Safety or HE 252 (First Aid) - Any AAS degree health requirement can be substituted.
- ◆ Math 076 or equivalent minimum requirement.

Side Notes:

- ◆ Refer issues surrounding physical limitations for this program to program faculty (addressed on a case by case basis).

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APPRENTICESHIP PROGRAMS

Counselor: **Debby Ganser**

Mach 202, Ext. 2236

Entrance into the Program:

- ◆ Entrance is through the local Apprenticeship Committee that serves the trade you want to enter.
- ◆ Some programs only register apprentices who have been selected through internal promotion by their training agents.
- ◆ Some programs select apprentices by posting opening announcements to the general public.
- ◆ Steps for entering:
 1. Contact the Training Coordinator for the trade of interest -- Industrial Tech. Division (Apprenticeship 201) has pamphlets that identify the Training Directors.

Or

Obtain information about the apprentice trades at the Oregon Bureau of Labor & Industry Office, Apprenticeship Office (165 East 7th Avenue, Room 220, Eugene, 541-686-7623).

2. Get an industry sponsor or get on the Apprenticeship list for the trade desired.
3. Determine if required Basic Skills for desired trade possessed and if not, suggest taking courses at Lane to obtain.
4. Go to Career Employment Services Center, ask for assistance, and look up Apprenticeship Programs in the CIS (Programs of Study). The information is very thorough, however, may not reflect the most recent changes requiring direct contact with Trade Coordinators.

Curriculum Information:

- ◆ Depends on the Trade and what Basic Skills may be lacking.

Side Notes:

- ◆ Career Employment Services -- see information received from the Bureau of Labor & Industries, as well as specific information for each trade.



AGRICULTURAL & INDUSTRIAL EQUIPMENT TECHNOLOGY

2 Year AAS Degree & 2 Year Certificate

Advisor: **Betty Svarverud**

MACH 203, Ext. 2378

Counselor: **Debby Ganser**

MACH 202, Ext. 2236

Program Specifics:

- ◆ Graduates often employed in agricultural & industrial dealerships, area farms and ranches, rental shops, and small engine repair outlets.
- ◆ Offers specialized training of small engines (two-and four-cycle engines such as lawn mowers, rototillers, chainsaws, and snowmobiles).
- ◆ Hydraulics, electrical, and engines subject areas are offered with diesel majors the first year.
- ◆ Agricultural specific subjects are generally completed the second year.

Entrance into the Program:

- ◆ Restricted facilities limit the number of students admitted to program.
- ◆ Selection based on a first-come, first-serve and by date of program application or change of major to program.
- ◆ **Need to attend** department program orientation to obtain: *department consent for courses, major requirements, expectations, costs, and general familiarity with the chosen program.*
- ◆ Can enter program Fall, Winter or Spring terms -- important to retain original date of program entrance.
- ◆ To change major to this program, contact Program Advisor, Counselor or Students First! (this option not available on Classline).

Preparatory Courses:

- ◆ EL 115 (Effective Learning), math, and/or writing prior to beginning core courses.

Curriculum Information:

- ◆ Industrial Safety or HE 252 (First Aid) - Any AAS degree health requirement can be substituted.
- ◆ Math 076 or equivalent minimum requirement.

Side Notes:

- ◆ Refer issues surrounding physical limitations for this program to program faculty (addressed on a case by case basis).

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MATH 25 REQUIREMENT FOR AAS DEGREES

General Information:

- ◆ Math 25 (Basic Mathematics Applications) became the minimum math requirement Fall 1997.
- ◆ Can test out of Math 25.
- ◆ Some Lane programs have mathematics requirements higher than the minimum for the AAS.

Waiver Test Specifics:

- ◆ 20 open-ended questions (in contrast to multiple choice, fill-in, or true/false).
- ◆ Summaries of topics and selected sample test questions will be available in the bookstore -- ask for the **Students Study Packet for the Waiver Test for Math 25**.
- ◆ **\$25.00** fee required -- covers development of test and supporting materials, administration and correcting of the tests.
- ◆ Test does not give any course credit.
- ◆ Waiver test given by Mathematics Department on the following dates for the coming academic year:
 - October 27
 - November 17
 - February 23
 - April 19
 - May 17
 - All above dates fall on Wednesday.

Side Note:

- ◆ If started the AAS program **under** the old requirement and continuously enrolled at Lane, can use Mth20 for the requirement as specified in the original program.



Academic Advising Handbook

01/01

<u>Program</u>	<u>Advisor/ Counselor</u>	<u>Core Start Term</u>	<u>Application/Program Coordinator</u>
Medical Office Assistant	Kelly Warren Jean Conklin	Fall	Admission/Students First Joyce Garibay x2632
Nursing	Kelly Warren Jean Conklin	Fall	Admission/Students First Joyce Godels x2628
Recreational Vehicle Service	Betty Svarverud Debby Ganser	Fall	Mechanical Tech
Respiratory Care	Kelly Warren Jean Conklin	Fall	Admission/Students First Matt Schubert x2618

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Academic Advising Handbook

01/01

<u>Program</u>	<u>Advisor/ Counselor</u>	<u>Core Start Term</u>	<u>Application/Program Coordinator</u>
Dental Assisting	Kelly Warren Jean Conklin	Fall	Admissions/Students First! Beth Webb x2261
Dental Hygiene	Kelly Warren Jean Conklin	Fall	Admission/Students First! Sharon Hagan x2616
Diesel Technology	Betty Svarverud Debby Ganser	Fall	Mechanical Tech
Early Childhood Education	Kelly Warren Jean Conklin	Fall	Family & Health Careers Dept. Linda Riepe x2287
Emergency Medical Tech. EMT Basic Paramedic	Kelly Warren Jean Conklin	Basic = Fall or Spring Paramedic - Fall	Admission/Students First Tom Brokaw x2633
Energy Management Tech.	Lou Bombardier	Fall	Science Dept. Roger Ebbage x2451
Flight Tech.	Tim Blood	Fall or Spring	Flight Tech. Depart. 744-4195
Graphic Design (2nd yr. limited)	Tim Blood	Fall	Art Department T. Rubick x2887
Health Records	Kelly Warren Jean Conklin	Fall	Family & Health Careers Dept. Jerri Adler x2621
Hospitality Management Prog.	Debby Ganser	Fall	Willie Kealoha x2531
Manufacturing Technology	Betty Svarverud Debby Ganser	Fall or Winter	Mechanical Tech

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LIMITED ENROLLMENT AAS AND CERTIFICATE PROGRAMS

General Information:

- ♦ General education classes may be completed prior to acceptance into the program.
- ♦ Program applications are in addition to Lane admission application.
- ♦ See program advising sheet and Lane catalog for additional information and program specifics.

<u>Program</u>	<u>Advisor/ Counselor</u>	<u>Core Start Term</u>	<u>Application/Program Coordinator</u>
Agriculture & Industrial Equip.	Betty Svarverud Debby Ganser	Fall	Mechanical Tech.
Auto Body & Fender Tech.	Betty Svarverud Debby Ganser	Fall	Mechanical Tech.
Automotive Tech. Technology	Betty Svarverud Debby Ganser	Fall Winter or Spring	No Program Application
Aviation Maintenance Tech.	Betty Svarverud Debby Ganser	Fall	Mechanical Tech.
Basic Police Training	Deb Hupcey Christina Salter	Fall	Social Science Yvonne Cook x2187
Dependency Counselor	Christina Salter		Barb Thorson x2026
Community Service	Deb Hupcey Christina Salter	Fall Winter or Spring	Social Science Garry Oldham x2914
Culinary, Food Service & Hospitality	Debby Ganser	Fall	Admissions/Students First! -- Priority List Willie Kealoha x2531



Fourth Set:

- ◆ Previously displayed academic abilities are useful for determining class placements.
- ◆ A good student is likely to continue that behavior.
- ◆ An academically unenthusiastic student needs an internal or external motivation now in place for the likelihood of academic success to increase.
 1. What kind of grades did you get while in school?
 2. How long has it been since you were taking classes or attending school?
 3. What has changed that you are considering going to college at this time?

Fifth Set:

- ◆ Certain cultural traits lend themselves to different learning styles and different presentations of English competency.
- ◆ These traits can make both deficiencies and levels of competency, therefore, do not use them to discount scores or placement tests.
- ◆ Recognition of various cultural qualities enables one to understand potential for falsely inflating or deflating the attained test scores.
- ◆ No direct questioning is appropriate in this set.
- ◆ Seminars, journals and books are more useful in order to gain knowledge and understanding.



TEST INTERPRETATION — ESL STUDENTS

These questions assist in more accurately interpreting placement test scores when English is not the first language of the test taker.

First Set:

- ◆ Deals with the conditions under which prospective students test, such as: time, attitude about test, and availability of a good, personal translation dictionary.
- ◆ “Questions can and often need to be worded several different ways so the person comprehends what is being asked.”
 1. What were you expecting the test to be like?
 2. Do you have friends that told you what to expect?
 3. How much time did you give yourself to complete the test:
 4. Did you find it hard or easy?
 5. Did you use a translation dictionary?
 6. Are you used to using such a dictionary?

Second Set:

- ◆ Directed toward ascertaining educational background and conditions under which English was learned.
- ◆ Significant factors: educational level; number of years learning academic English; age when English language study began; was English first or second language of person who taught student; and instructor command of USA speech patterns, accents and idioms.
- ◆ “Responses to questions often lead to a second question or paraphrase to gain or refine information. These are basic initial questions.”
 1. Tell me about your elementary and high school education.
 2. What about your education beyond high school?
 3. How old were you when you began to learn English?
 4. What do you remember about your English instructors and instruction?

Third Set:

- ◆ Everyday use of English can lend valuable information for accurate placement.
- ◆ College instructors often use idioms, speak more rapidly than normal conversation, and provide information in extensive sets that require conceptual grasp of spoken information rather than word-by-word.
 1. Which language do you usually use at work? With your friends?
 2. What television programs do you watch?
 3. What newspapers, magazines or books do you read?
 4. Do you live with your parents? What language is used in your home?
 5. What value do you and your family place on education?

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Types of Tests:

- ◆ Ability to Benefit
 - Reading, writing and math tests utilized by Financial Aid to facilitate award consideration.
- ◆ Career Counseling
 - Tests require Counselor referral form.
 - Myers-Briggs Type Indicator.
 - Campbell Interest and Skills Survey (CISS).
 - Strong Interest Inventory.
- ◆ Credit by Exam (CBE)
 - Allows students to show proficiency in subject coursework, usually via exam(s), and receive credit.
 - Must check with each department to determine which classes available for CBE.
 - Must go to Testing Office for current fees, policies, procedures, and completion of necessary paperwork.
- ◆ Federal Aviation Administration (FAA)
 - Lane's Flight Technology and Aviation Maintenance program tests.
- ◆ GED
 - Group activity nature requires arrival at 8:30 am or 3:30 p.m. on first day.
 - Pay testing fee at College Finance or the Students First! (\$35 for exam and \$5 for supplies).
 - Bring fee receipt, picture ID, high school release (under 18 years of age), and know social security number.
 - Tutors and free classes available for test preparation (See Adult Basic Education).
- ◆ Placement Tests
 - Reading, Writing and Math.

Testing Staff:

Dan Hodges	Coordinator of Testing	Ext. 2233
Roni Stumpff	Testing Specialist	Ext. 2323
Yvonne Robinson	Testing Specialist	Ext. 2004
Mary DuBois	Testing Specialist	Ext. 2325



♦ Writing Test:

1. Required if WR 121 required and not previously taken.
2. Not required if prerequisite class shows on unofficial transcript and clearance obtained from English Department (Center 448).



GENERAL INFORMATION

Hours**

Placement Tests	Monday	8:30 a.m. – 3:00 p.m.
	Tuesday	4:00 p.m. – 7:00 p.m.
	Wednesday	8:30 a.m. – 5:00 p.m.
	Thursday	4:00 p.m. – 7:00 p.m.
	Friday	8:30 a.m. – 5:00 p.m.

FAA Tests	Same as above except:	
	Tuesday and Thursday	8:30 a.m. - 7:00 p.m.

GED Tests	Tuesday and Thursday	8:30 a.m. – 7:00 p.m.
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New starts must be in the Testing Office at 8:30 a.m. Writing Test given at 12:45 or 4 p.m. **only**.

****Important:** *Testing closes at 5 p.m. during the summer*

Retesting:

- ♦ Writing retest is an essay -- refer to English Department Chair.
- ♦ Math -- 1 time per term.
- ♦ Reading -- 1 time per term with Advisor or Counselor written referral.

Time Considerations:

- ♦ 1 1/2 - 2 hours approximately.
- ♦ Drop-in basis (see above and term schedule for hours).

Transfer Student Testing:

- ♦ Need 15 college credits or more with a 2.00 GPA to obtain clearance.
- ♦ Go to Testing Office, indicate transfer status, and obtain computer clearance.
- ♦ Math test:
 1. Required if last math course on transcript is more than 1 year old and required to take math for program.
 2. Not required if unofficial transcript contains prerequisite course and clearance received from Math Department (M & A Bldg., 2nd floor).

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VETERANS' CENTER
2nd Floor Center Ext. 2663

Veterans Office Hours

Monday	9:00 a.m. - 4:45 p.m.
Tuesday	9:00 a.m. - 4:45 p.m.
Wednesday	9:00 a.m. - 4:45 p.m.
Thursday	9:00 a.m. - 4:45 p.m.
Friday	9:00 a.m. - 4:45 p.m.

Services Include:

- ♦ Advance Payment Option
- ♦ Confirmed Enrollment
- ♦ Notification of Standards
- ♦ Transcript Evaluations
- ♦ Veterans' one-on-one support person

WOMEN'S CENTER
Center 213

ACCESS

- ♦ Women in nontraditional career paths
- ♦ Mentorship program

Transition to Success Program:

- ♦ Career & Life Planning
- ♦ Life Transitions
- ♦ Optional classes
- ♦ Computer skills
- ♦ Math class
- ♦ Effective Learning





TRIO
Forum 304 Ext. 3131

Eligibility:

- ◆ Enrollment at Lane with 6 or more credits.
- ◆ Working towards professional technical or transfer program.
- ◆ US citizen or registered permanent resident.
- ◆ Falling within at least one of these categories:
 1. Neither parent received four year degree, or
 2. Qualify for financial aid or meet financial aid guidelines, or
 3. Document disability (physical or learning).

Services Provided:

- ◆ Tutoring -- math, science, writing and computers.
- ◆ Computer labs.
- ◆ Advising and counseling services.
- ◆ Cultural enrichment activities.
- ◆ Special workshops and classes.

TUTORING SERVICES

Adult Basic & Secondary Education	Ext. 2919
Business -- Accounting	Ext. 2154 or Ext. 2152
Computer Information Technology	Ext. 2305
English as a Second Language	Ext. 2783 CEN 480
Math	Ext. 2372 M&A 212
Performing Arts & Music	Ext. 2649 HEA 276
Science	Ext. 2041 SCI 111
Social Science	Ext. 2783 CEN 481
Writing	Ext. 2760 CEN 451

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Academic Advising Handbook

01/01

- ◆ Information, referrals, and counseling (small group and individual).
- ◆ No cost, confidential services.

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STUDENT HEALTH

CENTER 126 EXT. 2665

General Information:

- ◆ Free and/or nominal fee services for students.
- ◆ Student health fee is part of ASLCC fee credit students pay each term.
- ◆ Services include:
 - First aid, substance abuse counseling and information, flu immunizations, treatment of acute illnesses, treatment of minor trauma, prescriptions, limited lab work, gynecological exams, and office visits.
- ◆ Services for students with disabilities:
 - Loans of wheelchairs and crutches, elevator keys, and parking permits.
- ◆ Limited services available Summer term.

STUDENT ORGANIZATIONS

ASLCC (Associated Students of Lane Community College)	Center 479
Black Student Union	Center 202B Ext. 2340
Lane Computer Society	Ext. 2827
Latino Student Union	Center 409 Ext. 2276
Native American Student Association	Center 222 Ext. 2238
OSPIRG	Ext. 2166
Phi Theta Kappa Honor Society	Bus 206 Ext. 2157
Student Organization of Multi-Ethnicity (SOME)	Ext. 2239

SUBSTANCE ABUSE PREVENTION PROGRAM

APPR 215A EXT. 2178

General Information:

- ◆ Services for students and staff.

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INTERNATIONAL STUDENTS

Counselor: Mason Davis

CEN 202A, Ext. 2231

General Information:

- ◆ INS regulations state international students who have been admitted for the purpose of seeking a degree must maintain “a full course of study” and make “normal progress” toward a degree.
- ◆ Must carry at least 12 credits each term and successfully complete 12 credits with an average G.P.A. of 2.00.
- ◆ Lane policy on probation for international students takes into account the above requirements.
- ◆ Less than full-time students are considered out-of-status by INS and need permission from a college representative identified to INS as the Designated School Official in order to maintain student status.

Grading Options for International Students:

- ◆ Pass/No Pass (P/NP)
 1. P/NP affects international students in a similar manner as all other students except when borderline grades of C or D are involved.
 2. Should the student change a potential D to a NP and risk falling below 12 credits for the term, or risk a D or F and lower their G.P.A.? Contact counselor or advisor assigned to international students. He/she is aware of the INS and probationary implications.

Side Notes:

- ◆ International Student Admissions: contact Christine Strahan, Students First! Center/Admissions, second floor of the Center Building.

MULTICULTURAL CENTER

Center 409 Ext. 2276

General Information:

- ◆ Racism-free zone
- ◆ Special support services for all ethnic origins
- ◆ Information and referral services

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General Information:

- ◆ Program designed for students whose reading placement test scores indicate insufficient academic preparation for success in college-level courses.
- ◆ When placement test scores are 20 or below on DTLS, cannot be admitted as degree-seeking student and cannot declare a major; therefore, do not qualify for Financial Aid.
- ◆ Instruction to improve reading skills, college success strategies, program planning with a counselor, and when appropriate, additional testing, tutoring, advising, or career and retention counseling provided.
- ◆ Provides early intervention for at-risk students.
- ◆ Positive relationship shown between Guided Study Program participation and course completion and improved grades, since program inception.

Policy:

Signed by Lane's Vice presidents in 1996:

- ◆ All students who intend to enroll for six or more credits (or math and/or writing) will need to take placements tests.
- ◆ Students scoring below a designated reading level (currently 20 on DTLS) will not be admitted as degree seeking students.
- ◆ Students scoring below established minimums will have the option of enrolling for 5 or less credits, improving reading skills through Adult Basic Education, or participating in the Guided Studies program.

Procedures:

- ◆ Testing Office staff refers students with low reading placements tests (see chart) to designated counselor, after placing a “low reader” hold on the student’s registration.
- ◆ Student must see Guided Study Program counselors and/or advisors to plan a program of preparatory classes and be released for registration by Testing Office.
- ◆ If student believes reading placement test score is not an accurate indicator of his/her academic ability, the advisability of re-testing can be discussed with the counselor.



GUIDED STUDIES PROGRAM

Components:

Reading Placement Test Scores	Guided Studies Component	Refer to Counselor/Advisor
0-20	Core College Connections Includes Adult Skills Development non-credit class designed to bring reading writing or math skills up to needed level to take remedial classes in Academic Learning Skills Department. Provides a cohort network to promote student success. If Core College Connections class does not fit with student schedules, other Adult Skills Development non-credit classes may be recommended.	Carol Lynn Morse, Counselor Ext. 2234 Jerry Sirois, Advisor Ext. 2329
21-24	Academic Learning Skills Typically includes Preparatory College Reading and other related preparatory credit classes depending on skill-level of student. Designed to bring reading skills to college level.	Carolyn Litty, Counselor Ext. 2232 (Advisor: TBA 1999-2000) Roxanne Atter, ALS, Ext. 2440 (Call for Counselor appt.)
21-24	Professional-Technical Cohort Provides a cohort learning intervention for professional/technical students who have insufficient academic preparation for credit professional/technical programs. Counselor approves eighteen students each term for admission to a cluster of classes: - o Reading 80 - o Keyboarding - o Career and Life Planning	Carolyn Litty, Counselor Ext. 2232 (Advisor: TBA 1999-2000) Roxanne Atter, ALS, Ext. 2440 (Call for counselor appt.)

Important: For scores of 25 - 27, look to student motivation and reading background to determine best course choice (i.e. 25 reading score may be better to take English Grammar not WR 115 for a particular student). Encourages greater overall academic success rate.



DISTANCE LEARNING

726 - 2260

General Information:

- ♦ If miss orientation, can purchase syllabus from Lane's Bookstore for a nominal fee. **Must** fill out blue card and return to Distance Learning office or deposit in drop box in Bookstore.
- ♦ Some courses do not require Cable TV at home -- can watch videos in Lane's Library.
- ♦ Many course offerings have videos that can be checked out from the library -- see course information in current term class schedule.
- ♦ Possible to earn an AAOT Degree via distance learning.

Courses Online:

- ♦ Online course availability via Internet and First Class.
- ♦ If student does not have own computer and wants to take online course, can buy computer time through open on-campus computer labs.
- ♦ Students can obtain needed email account free of charge through Yahoo (www.yahoo.com) and Hotmail (www.hotmail.com).
- ♦ Some courses are taught by out-of-area instructors, so must know how to use email services for these classes.
- ♦ Some AAOT courses taught online.



COMMUNITY LEARNING CENTERS

General Information:

- ◆ Check current term class schedule for course offerings.
- ◆ Various community locations.
- ◆ Provide various student services.
- ◆ Can take credit classes in various locations.
- ◆ Check Lane catalog for location information.

COOPERATIVE EDUCATION

726 - 2203

General information:

- ◆ Earn college credit while gaining work experience and networking opportunities.
- ◆ Placements available for most Lane academic and professional technical programs.
- ◆ Application process completed with Cooperative Education Coordinator for specific majors and programs.
- ◆ 3 credit hours = 108 hours of work (approximately 10 hours a week).
- ◆ Minimum 3 credits required per term.
- ◆ The field experience must be related to the students major.
- ◆ International Cooperative Education available.

DISABILITY SERVICES

Center 217 Ext. 2150

General Information:

- ◆ Services available to Credit, Adult High School and Continuing Education students with disabilities.
- ◆ Services include advocacy, in-class accommodations, resource/referral services, and adaptive equipment.
- ◆ Contact disability services to set-up an initial intake appointment.
- ◆ Must request services at least two weeks in advance.



CAREER AND EMPLOYMENT SERVICES (CES)

Center Bldg. 210 726 - 2217

Career Assessment

- ◆ Skills (worksheet and card sort), Occupation Sort, Myers-Briggs, Strong Interest Inventory, Campbell Interest and Skills, Career Assessment Inventory, and Self-Directed Search.

Career Counselors

- ◆ Counselors available on a drop-in basis at various times during the week.
- ◆ Schedules are posted in CES and Counseling and Advising Center.

Career Information Resources 747-4501 x2297

- ◆ Scholarship Resources - CIS, books, web sites, workshops, videos.
- ◆ Occupation Information - CIS, books, magazines, videos, web sites.
- ◆ School Information - CIS, catalogues, web sites.
- ◆ Vocational Bibliographies - articles written by people in a specific profession.

Co-operative Education and Dislocated Worker Program

- ◆ CES provides information & referrals to these programs. Representatives will be available at various times during the week -- schedules posted in CES.

Employment Services

- ◆ Federal Work-Study Program.
- ◆ Graduate Placement.
- ◆ Job Hotline (726-2217).
- ◆ Job Search Skills - Winway Resume Program, Jobworks, informative handouts.
- ◆ Learn & Earn Program - on-campus student employment.
- ◆ Off campus Program:
 1. Part-time and full-time positions.
 2. Open to students and community members.

Workshops

- ◆ Scholarship workshops -- Fall & Winter terms; contact CES for current schedule.
- ◆ Job search skills workshop -- look for in the future.



ATHLETES

Educational Goal	ISSUES @ LCC	ISSUES FOR TRANSFER
Lane Community College	- Complete at least 9 <i>academic</i> credits per term. - Complete at least 12 total credits per term. - Must pass 12 credits in the term before season. - For second season eligibility, students must complete 36 hours from first term participation. - Must maintain 2.0 GPA.	NA
Qualifier - Transfer	Same as above	- Can earn an Associate's with 72 <i>transferable</i> degree credits. - Can attend at least 3 terms and earn an average of 12 <i>transferable</i> degree credits per term of attendance. - Minimum 2.0 GPA.
Non-Qualifier - Transfer	Same as above	- Must attend at least 3 terms, excluding summer, and earn an average of 12 <i>transferable</i> degree credits per term of attendance. - Minimum 2.0 GPA.

OTHER ISSUES TO RECOGNIZE:

- Summers are not included in term requirements but credit can be used toward average credit number.
- No more than 13 credits the Summer before a student intends to transfer to a four-year school!
- Students can, under certain circumstances, become qualifiers retroactively. See Kelly Warren for this.
- Total number of PE credits may not transfer to some schools!
- See Kelly Warren about eligibility and transfer issues.



GED (High School Equivalency Program)

Program Specifics:

- ◆ GED is an alternative program for adults who did not complete high school.
- ◆ The GED exam has five parts: writing skills, social studies, science, literature and the arts, and math.
- ◆ Class times are flexible and offered morning and evening throughout the College district.
- ◆ Predictive testing offered at no charge so students can estimate how much preparation would be involved in earning a GED.
- ◆ Largest GED programs are at the Downtown Center and Main Campus.
- ◆ Entrance testing and registration can be done at the GED site.

Admissions Requirements:

- ◆ Resident of the college district.
- ◆ Over 18 years of age or have a release/referral from the local public school. (This applies to both in-school and out-of-school youth).

Side Notes:

- ◆ Minimal costs:
 1. Preparation classes free -- \$5 fee for cost of books and supplies.
 2. GED exam costs \$35 -- covers all 5 parts of test and must be paid before the first test is taken.
- ◆ Contact the Adult High School Office (201 Apprenticeship, ext. 2214) or see the assigned counselor or advisor

Adult Skills Development

- ◆ Reading, writing, and math skills development are offered at no charge to those who need to brush up.
- ◆ The sites are the same as for GED and have open entry, open exit.
- ◆ Enroll on-site and begin any time during the term.
- ◆ Contact: ABSE office, ext. 2214, or see the assigned counselor or advisor.

Adults with Special Needs

- ◆ Program serves adults with special needs such as developmental disabilities, severe learning disabilities, brain injuries, and multi-handicapping conditions.
- ◆ Program offers a variety of vocational, social, and academic life skill instruction, as well as serving as an entry program for Adult Skills Development classes.
- ◆ Screening is important for this program.
- ◆ Students or the referring agency should see the assigned counselor or advisor or call extension 2917 for information.



ADULT BASIC AND SECONDARY EDUCATION

Counselor: Carol Lynn Morse CEN 207, Ext. 2234
Advisor: Jerry Sirois CEN 205, Ext. 2329

Adult High School

Program Specifics:

Adult High School Diploma has two options:

- ♦ **Classroom Option:**
 - ♦ Six or twelve week classes.
 - ♦ Courses are completed; demonstrating state required outcomes and meeting secondary level competencies in basic skills (reading, writing, math, and technology).
- ♦ **Guided Learning Option**
 - ♦ Individualized program planing and small group instruction as alternative means of earning Adult High School credits.
 - ♦ Life experience may also be granted for a demonstrated skill at a level consistent with a high school or adult education course.

Admissions Requirements:

- ♦ Resident of a public school district located within the college district.
- ♦ Over 18 years of age -- if 16 or 17 years of age, must have release from a local public school district. (Home schooled individuals are released from the Education Service District).
- ♦ Provide transcripts from all previous accredited high schools and colleges.
- ♦ Take reading, writing, and math placement tests.
- ♦ Attend a pre-registration orientation.
- ♦ If not a native speaker of English, take the Structured Test-English Language (STEL).

Side Notes:

- ♦ Cost = \$57 per credit hour.
- ♦ Contact: Adult High School Office (201 Apprenticeship, ext. 2214) or see the assigned counselor or advisor.



Evaluation of Transcripts:

- ◆ Only 2 evaluations will be performed unless there is a change of major/program/degree and/or previous college coursework submission.
- ◆ Evaluation of transcripts usually takes 2-3 weeks.
- ◆ Evaluations are not accepted between April 15 - June 10.
- ◆ An evaluation will be performed for degree applications.
- ◆ An official (sealed) copy of transcripts from **all** previously attended colleges must be provided for completion of an official evaluation.
- ◆ A course description or school catalog must be provided to dispute course non-acceptance from a previous school.
- ◆ Evaluations are not performed for direct transfers -- only for Lane degree programs.

Pass/No Pass Information:

- ◆ A grade of "P" from Lane is acceptable for classes taken after Spring, 1989. (Prior to Summer 1989, "Pass" was equal to a "D" grade or better.)
- ◆ For individual Lane professional technical department acceptance policy of "P" grades versus letter grades, check current catalog.
- ◆ Students transferring in with a "P" from another school must provide verification that the "P" is equal to a "C" or higher.
- ◆ The chosen 4-year transfer school establishes policies for "P" grade acceptance.
- ◆ General education requirements of writing, math, health and speech for the AAOT degree can be taken pass/no pass.
- ◆ Specific major courses may require a letter grade, so the student must check with the chosen 4-year school or major advisor.

Repeat of Classes:

- ◆ Check the Lane catalog course description section for art and music classes that can be repeated for credit.
- ◆ PE classes of the same subject matter can be repeated twice and the third class must be a higher level or a different type for the Associate of Science, Associate of General Studies and Associate of Applied Science degrees. (For example: Beginning Badminton for two terms with Advanced Badminton or Sand Volleyball for the third term.)
- ◆ Cannot repeat the same biology course number for Biology 101, 102, and 103 (i.e. BIO 101A and BIO 101F). Exceptions must contact Science Department Chair.
- ◆ If the same course is repeated and a higher grade achieved, a Petition to Absolve from GPA must be completed to remove lower grade from overall GPA. (This does not remove lower grade from the transcript).



Academic Advising Handbook

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- ♦ If moving prohibits completion of last few credits of Lane degree, a petition must be filed with and approved by the Academic Council prior to leaving Lane.



GENERAL INFORMATION

Academic Renewal Policy

General Information:

- ♦ All course and grade information will remain on the transcript along with a notation about being granted academic renewal.
- ♦ Appropriate credit coursework will be used to meet graduation requirements.
- ♦ None of the renewed grades will be calculated in the cumulative GPA.
- ♦ This program is specific to Lane only -- check with transfer school for policy and procedures regarding GPA and course transferability.

Eligibility Requirements:

- ♦ Absent from Lane for 4 (four) or more years.
- ♦ Completed 24 credits with a 2.5 GPA upon returning to Lane.
- ♦ Completed Academic Renewal Application in Student Records.
- ♦ Have not applied for or been granted academic renewal previously.

Advanced Placement (AP) credit:

- ♦ AP (Advanced Placement) courses are set-up in high schools and taught by members of the faculty.
- ♦ Scores of 3 or better on AP exams may qualify to receive college credit at one of the American colleges/universities that give AP credit for AP exams.
- ♦ Contact Student Records at (541) 726-2213.

Challenging a Course:

- ♦ Challenging a course for credit is usually achieved by passing an examination prepared and administered by faculty members in the department offering the course.
- ♦ Generally, may not challenge a course that duplicates credit previously earned or a course more elementary than one in which the student has already received credit.
- ♦ See the Lane catalog under the section entitled "Credit for Prior Learning."

Degree Application:

- ♦ Students must apply for their certificate or degree to receive one!
- ♦ Apply and pay \$15.00 fee within 2 terms or 24 credits of degree completion.
- ♦ Apply by the first Friday in May deadline for inclusion in graduation booklet.



ACADEMIC DISMISSAL

General Information:

Students who receive a notice of Academic Dismissal are required to meet with an academic advisor or counselor and submit the following to Student Records.

1. ***Progress Review Petition*** -- state the reasons for allowing the student an additional term to improve her/his academic standing. Sign and date the form.
2. ***Completed Student Curriculum Plan (not a term-by-term planner)***. To obtain a change in status, student must enroll in seven or more credits and maintain Satisfactory Academic Standards.

Students may speak on their own behalf at the Academic Review Committee meeting.

Advise the Student to:

- ◆ Improve their grade point (GPA) on a gradual basis.
- ◆ Repeat a failed class -- it is possible to replace grade point (GPA) of the failed class, however, the grade does remain on the transcript.
- ◆ Know the last day to drop classes, with and without a refund. A special documented circumstance may be presented to Student Records for consideration.
- ◆ Discuss with the instructor the length of time (usually a year or less) available to complete required coursework for incomplete contract. Do not assume that the "I" will remain permanently on the transcript and not be replaced.
- ◆ Plan coursework with assigned advisor or counselor early in the term.
- ◆ Continue with his/her sequence or major classes.
- ◆ Take a balanced courseload encompassing a general education course, a major course, and a personal interest class.

Side Notes:

- ◆ Students who have been cleared to continue after one year of academic dismissal or via the academic petition process, must enroll and be successful in completing no less than seven credits for the term.
- ◆ Taking less than seven credits per term, even with a satisfactory grade point (GPA), will be flagged again for dismissal.



ACADEMIC PROBATION AND WARNING

Failing to Meet Academic Standards:

- ♦ The first term a warning letter and grade report will be sent to the student, providing information related to services available for help at Lane.
- ♦ The second term will place the student on probation, a letter will be sent requiring an advisor or counselor conference, and a registration hold will be implemented.
- ♦ The third term will result in a registration hold and a required second meeting with an advisor or counselor.
- ♦ The fourth sequential term of unacceptable academic progress will result in dismissal from college credit classes and programs for one calendar year.

Removal from Probation:

- ♦ Review the student's transcript and discuss academic performance.
- ♦ Departmental policy dictates the completion and approval of an academic plan for at least one term by the advisor and student.
- ♦ Complete and submit to Student Records an Academic Probation release form. If the student participates in Annual Registration, note that on the form.

Notes:

- ♦ Automatic removal from probation can occur by exceeding the applicable cumulative grade point average standard (see Lane catalog).
- ♦ Once removed from probation, students who do not meet the academic standards would start again at the warning step.



GENERAL INFORMATION

Availability and types of Financial Aid:

- ◆ State Need Grant is only available Fall, Winter and Spring for full-time attendance.
- ◆ Pell Grant's maximum award is three full-time terms. Available for less than part-time, part-time, three-quarter time and full-time enrollment.
- ◆ Federal Work-Study provides jobs for students, both on-campus and off-campus.
- ◆ A maximum amount in loans can be borrowed each year regardless of the number of terms attended. Loans available for students enrolled at least part-time (6 credits).
- ◆ Direct subsidized (interest is not charged until repayment period begins) and unsubsidized (interest accumulates on the principal amount throughout the life of the note) loans.

Credit and Time Limit Considerations:

- ◆ Credits from Lane and transferred to Lane for current program are used to calculate maximum time frame (150 attempted credits for a 2-year program and 75 attempted credits for a 1-year program).
- ◆ Lane does not consider certificates or degrees from other institutions unless the current program does not make sense (prior Bachelor degree and now AAOT or Direct).
- ◆ Students with a Bachelors degree are only eligible for student loans.

Deadline Issues for FAFSA:

- ◆ Apply early (by February 15), follow through with the Financial Aid process, and complete the necessary steps to know by early June.
- ◆ If awarded, retroactive payments may be made for prior terms.

Students' Responsibility:

- ◆ Prior to receipt of award letter, student is responsible for all charges at Lane.

Remedial course Coverage:

- ◆ Financial Aid will fund developmental courses up to 36 credits.

Transferring Financial Aid from Lane to a four-year school:

- ◆ Student may list up to six different schools on the FAFSA and may add a school at a later time by calling 1-800-433-3243.
- ◆ Each school processes and offers financial aid differently.
- ◆ Each school will contact student for processing requirements.



Appeals to Extend Financial Aid Eligibility for One and Two Year

Programs (150% limit):

- ◆ Credit limits = 75 credits (1-year program) and 150 credits (2-year program).
- ◆ An overcredit limit notice is sent to students prior to awarding financial aid.

Student Responsibilities:

- ◆ Meet with Advisor or Counselor.
- ◆ Submit appeal, term by term planner, and transcript evaluation (if applicable) to financial aid.

Academic Advisor or Counselor Responsibilities:

- ◆ Review appeal for:
 1. Clear, thorough explanation regarding need to be extended.
 2. Standard abbreviations, course numbers, and number of credits for each class.
- ◆ Review official or complete unofficial evaluation of transcript for chosen program.
- ◆ Complete term-by-term planner including only those courses **required** to complete program to transfer.
- ◆ If possible, attach requirements of the institution to which the student is transferring.
- ◆ ***Sign the term-by-term planner.***



APPEAL PROCESSES

Appeals to Reinstate:

Two areas of consideration

1. Prior academic performance:
 - ◆ Prior terms at Lane for which student did not receive financial aid and the GPA is not at least a 1.85 for first year students (36 credits or less) or a 2.00 for all others.
2. Disqualification at Lane:
 - ◆ Student failed to meet satisfactory academic standards and received disqualification letter from the Office of Financial Aid. (No statute of limitations).

Student Responsibilities:

- ◆ Explain why she/he did not meet satisfactory Academic Standards.
- ◆ Provide documentation addressing extenuating circumstances.

Academic Advisor or Counselor Responsibilities:

- ◆ Review the request for reinstatement to assure necessary elements addressed.
- ◆ If applicable, does the appeal include:
 - ◆ Dates, times, duration, and circumstances that effected completion of coursework.
 - ◆ Valid documentation from disinterested third parties (i.e. doctor, lawyer, counselor, minister, etc.) describing circumstances and confirming student explanation.
- ◆ **Note:** If first term student appeal, complete a non-carbon Student Planner for the student to submit to Financial Aid.

Important: Character references are not taken into consideration unless this is a student/client relationship, the counselor has first hand knowledge, and has been counseling the student for those particular circumstances.



Exceptions to meeting the requirement:

- ◆ Document a bona fide lack of access to foreign language instruction sufficient to meet the requirement.
- ◆ Completion of high school education through GED testing, High School Completion, Alternative Schools or a high school where foreign language was not offered -- petition to have requirement deferred if all other admissions requirements have been met.
- ◆ All exceptions to the foreign language requirement will be decided on a case-by-case basis as deemed appropriate by the admitting institution.
 - **Note:** If admitted by exception, must make up the deficiency by taking two quarters (first year, second term) of a college-level foreign language, **for which an additional fee will be assessed.**

Side Notes:

- ◆ American Sign Language Proficiency -- refer to Chemeketa Community College, as Chemeketa is giving the exam needed to demonstrate sign language proficiency.
- ◆ Beginning with Fall Term 2001 admission (High School Class of 2001), requirement **must** be met via a demonstration of foreign language proficiency that meets a defined standard of performance.
- ◆ Fall Term 2000 -- full array of foreign language proficiency-based assessment options should be in place and available to all high schools and community colleges.



OUS FOREIGN LANGUAGE REQUIREMENT

Admission requirement:

- ◆ Completion of acceptable foreign language, including American Sign Language (ASL), coursework in high school or college **or**
- ◆ Demonstration of knowledge of and/or proficiency in a foreign language.
- ◆ Requirement took effect in Fall 1997 and applies to all newly admitted freshmen and transfer students graduating from high school in 1997 and thereafter.
- ◆ Earning credit in high school or college option available for admission to the 1999-2000, and 2000-01 academic years. Beginning with admission to the 2001-02 academic year, new undergraduate students will be required to meet an assessed proficiency-based standard in a foreign language.

Options For Meeting The Requirement:

High School and College Credit Options:

- ◆ Two years of the same foreign language at high school-level **or**
- ◆ C- or better in the third year of high school-level foreign language **or**
- ◆ Two terms (first year, second term) of one college-level foreign language (C- or better grade average).

Highly Recommended Proficiency-Based Assessment Options:

- ◆ OUS Foreign Language Proficiency Assessment **or**
- ◆ Demonstrated proficiency in American Sign Language (ASL) **or**
- ◆ ACTFL Oral Proficiency Interview **or**
- ◆ California Oral Competency Interview.

Other Recommended Options:

- ◆ Satisfactory performance on a Brigham Young Foreign Language Assessment,
- ◆ Score of 530 or higher (500 if taken prior to May 1995) on a SAT 11 Foreign Language Test, or
- ◆ Score of 2 or higher on an Advanced Placement Foreign Language Test, or
- ◆ Score of 4 or higher on an International Baccalaureate Higher Level Foreign Language Exam, or
- ◆ Score of 40 or higher on a CLEP Foreign Language Exam, or
- ◆ Satisfactory performance on a college foreign language departmental challenge exam.



GENERAL INFORMATION

Admissions/Students First! -- Center 203, Ext. 2030

Monday 8:00 a.m. - 7:00 p.m.

Tuesday 8:00 a.m. - 7:00 p.m.

Wednesday 8:00 a.m. - 7:00 p.m.

Thursday 8:00 a.m. - 7:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday 9:00 a.m. - 1:00 p.m.

****Summer hours may vary.**

Application Requirements:

New students over the age of 18 or high school graduate

- ◆ Complete and return admission form to Students First! Center by mail or in person.
- ◆ If mailed, include verification of social security number. If in person, present card.

New students under the age of 18

- ◆ Must complete a GED or high school equivalency -- verifiable by Students First.
- ◆ Current enrollment in high school requires a high school release form.
- ◆ Home schooled or not currently enrolled requires a release from the school district and must contact Adult High School.
- ◆ Exception Notes:
 1. Florence Center students under 18 with a high school release/GED may complete application process without contacting the Main Campus Adult High School.
 2. ***Under the age of 15*** --- requires consent of the instructor teaching the class they want to take and class may be taken for audit only.

International Students

- ◆ Must contact Christine Strahan (ext. 2683) and/or Mason Davis (ext. 2239) due to difference in admissions process.

Returning Students

- ◆ Update admission form with Student First! or Admissions, if have not attended Lane for one year.

Declaring a major:

- ◆ All students **must** declare a major.
- ◆ Students with financial aid cannot declare “undecided” as a major.
- ◆ Majors can be changed via Classline (first time called each term) or at Students First!

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Resources for Colleges and Universities in International Exchange

<http://www.usc.edu/dept/overseas/ipww.html>

- ◆ Links to colleges and universities worldwide --program specifics and deadlines, financial aid, safe travel, etc.

Student Affairs Virtual Compass

<http://www.StudentAffairs.com>

University Links

<http://www-net.com/univ/list.html>

- ◆ Find that school -- extensive link options.

U.S. News & World Report

<http://www.usnews.com/usnews/edu/home.htm>

- ◆ Annual ranking of colleges and universities.
- ◆ Helps answer question: “What are the good schools?”
- ◆ Some useful, some questionable value.
- ◆ Financial aid options.



Community Colleges and Universities

<http://www.utexas.edu/world/univ>

- ♦ Alphabetical and state listings of universities and community colleges.

National Academic Advising Association (NACADA) Home Page

<http://www.ksu.edu/nacada>

- ♦ NACADA site for Jobs in Higher Education.
<http://www.gslis.utexas.edu/~acadres/jobs/index.html>
- ♦ Academic Advising & Career Counseling University Web Sites.
<http://www.ksu.edu/nacada/choice5/acr.html>

National Clearinghouse for Academic Advising

<http://www.uvc.ohio-state.edu/Chouse.html>

Oregon Community College Distance Education Consortium (OCCDEC)

<http://www.lbcc.cc.or.us/occdec>

- ♦ Distance Learning courses, colleges, etc.

Oregon State Office of Community College Services

<http://www.occs.state.or.us>

- ♦ State Board of Education link.
- ♦ Community College listing.
- ♦ Adult basic skills and literacy.
- ♦ Distance Learning (OCCDEC) link.

Oregon University System (OUS)

<http://www.osshe.edu.edu.htm>

- ♦ ***Degree Program Search*** = database of Associate, Baccalaureate, Master's and Doctoral degree programs.
- ♦ Oregon Public Universities/Institutions.
- ♦ Oregon Online Educational Resource page:
<http://www.osshe.edu/othered.htm>

Peterson's Guide to Colleges/Universities

<http://www.petersons.com/>

- ♦ Very comprehensive -- Database links to colleges & universities, graduate program information, distance learning programs, study abroad, job search, financial aid, and more.



OTHER USEFUL ADVISING WEB SITES

American Universities universities.html

<http://www.clas.ufl.edu/CLAS/american-universities.html>

- ♦ Alphabetical listing of colleges/universities web sites.

California State University System

<http://www.co.calstate.edu/aa/ar/Transfer.html>

- ♦ Transfer services.
- ♦ Two alternatives for completing General Education Breadth requirements.
- ♦ Emphasis on California Community College role in transfer student requirements.

College Catalogues

From Lane Home page:

- ♦ *Earn a degree or earn transfer credits*
- ♦ *Earn credits that can transfer to a four-year college or university*
- ♦ *CollegeSource Online (9,400 college catalogs online)*

Or

Use this address for direct connection:

<http://www.cgf.org/home.asp>

Colleges/Universities across the U.S.

From Lane's Home Page:

- ♦ *Earn a degree or earn transfer credits*
- ♦ *Earn credits that can transfer to a four-year college or university*
- ♦ *Search page for U.S. colleges and universities*
- ♦ *Complete listing*

Or

Use this address for direct connection:

http://dir.yahoo.com/Education/Higher_Education/Colleges_and_Universities/



OREGON UNIVERSITY SYSTEM INSTITUTIONS

<u>College Name</u>	<u>Web Address</u>	<u>Transfer Course Equivalency Info.</u>
Eastern Oregon University 1410 L Avenue La Grande, OR 97850 (541) 962-3672	http://www.eou.edu	/admissions/transfer.html
Oregon Health Sciences University 3181 SW Sam Jackson Park Rd., Portland, OR 97201 (503) 494-8311	http://www.ohsu.edu/som	none found
Oregon Institute of Technology 3201 Campus Drive Klamath Falls, OR 97601 (541) 885-1000	http://www.oit.osshe.edu	/aca_services/registrar/art.htm
Oregon State University Corvallis, OR 97331 (541) 737-1000	http://www.orst.edu	/dept/adminb/OregonTransferCreditOregonCollegesandUniversities.htm
Portland State University PO Box 751 Portland, OR 97207 (503) 725-3000	http://www.pdx.edu	/reports/transfer/sbgi.file.LaneC.C.text
Southern Oregon University 1250 Siskyou Blvd. Ashland, OR 97520 (541) 552-7672	http://www.sou.edu	none found
University of Oregon Eugene, OR 97403 (541) 346-3201	http://www.U of Oregon.edu	~admit/apply/tequiv.html
Western Oregon University Monmouth, OR 97361 (503) 838-8211	http://www.wou.edu	/admissions/require.htm



OREGON INDEPENDENT COLLEGES

Bassist College 2000 SW 5th Ave. Portland, OR 97201 (503) 228-6528 or 1-800-547-0937 http://www.bassist.edu	Marylhurst College P.O. Box 261 Marylhurst, OR 97036 (503) 636-8141 or 1-800-634-99820 http://www.marylhurst.edu
Cascade College 9101 E. Burnside Street Portland, OR 97216-1515 (503) 255-7060 or 1-800-550-7678 http://www.cascade.edu	Multnomah Bible College 8435 NE Glisan Portland, OR 97220 (503) 255-0332 or 1-800-275-4672 http://www.multnomah.edu
Concordia University 2811 NE Holman Portland, OR 97211 (503) 288-9371 or 1-800-321-9371 http://www.cu-portland.edu	Northwest Christian College 828 East 11th Eugene, OR 97401-3727 (541) 343-1641 http://www.nwcc.edu
Eugene Bible College 2155 Bailey Hill Rd. Eugene, OR 97405 (541) 485-1780 http://www.ebc.edu	Pacific Northwest College of Art 1241 NW Johnson St. Portland, OR 97209 1-800-818-7622 http://www.pnca.edu
George Fox University 414 N. Meridian Newburg OR 97132 (503) 538-8383 or 1-800-765-4369 http://www.georgefox.edu	Pacific University 2043 College Way, Forest Grove, OR 97116 (503) 357-6151 http://www.pacificu.edu
Lewis & Clark College 0615 SW Palatine Hill Rd. Portland, OR 97219 (503) 768-7040 or 1-800-444-4111 http://www.lclark.edu	Reed College 3203 SE Woodstock Blvd. Portland, OR 97202 (503) 771-1112 or 1-800-547-4750 http://web.reed.edu
Linfield College 900 SE Baker Street McMinnville, OR 97128-6894 (503) 434-2200 http://www.linfield.edu	University of Portland 5000 N Willamette Blvd. Portland, OR 97203-5798 (503) 943-7911 http://www.U of Oport.edu
Warner Pacific College 2219 SE 68th Avenue Portland, OR 97215 1-800-582-7885 http://www.warnerpacific.edu	Western Baptist College 5000 Deer Park Drive, SE Salem, OR 97301-9392 (503) 581-8600 http://www.wbc.edu
Western State Chiropractic College 2900 NE 132nd Portland, OR 97230 (503) 251- 5734 http://www.wschiro.edu	Willamette University 900 State Street Salem, OR 97301-3922 (503) 370-6303 http://www.willamette.edu





OREGON COMMUNITY COLLEGES

Blue Mountain Community College P.O. Box 100 Pendleton, OR 97801 (541) 276-1260 http://www.bmcc.cc.or.us	Mt. Hood Community College 26000 SE Stark Gresham, OR 97030 (503) 491-6422 http://www.mhcc.cc.or.us
Central Oregon Community College 2600 NW College Way Bend, OR 97701 (541) 383-7700 http://www.cocc.edu	Oregon Coast Community College 332 SW Coast Hwy. Newport, OR 97365 (541) 265-2283 http://www.occ.cc.or.us
Chemeketa Community College P.O. Box 14007 Salem, OR 97309 (503) 399-5000 http://www.chemek.cc.opr.us	Portland Community College P.O. Box 19000 Portland, OR 97280-0990 (503) 244-6111 http://www.pcc.edu
Clackamas Community College 19600 S. Molalla Avenue Oregon City, OR 97045 (503) 657-6958 http://www.clackamas.cc.or.us	Rogue Community College 3345 Redwood Highway Grants Pass, OR 97527 (541) 471-3500 http://www.rogue.cc.or.us
Clatsop Community College 1653 Jerome Astoria, OR 97103 (503) 325-0910 http://www.clatsop.cc.or.us	Southwestern Oregon Community College 1988 Newmark Coos Bay, OR 97420 (800) 962-2838 http://www.southwestern.cc.or.us
Columbia Gorge Community College 400 E. Scenic Drive The Dalles, OR 97058 (541) 296-6182 http://www.cgcc.cc.or.us	Tillamook Bay Community College 2510 First Street Tillamook, OR 97141 (503) 842-8222 http://www.tbcc.cc.or.us
Lane Community College 4000 East 30th Avenue Eugene, OR 97405 (541) 747-4501 http://www.lanec.edu	Treasure Valley Community College 650 College Blvd. Ontario, OR 97914 (541) 889-6493 http://www.twcc.cc.or.us
Linn-Benton Community College 6500 SW Pacific Blvd. Albany, OR 97321 (541) 917-4999 http://www.lbcc.cc.or.us	Umpqua Community College P.O. Box 967 Roseburg OR 97470 (541) 440-4604 http://www.umpqua.cc.or.us

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To get enrollment information on a specific course:

Example

- ◆ Enter: **WR115** (no spaces) & **Enter**
System response: Preparatory English Comp(repeat for each course you want)
- ◆ “Press return when finished selecting Course ID” Press **Enter**
- ◆ “Press return to start report process.”

Your courses will come up as entered. Let it run clear to the end then use your **Page Up and Page Down** keys to view.

“Hit return to continue...” Press **Enter**, then to do another course, press **Keypad Enter**

or

F8 to exit, then “**E**” to Exit & log off

To exit the program, use the pull-down menu and select **File & Quit**

Notes:

- ◆ If you make a mistake, you can use \ to back up and redo entry.
- ◆ To get a range of courses:
WR121_WR123 will give you WR121, WR122 and WR 123.

Option Two:

- ◆ 16 Class Status & **Enter**
- ◆ **All Open option.**
- ◆ Scroll screen using **Page Up & Page Down keys.**
- ◆ Scroll class information using **Toggle.**
- ◆ To exit the program, use the pull-down menu and select **File & Quit.**



LANE'S HP 3000 SYSTEM

Checking Academic Status:

- ◆ 1 Admissions & **Enter**
- ◆ CO Counseling & (**Number Keypad Enter**) If CO isn't a menu option, then type 20
- ◆ 315 Student Inquiry & (**Number Keypad Enter**), **Enter**, **Enter**, **Demo**, **Enter**
- ◆ ID Student ID Number & **Enter**
- ◆ Put in Student ID Number & **Enter**
- ◆ Scroll Student Information to locate Academic Probation or Academic-PRO

Checking Financial Aid Status:

- ◆ Follow instructions received during training session with Students First!

Finding Open Classes (Two options):

Option One:

- ◆ 1 Admissions & **Enter**
- ◆ CO Counseling & (**Keypad Enter**) If CO isn't a menu option, then type 20
- ◆ 112 Class Tally Sheets & (**Keypad Enter**)
- ◆ "Enter Y if You Need Help..." Press **Enter twice**
- ◆ "Enter Campus Code to select..." **Enter twice**
- ◆ "Enter Session..."
 - A010-A016 (Summer)
 - A020 (Fall)
 - A030 (Winter)
 - A040 (Spring)
 - All **Enter** (all terms)
- ◆ "Enter Status Code..." Press **Enter**
- ◆ "Enter a Minimum Percentage..." Press **Enter**
- ◆ "Enter 'Y' to select..." Press **Enter**
- ◆ "Please select sequence option..." Press **Enter** (or 2 & **Enter** to see all the open sections listed)
- ◆ "Enter Course ID (Number)." Note: DO NOT press Enter here! You will get the entire class schedule.



Academic Advising Handbook

01/01

Veterinary Medicine
(Pre-professional program)

Jean Conklin
Kelly Warren

HEA 251, x2802
CEN 205, x2792

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**TRANSFER MAJORS (Cont.)**

<u>Programs</u>	<u>Counselor/Advisor</u>	<u>Location</u>
Journalism	Tim Blood	CEN 218, x2243
Law (pre-professional program)	Christina Salter CEN 401, x2813 Deb Hupcey	CEN 205, x2635
Life Sciences (biology, botany, zoology)	Lou Bombardier SCI 123, x2457	
Literature (English)	Doug Smyth Deb Hupcey	CEN 205D, x2791 CEN 205, x2635
Mathematics	Rich Freund	M&A 203, x2435
Medicine (Pre-professional program)	Jean Conklin	HEA 251, x2802
Medical Technology	Kelly Warren	CEN 205, x2792
(Pre-professional program)	Jean Conklin	HEA 251, x2802
Music	Kelly Warren	CEN 205, x2792
Nursing (four-year degree)	Tim Blood	CEN 218, x2243
	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Occupational Therapy	Jean Conklin	HEA 251, x2802
(Pre-professional program)	Kelly Warren	CEN 205, x2792
Performing Arts (dance, music, theatre)	Tim Blood	CEN 218, x2243
Pharmacy (Pre-professional program)	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Philosophy	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
Physical Education	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Physical Therapy	Jean Conklin	HEA 251, x2802
(Pre-professional program)	Kelly Warren	CEN 205, x2792
Physics	Lou Bombardier SCI 123, x2437	
Political Science	Christina Salter CEN 401, x2813 Deb Hupcey	CEN 205, x2635
Psychology	Christina Salter CEN 401, x2813 Deb Hupcey	CEN 205, x2635
Public Administration	Christina Salter CEN 401, x2813	
	Deb Hupcey	CEN 205, x2635
Recreation	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Religion	Christina Salter CEN 401, x2813 Deb Hupcey	CEN 205, x2635
Social Science	Christina Salter CEN 401, x2813	

TRANSFER MAJORS (Cont.)

<u>Programs</u>	<u>Counselor/Advisor</u>	<u>Location</u>
Sociology	Deb Hupcey	CEN 205, x2635
	Christina Salter CEN 401, x2813	
	Deb Hupcey	CEN 205, x2635
Speech	Doug Smyth	CEN 205D, x2791
	Deb Hupcey	CEN 205, x2635
Theatre Arts	Tim Blood	CEN 218, x2243
Undeclared/Undecided Majors	Doug Smyth . CEN 205, x2791 Beth Swank	CEN 205, x2295
	Betty Vail . CEN 203, x2625	

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TRANSFER MAJORS

<u>Programs</u>	<u>Counselor/Advisor</u>	<u>Location</u>
Agriculture Sciences	Lou Bombardier	SCI 123, x2457
Anthropology	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
Architecture	Debby Ganser	MACH 202, x2236
Area & Ethnic Studies	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
Art	Tim Blood	CEN 218, x2243
Biology	Lou Bombardier	SCI 123, x2457
Business Administration	Ann Clark	BUS 105P x2382
	Ginger Yamamoto	CEN 205 x2660
Chemistry	Lou Bombardier	SCI 123, x2457
Computer & Information Sciences	Rich Freund	M&A 203, x2435
Criminal Justice & Law Enforcement	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
	Tim Blood	CEN 218, x2243
Dance		
Dental Hygiene	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Dentistry	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Drama	Tim Blood	CEN 218, x2243
Economics	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
	Ginger Yamamoto	CEN 205 x2660
Elementary Education	Lou Bombardier	SCI 123, x2457
Engineering: Engineering Technologies	Doug Smyth	CEN 205, x2791
English	Deb Hupcey	CEN 205, x2635
	Lou Bombardier	SCI 123, x2457
Environmental Sciences	Doug Smyth	CEN 205D x2791
Foreign Languages	Deb Hupcey	CEN 205, x2635
	Lou Bombardier	SCI 123, x2457
Forestry	Lou Bombardier	SCI 123, x2457
General Physical Science	Lou Bombardier	SCI 123, x2457
Geography	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
Geology	Lou Bombardier	SCI 123, x2457
Health & Health Education	Jean Conklin	HEA 251, x2802
Health Care Administration	Kelly Warren	CEN 205, x2792
History	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
Home Economics	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Hotel, Restaurant and Tourism Management	Debby Ganser	MACH 202, x2236

**TECHNICAL PROGRAMS (Cont.)**

<u>Programs</u>	<u>Counselor/Advisor</u>	<u>Location</u>
Fitness Technician	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Flight Technology	Tim Blood	CEN 218, x2243
Graphic Design	Tim Blood	CEN 218, x2243
Health Records Technology	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Hospitality Management	Debby Ganser	MACH 202, x2236
Industrial Maintenance	Debby Ganser	MACH 202, x2236
Juvenile Corrections	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
Manufacturing Technology	Debby Ganser	MACH 202, x2236
Medical Office Assistant	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Microelectronics Manufacturing Tech.	Debby Ganser	MACH 202, x2236
Multimedia Design & Production	Tim Blood	CEN 218, x2243
Nanny Program	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Nursing—Associate Degree and	Jean Conklin	HEA 251, x2802
Licensed Practical Nursing	Kelly Warren	CEN 205, x2792
Office Administration --	Ann Clark	BUS 105P x2382
	Ginger Yamamoto	CEN 205 x2660
Accounting Clerk Option		
Accounting/Bookkeeper Option		
Administrative Assistant/Secretary Option		
Legal Secretary Option		
Office Assistant Option		
Public Safety Training	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
Radio Broadcasting	Tim Blood	CEN 218, x2243
Real Estate	Ann Clark	BUS 105P x2382
	Ginger Yamamoto	CEN 205 x2660
Recreational Vehicle Service Technician	Debby Ganser	MACH 202, x2236
Respiratory Care	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Sales & Marketing	Ann Clark	BUS 105P x2382
	Ginger Yamamoto	CEN 205 x2660
Supervision	Ann Clark	BUS 105P x2382
	Ginger Yamamoto	CEN 205 x2660
Technical Drafting	Debby Ganser	MACH 202, x2236

**ADVISOR AND COUNSELOR PROGRAM LISTING****TECHNICAL PROGRAMS**

<u>Programs</u>	<u>Counselor/Advisor</u>	<u>Location</u>
Agricultural/Industrial Equip. Tech.	Debby Ganser	MACH 202, x2236
Apprenticeship Trades	Debby Ganser	MACH 202, x2236
Auto Body & Fender Technology	Debby Ganser	MACH 202, x2236
Automotive Technology	Debby Ganser	MACH 202, x2236
Aviation Maintenance Technician	Debby Ganser	MACH 202, x2236
Avionics Technician	Debby Ganser	MACH 202, x2236
Broadcasting/Visual Design & Production	Tim Blood	CEN 218, x2243
Business Management	Ann Clark	BUS 105P x2382
	Ginger Yamamoto	CEN 205 x2660
Chemical Dependency Counselor Training	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
Community Service	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
Computer Applications Specialist	Rich Freund	M&A 203, x2435
Computer Network Operations	Rich Freund	M&A 203, x2435
Computer Numerical Control Technician	Debby Ganser	MACH 202, x2236
Computer Programming	Rich Freund	M&A 203, x2435
Computer User Support	Rich Freund	M&A 203, x2435
Construction Technology	Debby Ganser	MACH 202, x2236
Criminal Justice	Christina Salter	CEN 401, x2813
	Deb Hupcey	CEN 205, x2635
Culinary, Food Service & Hospitality	Debby Ganser	MACH 202, x2236
Dental Assisting	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Dental Hygiene	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Diesel Technology	Debby Ganser	MACH 202, x2236
Early Childhood Education	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Electronic Engineering Technician	Debby Ganser	MACH 202, x2236
Electronics Technician	Debby Ganser	MACH 202, x2236
EMT-Paramedic Technology	Jean Conklin	HEA 251, x2802
	Kelly Warren	CEN 205, x2792
Energy Management Technician	Lou Bombardier	SCI 123, x2457
Fabrication/Welding Technology	Debby Ganser	MACH 202, x2236

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LEGAL GUIDELINES FOR ADVISING

Quick Guide to FERPA Disclosure Guidelines:

You may disclose information that is part of the public educational record if any of the following are true.

- ◆ Request is from student and you can verify the student's identity.

OR

- ◆ Request is from Lane Community College employee with a "legitimate educational interest."

OR

- ◆ Request is for information that is part of "Directory Information" at Lane and student did not fill out Directory Exemption card.

OR

- ◆ You have a signed written consent from student to disclose the requested information to the person making the request.

Note: In all cases you may refer the request to Student Records, Ext. 2690 or Ext. 2691.



The Two Steps:

1. **What is the educational goal?**
2. **How rich and varied are the desired steps to the goal?**
 - ♦ Educational planning encompasses individual steps needed to reach ultimate goal.
 - ♦ This is where the skills of an Academic Advisor are most needed.

Fill In The Blanks:

- ♦ Help the student to share his/her ideas and goals.
- ♦ Ask when, where, what, how, and why (i.e. When do you want to start? Where are you thinking of transferring to? etc.).
- ♦ Explore the issues of time constraints, resources, and academic curiosity.

Pick One (Or Several):

- ♦ Present the appropriate array of choices to help the student plan courses to reach her/his goals.
- ♦ Address prerequisite courses to be completed at Lane for major requirements at the 4-yr. university of choices.
- ♦ Map out general education, pre-major, and desired elective courses using different degree choices.
- ♦ Help the student avoid taking unnecessary class - don't use a Lane degree program as a short-term fix.
- ♦ If the student is still uncertain about possible educational goals, refer him/her to a career counselor. Career counseling requires extensive work, student participation, and counselor assistance to create the sufficient objectives needed for meaningful advising.

In The Best of All Worlds:

- ♦ Help the student explore the possible educational goals.
- ♦ Engage the student in the planning process to aid with any future goal changes.
- ♦ Spend extra time and effort to ensure the student has full understanding of the advising elements.

NEW STUDENT ADVISING INFORMATION

Review with the student:

- ♦ Five Steps -- Enrollment, Placement Testing, New Student Information Sessions, Program Orientations, and Registration.
- ♦ The different Associate and Bachelor degree components.
- ♦ Financial Aid resources --FAFSA, CES, Lane interdepartmental scholarships.
- ♦ Program Academic Advisor/ Counselor names, phone numbers, and locations.
- ♦ Lane catalogue, brochures and/or academic calendar -- give student as applicable.



ADVISING SKILLS AND STRATEGIES

The purpose of Academic Advising is to enhance a student's academic performance, to aid in the development of a course and/or program plan, to encourage the use of the created academic plan, and to provide students with an environment conducive to the attainment of personal goals and positive self-image. The Academic Advisor provides a personalized interest in the student and his/her adjustment to college. Kramer and Gardner (1983) indicate that Academic Advising is a continuing process with sporadic contact between two individual parties. The role of the advisor and the process of advising may be described by an analogy: the student advisee is climbing a ladder called higher education, maturation, or achievement. There are various points on the ladder called landings--places to rest, to review progress, and to plan for subsequent efforts. The landings are probably located at different places on the ladder according to each student climber's needs, wants, and desires. Simply stated, the advisor's role and responsibility is to be available at each of the landings to help the climber review and learn from past efforts and to plan for what lies ahead (Kramer and Gardner, 1983).

Two important functions of Academic Advising are to keep abreast of changes in academic curriculum and to interpret the new requirements to students. Changes in course titles, numbers, and content can create confusion. While printed materials are necessary and helpful, personal interpretation is invaluable. The relationship between a student and an Academic Advisor encourages motivation, responsibility and enhancement of an advising network and partnership.

Via joint discussions about the different options relating to the student's interests, the student/advisor partnership nurtures and prepares the student to decide the route most useful to reach her/his academic goals.

This Advising Handbook has been prepared to help you enhance your advising knowledge and skills and to aid you in understanding your role as an advisor.

Kramer, Howard C., and Gardner, Robert E. Advising by Faculty. Washington, D.C., National Education Association, 1983

EDUCATIONAL PLANNING FOR STUDENTS

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PREFACE

Intended Usage of the Lane Community College Academic Advising Handbook:

This Manual is designed as a guide for Lane Community College Academic Advisors and Counselors. It is not intended as a sole source of information or as a substitute for Academic Advising. It is to be used in conjunction with the current Lane Community College catalog and additional college materials including catalogs and web pages from other institutions.

If the program advisor or counselor is unavailable, please inform the student the information is limited and subject to change. The program advisor or counselor will provide further information and advising assistance.

Please email updates and/or corrections to hupceyd@lanecc.edu or forward to Deb Hupcey in the Counseling Department. Lane Community College Web site: <http://www.lanecc.edu>



WHAT IS A STUDENT?

A **Student** is the most important person in any educational institution.

A **Student** is not dependent on us. We are dependent on him/her.

A **Student** is not an interruption of our work. He/she is the purpose of it.

A **Student** does us a favor when he/she enrolls. We are not doing him/her a favor by serving him or her.

A **Student** is a part of our work—not an outsider.

A **Student** is not just a statistic. He/she is a flesh and blood human being with feelings and emotions like us.

A **Student** is a person who comes to us with his/her needs or wants. It is our job to fill them.

A **Student** is deserving of the most courteous and attentive treatment we can give him/her.

A **Student** is the lifeblood of this and every other educational institution.

(Source unknown)



Acknowledgements

With Thanks To....

Mason Davis for always being available to discuss and decide upon the many issues relating to the reformatting of this document. Also, thanks for all the pieces of this Manual which were created by you. You were a beacon for me and I appreciate your encouragement and honesty.

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Special Thanks To.....

Stephanie Raglin whose creation of the original Manual enabled me to redesign and reformat this edition. Thanks for all of your support and encouragement, as well as for always being available to answer my endless questions. You were my inspiration and I feel fortunate to have had the opportunity to work with you.

Foreign Languages
Forestry
Geography
Geology
History
Hotel, Restaurant and Tourism Management
Journalism
Mathematics
Medicine
Music
Nursing
Occupational Therapy
Optometry
Pharmacy
Philosophy
Physical Education
Physical Therapy
Physician Assistant
Physics
Political Science
Pre-Law
Psychology
Religious Studies
Sociology
Speech
Veterinary Medicine

Updates

Graphic Design
Health Records Technology
Hospitality Management
Industrial Maintenance
Juvenile Corrections
Manufacturing Technology
Medical Office Assistant
Medical Transcription
Microelectronics Manufacturing Technology
Multimedia Design & Production
Nursing—Associate Degree & Licensed Practical Nursing
Office Administration
 Accounting Clerk Option
 Accounting/Bookkeeper Option
 Administrative Assistant/Secretary Option
 Legal Secretary
 Office Assistant Option
Public Safety Training

Professional Technical and Certificate Programs (Cont.)

Radio Broadcasting
Real Estate
Recreational Vehicle Service Technology
Respiratory Care
Sales & Marketing (see Business Management)
Technical Drafting

Transfer Programs

General Transfer Information for Oregon Four Year Schools
Planning a Transfer Program
Agriculture
Anthropology
Architecture
Art
Biology, Zoology, Botany
Business
Chemistry
Computer & Information Science
Dance
Economics
Elementary Education
Engineering
English
Environmental Science

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Multicultural Center
Student Health
Student Organizations
Substance Abuse Prevention Program
TRIO
Tutoring Services
Veteran's Center
Women's Center

Testing Center

General Information
Test Interpretation -- ESL Students

Professional Technical and Certificate Programs

Limited Enrollment AAS and Certificate Programs
Math 25 Requirement for AAS Degrees
Agricultural & Industrial Equipment Technology
Apprenticeship Programs
Auto Body & Fender Technology
Automotive Technology
Aviation Maintenance Technology
Avionics
Broadcasting/Visual Design & Production
Business Management
Chemical Dependency Counselor Training
Community Service
Computer Application Specialist
Computer Network Operations
Computer Programming
Computer User Support
Construction Technology
Criminal Justice
Culinary, Food Service & Hospitality
Dental Assisting
Dental Hygiene
Diesel Technology
Early Childhood Education
Electronics Engineering Technician & Electronics Technician
Emergency Medical Technician/Paramedic
Energy Management Technology
Fabrication/ Welding Technology
Fitness Technician
Flight Technology

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Admissions/Students First

- General Information
- OUS Foreign Language Requirements

Financial Aid

- Appeal Processes
- General Information

Student Records

- Academic Probation and Warning
- Academic Dismissal
- General Information

Student Services/Resources

- Adult Basic Education
- Athletes
- Career and Employment Services
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- Distance Learning
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