

Academic and Student Services

Academic Advising

Building 1, Room 103, 541.463.3200

Lane Community College's academic advising model is replicated in many two- and four-year institutions, and meets the standards of the National Academic Advising Association. The model addresses the student's development from enrollment through graduation. Services encompass student retention, academic advising (student advocacy, program development, course selection, career advising, scheduling and decision-making, and referrals) as well as career and retention counseling (career and life planning, counseling and dealing with obstacles including personal issues that impede success).

Lane uses a comprehensive centralized professional advising unit, with academic advisors, counselors, faculty, and other key staff. Advising teams have shared responsibilities to provide a managed advising system for students. The advising teams are clusters or "neighborhoods" identified with: instructional programs, geographical areas and diversity services areas. An administrator oversees all advising functions.

The Counseling Department offers students several academic advising services. They help students:

- learn about Lane services and programs,
- understand college procedures,
- obtain up-to-date written information about requirements for Lane programs and degrees,
- plan course schedules to meet personal needs and program requirements,
- understand how credits from prior colleges may be used toward Lane degrees and certificates,
- select from Lane courses that meet degree requirements at Lane and at four-year schools throughout the state,
- and develop ways to do well in classes and feel satisfied about school.

A counselor and academic advisor are assigned to each academic division and to students who are undecided about a major. A list of transfer programs, counselors and academic advisors appears on pages 51-52. A list of career and technical programs, counselors and academic advisors appears on pages 52-53. A list of counselors and academic advisors for students who are undecided is located in Counseling.

Students can arrange to meet with a counselor or academic advisor at the reception desk in the Counseling Department, by calling 541.463.3200, or directly contacting the counselor or academic advisor. Students may come in without an appointment during scheduled drop-in hours. Schedules for the term are posted on each office door.

Counselors and academic advisors have in-depth knowledge of academic departments' procedures and resources. New students meet with a department counselor or academic advisor during the program orientation/advisory session. These sessions orient students to their academic programs and provide help with course planning. Students are encouraged to meet with a counselor or academic advisor on a regular basis throughout their stay at Lane.

Representatives from four-year schools in the state make regular visits to Lane Community College. Students considering transfer should meet with these representatives. Schedules of these visits are available in Counseling.

Advance Registration Students who have taken at least one credit class at Lane are eligible to participate in Advance Registration. The student attends an Advance Registration Advising Session with his or her assigned counselor or academic advisor for assistance in planning for the next term or the next four terms. Advising sessions are offered for fall, winter, spring, and summer terms.

Academic Learning Skills

Center Building, Second Floor, 541.463.5439

Academic Learning Skills (ALS) offers courses to improve student success in lower division, career and technical, and transfer courses. ALS courses offer clear and direct articulation with courses required for the Associate of Arts Oregon Transfer degree. ALS coordinates class sequences and outcomes with the following departments: Adult Basic and Secondary Education; English as a Second Language; Language, Literature and Communication; Health Careers; Mathematics; and Women in Transition.

Academic Learning Skills includes:

- **Credit courses to develop skills** The Academic Learning Skills department helps students gain confidence and succeed in college by improving their reading, writing, vocabulary, computer, math, and study skills. Students who are attending college for the first time, who want to improve on previous school performance, or whose goals are to achieve high grades and acquire strong knowledge are provided the instructional coursework to assure their success in college classes.
- **Support for students who have specific learning disabilities** Multi-sensory approaches to learning are included in many skill-building courses. Students strengthen their basic skills through step-by-step instruction. Computer classes include basic keyboarding and word processing, writing, and study skills.

Credit Courses Academic Learning Skills offers courses for college credit. For more information about courses, see the Study Skills and College Prep heading in the course description section of this catalog. Other specialized courses may be found under the following headings in the course descriptions: Mathematics; Computers: Introduction/Information Systems/Computer Science; Computers: Keyboarding; Women in Transition; and Writing.

Guided Studies Program Guided Studies is designed for students whose placement test scores indicate the need to strengthen academic skills before entering college-level courses. Guided Studies students are required to take appropriate preparatory courses and are restricted from other college-level courses their first term. Students must meet with the Guided Studies counselor/advisor to set up an appropriate academic plan.

Assessment and Testing

Building 1, Room 116, 541.463.5324

For current information about Testing Service office hours, fees, to make an appointment and other details, please visit lanecc.edu/testing.

Lane Community College offers a wide range of tests to students who want help in understanding themselves and making wise career decisions. The college uses tests as one of several counseling/advising tools, not merely as a record of performance. Testing Services tries to provide all students an opportunity to discuss their test results with a counselor/advisor who will assist them in exploring the meaning and implications of their test results.

Any current Lane student may use Testing Services, and in many cases people who expect to become Lane students may use it. Students who wish to take vocational interest surveys and personality inventories need to see a counselor to determine if a test is desirable and to get a referral. However, students do not need a referral to take GED tests, screening exams conducted for various departments, or the placement tests for new students in reading, writing and math. FAA tests require authorizations in most cases.

Occasionally, in the process of doing research, the college may also require tests of various students or groups of applicants.

Placement tests Placement tests also are available at the Cottage Grove and Florence centers, and many local high schools. Vocational interest surveys are available through counselors at Cottage Grove and Florence.

Many kinds of tests and assessments are available:

- Placement tests in reading, writing, and math
- General Educational Development (GED) tests for people wanting their high school Certificate of Equivalency
- Vocational interest surveys
- Personality inventories
- FAA computer-assisted tests for airplane pilots and mechanics
- Screening tests required for entry into some programs with limited enrollments
- FCC computer-assisted tests for radio applications licenses

Credit for Prior Learning

Generally, there is no need to take a class when a student has already learned the material, no matter where or how. Four alternative ways of earning credit are listed below:

Credit-by-Examination Credit-by-Examination (CBE) gives students the opportunity to demonstrate they have mastered material covered in a Lane course. In some cases, they take written examinations covering the content of a course. In other cases, they give performances or demonstrations of their skills in certain areas. If they are successful, Lane will award them college credit. Students must have completed at least 12 credits of non-CBE coursework at Lane and must currently be enrolled in at least six credit hours. Many courses may be challenged through the CBE process. Information on procedures and fees is available at Enrollment and Student Financial Services in the lobby of Building 1.

Credit-by-Assessment Students who have experience and knowledge in certain areas may receive college credit for many Lane courses through the Credit-by-Assessment (CBA) process. Examples of relevant experiences are work, volunteer work, travel, certain hobbies, noncredit courses, workshops, and work at schools accredited differently than Lane. If a student can describe and satisfactorily document that such learning satisfies one or more course requirements, faculty members will evaluate these accomplishments and may award course credit. Students must have completed at least 12 credits of non-CBE or CBA coursework at Lane and must currently be enrolled in at least six credit hours. CBA is different from having one's transcript evaluated, a service of the Student Records Office, and also is different from the Credit-by-Exam procedure. Information on procedures and fees is available at Enrollment and Student Financial Services in the lobby of Building 1.

The maximum CBE and CBA credit which may be applied to any degree or certificate is 25 percent.

College-Level Examination Program and Advanced Placement

Students may take exams on many college subjects through the College-Level Examination Program (CLEP) and receive credit for satisfactory scores in both general areas and various other specific subject areas. The credit Lane grants also is granted at most four-year colleges and universities. These credits do not appear on the Lane transcript. Lane accepts the following general examinations: social sciences/history, natural sciences, and humanities (arts and letters). Lane also accepts the following subject examinations: American History I and II, American Literature, Biology, Calculus with Elementary Functions, Chemistry (General), English Literature, French, Microeconomics, Macroeconomics, Spanish, and Sociology. Contact the Enrollment and Student Financial Services/Student Records Office for more information.

Students who have earned credit through the Advanced Placement (AP) program, usually through advanced high school courses, may receive credit for satisfactory scores. You need to provide Lane with an official report. To order a report, contact the College Board/Advanced Placement at 1-888-CALL-4-AP.

There is more information on Lane's website on scores and exams for both CLEP and AP.

Miscellaneous Training and Credit Credit is granted for military training and for work completed at some proprietary schools. Such credit generally applies only toward a vocational program and does not appear on the student's Lane transcript. The student should apply for such credit in Enrollment and Student Financial Services, bringing certificates of completion, school records or other available documentation. The student is notified of the credit granted by requesting a general evaluation (request forms are in Enrollment and Student Financial Services and Student Records), and a record is kept in the student's file. A veteran student will be granted 3 credits of PE (either required or 3 credits in Open Electives) by providing the college with a copy of a DD 214 with an Honorable Discharge.

Career and Employment Services

Building 1, Room 102, 541.463.5167, lanecc.edu/ces

Career and Employment Services (CES) offers comprehensive career related assistance to students, alumni, and community members. Individuals can receive help with scholarship information, career exploration, career planning, and job search assistance to meet career and educational goals.

Scholarship Information CES houses scholarship resources, library, and Internet sites and searches. Scholarship workshops are offered throughout the year, including Lane's annual financial aid and scholarship workshop in January. Visit the scholarship link at lanecc.edu/ces/scholarships for details.

Career Exploration and Planning CES offers free introductory career exploration activities including career advising, library and Internet resources, and assessments to help clarify goals. Assessments help individuals explore career interests, skills, values and work style preferences. CES houses research websites, a resource library with magazines, labor market information, and employment opportunities.

Job Search Assistance Resources are provided for job search such as resume writing, cover letter writing, mock interviews, informational interviewing techniques, and internet resources. Search free listings for on-campus and off-campus jobs, including Federal Work-Study. Visit lanecc.edu/ces and choose "Lane job Connection." Lane Job Connection is a free job listing service for part-time, temporary, and full-time positions, linking student and community members to employers.

Career Fair Lane's annual career fair is held in April each year on the main campus. This exciting event brings many employers to Lane's campus, connecting students and community members with potential employers, providing opportunities to meet, network and learn about current job openings.

Career Advisors Career advisors are available on a drop-in basis to help with job search needs, researching scholarships, clarifying goals, career planning, career development, and career exploration.

Student Service Associates (SSA) Student Service Associates are peer mentors hired from the student body each spring. SSAs are trained to assist the Counseling and Advising Center, Career and Employment Services, and to assist in campus-wide events. Interested students should inquire in early April online at lanecc.edu/ces/ssa/htm for an application and hiring process information for the upcoming academic year.

Child Care

Lane's Child and Family Center, center office Building 24, Room 114, 541.463.5519

The center is state licensed and located on the main campus. It provides care for students, staff and community families. The Child and Family Center is open from 7:00 am to 5:30 pm., Monday-Friday and serves children 30 months to five years old. Classrooms are staffed by professional teachers, Lane students and parents. The center is a lab school for students in the Early Childhood Education program and a cooperative where student

parents can work to reduce their fees. Child care grant and subsidy assistance is available. For additional information and fee schedules, contact the Child and Family Education Department office.

Family Connections of Lane and Douglas Counties,

Building 24, 541.463.3954, or 800.222.3290

Family Connections (FC) is a community-based program that works to ensure the children of Lane students and other families have access to safe, quality and affordable child care in Lane County. FC provides the following services:

Parents Parents receive personalized referrals to child care options in Lane and Douglas Counties based on specific family needs. Trained consultants search hundreds of child care listings and offer support in making appropriate child care connections. Parents receive research-based information to help assess the quality of their child care choices.

Child care professionals Assistance in launching a child care business, training, technical assistance, and resources are offered to people who are interested in caring for children. Training topics include first aid/CPR, business development, and child guidance. Classes are offered evenings and weekends. Professional development scholarship opportunities are available on a limited basis.

Servicios en Espanol Servicios en Espanol son ofrecidos y disponibles a todos. Inclusive and accessible services are offered in Spanish.

Employers FC helps employers assess the child care needs of their employees. Enhanced referral services, employer tax credits, dependent care assistance programs, and other family friendly benefit information is available.

Advocacy FC advocates for improving the child care system in Lane County and produces data reports for public policy and community planning.

More information is available at lanecc.edu/lfc.

Computer Laboratories

All registered Lane Students have unlimited access to the open computing laboratories on the main campus, and at the Downtown, Cottage Grove and Florence Centers. The technology resource fee paid by each student provides this access.

Labs are available at various times weekdays and evenings. For more information on hours and availability of equipment, call the labs at the extensions below, or pick up a brochure at any of the labs.

The primary main campus lab space is now located in the Library, 2nd floor of the center building. It has check out laptop computer, netbooks, desktop computers and Macintosh computers.

Software includes Word processing, spreadsheet, database, graphics, desktop publishing, miscellaneous educational programs, and various program languages. For more information call 541.463.3333.

Students also have access to the SHeD (Student Help Desk), to receive assistance using the SSAN (Staff and Student Access Network) and with other issues. The SHeD is located in the Library 2nd floor of the Center Building. For more information call the SHeD at 541.463.3333, or send email to shed@lanecc.edu.

Counseling

Building 1, Room 103, 541.463.3200

Counseling provides retention and support services to help students achieve success during their learning experiences.

The counselors, academic advisors and support staff work together to present a variety of services to the diverse student population.

Counselors offer assistance with:

- providing orientation services for new students.
- returning to school and adjusting to changes.
- making career and educational decisions.
- developing academic programs.
- improving interpersonal communication skills.
- coping with stress and depression.
- resolving personal and family problems.
- strengthening student success.

During open hours, there is a counselor available to help students with crises or emergencies.

Lane counselors are highly trained professionals with a variety of credentials. All counselors engage in continuing education to maintain excellence and currency in services. All counselors subscribe to the Ethical Standards of the American Counseling Association, and Licensed Professional Counselors are bound by the Oregon Code of Ethics. These standards and laws protect student confidentiality and other rights. Personal information discussed with a counselor is private and confidential, unless the student gives written permission to share it with others; it involves potential danger to self or others; it involves child, elder or vulnerable adult abuse; a court orders the release of information; or other exceptions in accordance with Oregon statutes.

Students and prospective students may contact counselors or academic advisors directly during their posted office hours or through Counseling. The center is available to prospective students and new students for orientation and information on a drop-in basis, as well as continuing students for advising or for referral for counseling or advising.

Counseling is open Monday through Wednesday, 8 a.m.-5 p.m.; Thursday, 8 a.m.-4 p.m.; Friday, 8 a.m.-2 p.m. Counseling and advising services also are available at the Cottage Grove and Florence centers. Contact these centers for information or appointments.

Disability Resources

Building 1, Room 218, 541.463.5150, (voice); TTY Relay: 711 541.463.4739, Fax; disabilityresources@lanecc.edu; lanecc.edu/disability

Disability Resources collaborates with students, staff, faculty, and community members to create inclusive, equitable, diverse and sustainable learning environments for all.

The department is a resource for creative problem-solving to enhance access in the following areas:

- Admission/registration assistance, advising and advocacy
- Accommodations for classes, including:
 - Test accommodations (extended time, reduced distraction, reader, scribe)
 - Alternate format (computer text with digital audio, Braille)
 - Technology (computer software and hardware, and other devices)
 - Service Providers (sign language interpreter, classroom aide)
- Consultation, referral and disability awareness information
- Accessibility information, maps and basic mobility orientation

Other departments provide the following services:

Career and Employment Services Career/job/scholarship information is provided for persons with disabilities.

Health and Physical Education Department Health and PE teaches a Fitness Through Corrective Exercise course for temporarily or permanently disabled persons. The instructor sets up an individualized exercise program for each student, taking into account the student's disability, needs and goals.

Library The following technology is available for use in the library; ergo and split keyboards, large screen monitors, scanners, CCTV, headphones, recorders, closed caption decoders, Alva Braille Display, JAWS, Freedom Scientific, Natural Reader and Wynn screen reading software, Dragon Naturally Speaking speech to text software, Inspiration and Zoomtext. The library is also equipped with automatic doors and wheelchair accessible adjustable workstations.

TRiO Learning Center Students eligible for Disability Resources also may be eligible for services through Lane's TRiO Programs.

Enrollment and Student Financial Services/Financial Aid

Building 1, First Floor, 541.463.3100, (877) 520-5391, TTY 541.463.4722, or lanecc.edu/es/

Enrollment and Student Financial Services provides services for new and returning Lane students. These services include:

- Admission assistance
- Financial aid advising
- Cash payments
- LCC Photo ID cards (optional)
- Receiving documents from students
- Assistance with myLane on:
 - Obtaining financial aid information
 - Registration
 - Ordering official transcripts
 - Making credit card, debit, or check payments
 - Updating address, telephone and e-mail information
 - LaneCC Debit Card

Hours of operation (subject to change):

Monday, Tuesday and Thursday, 9 a.m. - 5 p.m.; Wednesday, 10 a.m. - 5 p.m.; Friday 9 a.m - 2 p.m. The college is closed on Fridays during summer term.

Food Services

Foodservices provides several dining options around campus for students, faculty and staff. The Cafeteria, the main dining operation located on the first floor of the Center building, provides an assortment of choices for breakfast, lunch and dinner. The Snack Bar features traditional “grill” fare including chicken tenders, burgers, specialty sandwiches, and grab-n-go items. The Foodcourt features pizza, made-to-order sandwiches, salads, soups, Pan-Asian (Asian inspired entrees), the Carver’s Station (entrees like “Mom” used to make), Veggie Ville (vegetarian and vegan entrees), and an assortment of drinks and snacks.

Also located in the Center building is Blenders Espresso Bar, which features fresh coffee beverages, blended smoothies, sandwiches, salads, grab-n-go items and fresh in-house pastries. All coffee served is fair trade certified and 100 percent organic.

Located on the first floor of the Health and Wellness Building, is the Juice Bar. The Juice Bar will feature organic coffee beverages, real fruit smoothies, handmade soups and salads, fresh baked pastries, and healthy grab-n-go snacks.

Foodservices also has two limited-service convenience operations that operate on a cash only basis. The Terrace Café located in Building 16 on the second floor serves drip coffee, fresh pastries and grab-n-go snacks. The Hot Dog Cart, located near Bristow Square and when weather permits offers made-to-order burgers, Philly cheese steaks, brats and dogs with all the fixings.

A full line of vending machines located throughout campus offer traditional vending and healthy items.

Search for Lane Community College Foodservices on Facebook for the most up-to-date information on hours of operation, daily menu items and specials.

Hours of Operation (subject to change):

	Mon-Thurs	Fri	Sat-Sun
Foodcourt	7-10:45 a.m. 11:15 a.m.-3 p.m.	7-10:45 a.m. 11:15 a.m.-3 p.m.	Closed
Snack Bar	10:30 a.m.-2 p.m.	10:30 a.m.-3 p.m.	Closed
Blenders	7 a.m.-6 p.m.	7 a.m.-3 p.m.	Closed
Juice Bar	7 a.m.-3 p.m.	7 a.m.-3 p.m.	Closed
Terrace Café	7 a.m.-3 p.m.	7 a.m.-3 p.m.	Closed
Hot Dog Cart	10:45 a.m.-3 p.m.	10:45 a.m.-3 p.m.	Closed

Health Clinic

Building 18, Room 101 541.463.5665 lanecc.edu/healthclinic/

The LCC Health Clinic provides health care services to Lane students and employees, including treatment for acute illnesses, minor injuries, and some chronic conditions. Appointments are preferred. We also provide information and referrals to community resources.

The mission of the LCC Health Clinic is to provide affordable, accessible, efficient, evidence-based health care to the students and employees of Lane Community College. The Health Clinic staff provides holistic care in a collaborative partnership with the patient, with respect for diverse beliefs and needs, assisting the patient to make informed decisions about disease prevention and management of chronic health conditions. The clinic provides education to individuals and groups to enable them to be better consumers of health care and stewards of their own health.

Services available to eligible students and employees

Students who pay the Health Clinic Fee when registering for classes and employees who pay the Health Clinic fee are eligible for these services:

Free Services

- Office visits
- X-ray referral (the clinic does not pay for x-rays)
- Limited follow-up for chronic illness
- Diagnosis and treatment of most acute illnesses
- Treatment of minor trauma including sprains, strains, cuts and abrasions
- Assistance managing mental health issues
- Tobacco cessation support

Low Cost Services

- Specialized procedures such as spirometry, wart treatments and sutures
- Immunizations including flu vaccine
- EKGs
- Lab testing, on-site and reference lab work
- Family planning/contraceptives, pregnancy testing, pap smears
- Men’s and women’s sexual and reproductive health care
- Physicals for LCC programs and athletics

Oregon Contraceptive Care

- A Medicaid funded project offers limited FREE services such as birth control, exams, testing and supplies to those who are eligible. See our website: lanecc.edu/healthclinic/fjep/index.html

Services available to all students and employees regardless of eligibility**Free Services:**

- Emergency response
- First aid
- Blood pressure checks
- Referrals to community agencies and health providers

Services available to individuals with disabilities

- Limited personal care assistance
- Medication assistance
- Loan of crutches

Payment methods Payments for our fee-based services are **due at time of service** or can be charged to an open LCC account. Reference lab costs can be billed directly to your insurance by the reference lab.

Confidentiality All services provided are confidential. A confidential medical record is established for each patient. This record is kept for 10 years. Federal and Oregon State laws govern the release of these records.

Health Insurance Lane Community College does not sell health insurance or handle any insurance claims. Brochures for a low cost health insurance plan for students and their families are available in the clinic lobby.

Referrals Patients with health problems beyond the scope and mission of the LCC Health Clinic are referred to specialists in the community, the Peacehealth Urgent Care Center, or local emergency rooms at the patient's expense. If an ambulance is required, the **patient will be responsible for costs incurred.**

Health Clinic Hours The health clinic is open Monday through Friday during fall, winter, and spring terms on days that classes are in session. Appointment times are available from 8:20 a.m. until 4 p.m. The Health Clinic is closed from 12:15 p.m. to 1:15 p.m. for lunch. The clinic is also open summer term on a limited basis. Please call for times. Practitioners are not available on weekends, holidays or during school breaks.

Housing

The following options are available for Lane Community College students taking credit classes leading to a degree, certificate or transfer program.

Students must meet application and income criteria determined by the agency operating each complex and must complete a separate application process for each location. Once the application process is complete, space will be allocated as available.

Bagley Downs, 19th Avenue between Pearl and High, Eugene

- St. Vincent de Paul offers these units in partnership with Lane. All units are two bedroom.
- Call 541.687.5820, ext. 130 to get on the Lane Community College waiting list. As units become available students on the list will be contacted to complete application and verify income and student status.

Aurora Building, 100 East 11th, Eugene Village Oaks, 3606 West 18th, Eugene Firwood, 2139 West 12th, Eugene

- Students should apply in person at the Lane County Housing Authority, 300 West Fairview, Springfield.
- Some students may already be on the waiting list at these places. Students also may be on lists at other HACSA complexes. Contact the Lane County Housing Authority, 300 West Fairview, Springfield, and also ask to be placed on the Lane Community College waiting list.

College Corner, 704 Mill Street, Springfield

- Contact Jennings Property Management, 541.683.2271 for more information regarding Jennings application process.

University of Oregon *housinguoregon.edu*

- Students who are dual-enrolled may access the UO Housing Office, 541.346.4277.

Many students reside in rental apartments throughout the Eugene-Springfield area. Lane's Student Life and Leadership Development office provides housing referral information to Lane students. Housing information also can be found at registerguard.com and at lanecc.edu (search housing).

Contact Tina Lymath, Lane Community College Student Life and Leadership Development, 541.463.5336.

International Programs

Admissions/Advising and Student Activities, Bldg. 11, 2nd floor

Director: Jennifer Falzerano, 541-463-3413

Administrative Coordinator: Christine Marshall

Admissions: Jane Marshall, 541.463.3404, or Colby Sheldon, 541.463.5165

Student Services: Beth Schenderlein or Jennifer Hare, 541.463.3409, Room 249, internationaladvisor@lanecc.edu, fax: 541.463.4152

Each year more than 200 international students from over 30 countries attend Lane Community College. Students who are in the United States on an F-1 student visa can study in either the IESL Program or in credit level classes. There are special admission requirements for international students and support staff is available to help with this process. International Programs help these students create a positive and successful educational experience that includes an orientation to the college and community, immigration advising, an academic schedule, assistance with housing and recreational activities. Opportunities are available throughout the school for both international and American students, including on-campus activities and enrichment trips to local, regional and statewide places of interest. Students from all over the world join together and share their cultures in activities such as a the Conversation Table program, Coffee Talk social hours, holiday celebrations and an annual International Day. Activities focus on making friends and learning about each other. International students are offered help in finding homestay living arrangements with local hosts. Students interested in homestays must make requests at least one month prior to arrival.

Assistance is offered in helping international students make connections in the community and finding resources on campus. Information also is available about other living opportunities, bus schedules, business referrals, and other services.

Assistance also is offered to international students with academic difficulty through the international success program, which includes special classes, tutoring, and extra advising. This is offered to help students meet their academic goals and stay in status with immigration rules and regulations. More information is available on the International Programs website at lanecc.edu/international or blogs.lanecc.edu/international.

Legal Services

Building 1, Room 210A, 541.463.5365

Legal advice is free and available to all credit students on main campus through the mandatory student activity fee. A practicing attorney is available 20 hours per week with limited hours during summer term. Appointments may be made through the Legal Services office.

Library

Center Building, Second Floor, 541.463.5220

The Library provides resources for instructional, research, recreational, and general information needs of students, faculty, staff and community residents. The collection includes over 65,000 volumes of books and audiovisual materials, subscriptions to print periodicals, and a wide variety of online databases and e-books. Remote access to the Library's catalog and full-text online databases is available to Lane students and staff. The Library's website is lanecc.edu/library.

Instruction and Services Librarians provide information assistance to individual students, faculty and staff; offer classes in library research skills; present orientations to classes; assist with the preparation of research assignments; prepare specialized bibliographies; design course-specific web pages; and work with faculty to develop the Library's collection and provide curriculum support. Lane students can borrow materials from libraries in the Pacific Northwest and beyond. The library also provides computers and equipment, group study rooms, video viewing, library classroom, and assistive technology.

Hours The Library is open 7:30 a.m.-7 p.m. Monday through Thursday and from 7:30 a.m.-5:30 p.m. Friday. The Library is closed Saturday and Sunday.

Library Class For a description of Library classes, see page 226.

Multicultural Center

Building 1, Room 201, 541.463.5276

Drop by the Multicultural Center lounge and relax, socialize and enjoy tea or coffee in a racism and homophobia-free zone. The center strives to create a space that is safe and supportive of all people, a space that inspires students to stretch and realize their potential.

The center offers support services to students of all ethnic backgrounds to ensure their academic success. Center staff can assist with admissions and financial aid information; referral to community resources including food, shelter, childcare, and medical and dental health; participation in student clubs and associations; starting your own student club; and organizing events throughout the year that promote inclusion and understanding.

Multicultural Center

Edificio 1, sala 201, 541.463.5276

Venga a la sala del Multi-Cultural Center y reláxese, socialice y disfrute de un café en una atmósfera libre de racismo e homofobia. El centro crea un lugar que es seguro para todas las personas, es un lugar que inspira a los estudiantes a extender y desarrollar sus potenciales.

El Centro ofrece servicios de apoyo a estudiantes de todos los étnicos para asegurarles el éxito académico. El personal del Centro puede asistirle con información sobre admisión, ayuda financiera, participación en clubes y asociaciones estudiantiles, como empezar su propio club estudiantil, organizar eventos durante el tiempo escolar para promover entendimiento e

inclusión. También encontrará información sobre servicios disponibles hacia la comunidad, tales como; comida, refugio, guarderías, y servicios de salud médica y dental.

Music, Dance and Theatre Arts

Music Music students at Lane have many opportunities to perform publicly as soloists and as members of vocal and instrumental ensembles. Lane has a chamber choir, concert choir, gospel choir, vocal jazz ensemble, symphonic band, jazz ensemble, chamber orchestra, and various small ensembles. These groups perform regularly at term's end and on special occasions, including tours. Solo musicians are encouraged to perform in showcases held once or twice a term, usually at noon, on the main stage. Some of Lane's music ensembles are open to all students, others require auditions. Whether students already have some music training or want to get started, they can share the joy of making music at Lane.

Dance Lane's dance program offers a variety of performance opportunities for dance students of all levels. "Open Show" allows students to gain performance experience in a fun, informal setting at the end of each term. "The Works" Student Dance Concert is an annual concert showcasing student's choreographers and dancers in a formal theatrical setting. Students move from the studio to the stage, and learn about lighting, costuming, and performance skills. Advanced dancers are invited to audition for the Lane Dance Company which performs in the annual faculty concert and in several community venues. The Lane Dance Company represents the quality and breadth of our program through participation in the American College Dance Festival in the spring. "Collaborations" highlights the talents of faculty, students, and guest dancers. Hip-hop, African, modern, tap, jazz dancers come together and share their love and passion for dance.

Theatre Productions Productions are the logical outcome of class work, and Lane strongly encourages its theatre arts students to audition for shows. Public performance is the ultimate test of skill and courage. The Theatre Arts program usually produces several shows a year. Casting policy puts students first and sometimes includes guest artists and performers from the greater Lane community. Lane has earned a reputation for producing some of the best shows in the area.

In addition to faculty directed plays, the Student Production Club produces shows throughout the year including an evening of one act plays written by and for students. Lane faculty maintains strong relations with other producing groups in the community, often recommending students upon the request of that organization and providing students an opportunity to receive credit for their work. Talent grants and scholarships are available. For more information, contact Patrick Torelle at 541.463.5648.

The Native American Program

Building 1, Room 201, 541.463.5238

The Native American Program purpose is to recruit and retain Native American Indian and Alaska Native students to Lane Community College and assist them in attaining their

academic and career goals. The program aim is to help students make a smooth transition into the academic setting by helping them identify, seek and use the appropriate academic and social support services, provided by the college, necessary for them to succeed. Contact James Florendo, 541.463.5238.

Photo ID

A Lane Community College Photo ID is not required for conducting business at Lane. Many business processes will require a form of photo ID, including a valid driver's license, Lane photo ID or passport. The \$5 charge of a Lane Photo ID is not included in the ASLCC student activity fee. Any faculty/staff member or student currently registered at Lane may purchase a Lane Photo ID from Enrollment and Student Financial Services on the main campus. Replacement cards are \$5. Photo ID's are available beginning the Tuesday of the second week of each term. For information and hours, contact Enrollment and Student Financial Services at 541.463.3100.

Sports and Fitness

Fitness Education Center, Building 5, Room 101, 541.463.3987

The Fitness Education Center provides state-of-the-art exercise equipment and educational instruction in the area health and fitness. Staff and students gain access to the center during usage hours by registering for Fitness Education: Introduction and Fitness Education: Orientation. Students satisfy course requirements through attending exercise sessions during usage hours. The class is available for credit or non-credit through Continuing Education. The environment is supportive, not competitive, educational and encourages people of all fitness levels and abilities. In addition, a professionally trained and dedicated staff is always available for personal guidance.

Potential benefits of participation include added energy, improved self-image, improved ability to cope with stress, appetite control and reduced body fat, weight maintenance, and increased emotional stability.

Recreational and Club Sports Program, Building 5, Room 204, 541.463.5293

The Recreational Sports program includes an array of services and programs for students, and their immediate families. These include: clubs and community sports, family activities, trips and outings, intramurals and drop-in activities.

Recreational sports special events provide a variety of opportunities for participation in individual and team activities. The one-day and weekend events provide an opportunity for social growth and recreational participation in a safe and fun environment. By design, the program is intended to create a climate where everyone is welcome. Participation in the program is voluntary and determined by interest. Recreational adventures/activities include:

- | | | |
|----------------|----------------|------------------------|
| Basketball | Hockey Games | Roller Skating/Blading |
| Badminton | Ice Skating | Ski Trips |
| Bowling | Miniature Golf | Volleyball |
| Fun Runs/Walks | Table Tennis | Weight Lifting |

All recreational sports activities are governed by regulations provided in the Recreational Sports Handbook and supervised by the Recreational Sports office. All current students and their immediate family members are eligible for participation.

Open gyms (free gym time when classes are not held) are offered for students in badminton, basketball, indoor soccer, volleyball, table tennis, and weight lifting. These drop-in times are scheduled around facility availability. Brochures are available at the beginning of each term with exact times and locations.

The Club/Community Sports program serves individuals who desire to compete in city recreation leagues in the region. This program offers students the opportunity to participate in competitive sports events, to improve skill and overall knowledge of a sport, to help reach their athletic potential, and to build friendships as they enjoy individual and group activities. Club Sports and specific guidelines on eligibility are governed by regulations set forth in the Club Sports Handbook and supervised by the Recreational Sports Office.

Intercollegiate Athletics, Building 5, Room 205, 541.463.5599

Lane Community College sponsors intercollegiate athletics that encourage an emphasis on academics, personal development, personal enrichment, community support, career development, and athletic excellence. The intercollegiate athletic program offers students opportunities to compete in eight varsity sports: Men's and Women's Basketball, Men's and Women's Cross Country, Men's and Women's Track and Field, Men's Baseball, and Women's Soccer. Teams participate in the Northwest Athletic Association of Community Colleges (NWAACC) Conference with 35 other Oregon, Washington, and Canadian colleges. The NWAACC governs the conference, which is divided into four main regions (north, east, south, and west). Lane competes in the southern region. Qualifiers from each region compete annually for conference championship titles.

Fall	Winter	Spring
Women's Cross Country	Women's Basketball	Men's Baseball
Men's Cross Country	Men's Basketball	Women's Track & Field
Women's Soccer		Men's Track & Field

The administration of the Athletic program is conducted through the Health, Physical Education and Athletic Division. The division chair oversees all employees of the Intercollegiate Athletic and Recreational programs. Personnel include the athletic director, head coaches, assistant coaches, athletic trainer, athletic administrative specialist, student recreation director, recreation assistants, and student academic coordinator.

Student Government: ASLCC

Building 1, Room 210, 541.463.5290

The Associated Students of Lane Community College (ASLCC) legislative body is the Senate, composed of four executive officers, ten senators, and four student staff positions (appointed, non-voting positions). The purpose of ASLCC is to represent student interests and concerns and to promote student involvement in all phases of college life. Financing for ASLCC comes from the mandatory \$45.25 student activity fee.*

Contact the ASLCC president, staff secretary or the Student Activities Office if you would like to:

- serve on a college committee.
- form an organization.
- plan an activity.
- become involved in student government.
- make suggestions and express concerns.

*This fee is subject to change pending ASLCC elections.

Student Life and Leadership Development

Building 1, Room 206, 541.463.5336

The Student Life and Leadership Development office coordinates and supervises the following areas: Student Life Programs; Black Student Union, Latino Student Union, QSA, Native American Student Association, Phi Theta Kappa, and other student clubs and organizations; Associated Students of Lane Community College (ASLCC) including the ASLCC senate and staff, ASLCC Legal Services, Cultural Events and Programs, Recreational Sports, Oregon Student Association, and the Oregon Student Public Interest Research Group.

Student Life programs provide students with opportunities to develop and enhance leadership skills and gain experiences in administration, budget development, computers, programming, and communication through participation in ASLCC, committees, cultural programs, and workshops.

Active clubs vary from year to year and represent many student interests on campus. Students are encouraged to organize new clubs and special groups compatible with the spirit of the college community. Students interested in contacting specific clubs can stop by Student Life and Leadership Development and leave a note in the club's mailbox. Groups or individuals interested in forming clubs and organizations should contact the director of Student Life and Leadership Development or ASLCC.

The Student Life and Leadership Development office is open Monday - Thursday, 8 a.m.- 6 p.m. and Friday, 8 a.m.- 5 p.m.

Black Student Union, Building 1, Room 201, 541.463.5340

The Black Student Union (BSU) is a student-based organization focused on the cultural, social and academic needs of African-American students attending Lane. It seeks to build cultural and community bridges in the general context of the academic environment. The BSU is involved with the sponsorship of three campus/community events during the academic year: Kwanzaa, the Martin Luther King, Jr. Celebration, and Black History Month.

The BSU is open to all students, regardless of race, creed, color, religious affiliation, or sexual orientation. Membership in the BSU requires a commitment to the mission of the BSU. The BSU is committed to the development of cross-cultural ties with all groups on campus and in the community at-large. The faculty advisor for the BSU is Greg Evans.

Latino Student Union, Building 1, Room 201, 541.463.3236

The goal of the Latino Student Union (LSU) is to unite, educate and empower Chicano, Mexicano, Latino, Caribbean,

and Hispanic students attending Lane. LSU provides personal, social and academic support and encourages bicultural leadership skill development to serve the needs of the growing Latino community in Lane County. LSU assists with Lane's recruitment and outreach activities to high school students, including the Puertas Abiertas Leadership Academy. The faculty advisor for the LSU is Jim Garcia.

Queer Straight Alliance, Building 1, Room 206, 541.463.5331

Queer Straight Alliance (QSA) is dedicated to creating alliances between the local queer population and its straight allies. The primary objectives of the QSA include educating the college and community groups about homophobia, heterosexism, and queer experiences; raising awareness about anti-queer legislation at the state and local levels; providing a safe space for open discussions about sexuality and gender issues; and providing queer-positive outreach to local high schools and community organizations.

Native American Student Association, Building 1, Room 201A, 541.463.5238

The Native American Student Association (NASA) is an organization established to provide Native American students an environment which supports traditional cultural values and beliefs and academic achievement. NASA's priority is fostering a positive educational environment for Native American students while they are attending Lane. NASA assists all Native American students in maintaining contact with their tribal educational and financial departments, family, and the Bureau of Indian Affairs. Contacts are supported through the NASA faculty advisor and the network of Lane advisors. NASA openly welcomes all students at Lane to actively participate in NASA events and feel at ease to ask questions about tradition, heritage and the history of the Native American people. The Native American Student Advisor is James Florendo.

Phi Theta Kappa Honor Society, 541.463.5345

Phi Theta Kappa is the only honor society for students enrolled in two-year colleges. It originated in 1918 in Mississippi and has over 1,000 chapters which honor students' academic achievement in every discipline. The Sigma Zeta Chapter began at Lane in 1968 and is one of the oldest chapters in Oregon.

To join, students must currently be enrolled in a degree, certificate or transfer program, have completed 12 full-time or 18 part-time credits, have a GPA of 3.25 or better, and be recommended by two members of the faculty as being self-motivated and committed to excellence. There are one-time dues which are payable in several options.

Student Media

Denali, Building 18, Room 213, 541.463.5897

Denali is LCC's literary and visual arts magazine published once a year. Original poetry, prose, visual and graphic arts are accepted for evaluation by a student-run editorial board.

Students are employed to assist in editing and production of the magazine and can receive Cooperative Education credit in journalism, graphic design or media arts. Denali operates under

the guidelines of the LCC Media Commission and is distributed free of charge to Lane students and staff and to community members of Lane County.

Students wishing to submit copy or art, or become involved in any aspect of producing the magazine may contact Bill Woolum, adviser at 541.463.3398.

Students interested in earning Cooperative Education credit may contact Dorothy Wearne at 541.463.5656.

Torch, Building 18, Room 212, 541.463.5655

The Torch is an award-winning, student-produced, weekly campus newspaper with an average circulation of 4,000 copies. Published by authority of the Lane Community College Board of Education through the LCC Media Commission, it is an autonomous newspaper free from censorship by the college administration, faculty and student government.

The Torch serves three purposes: it provides news and information of importance and interest to Lane students and staff; it serves as a learning laboratory for students of journalism, graphic arts, photography, publication design, web design, and advertising; and it provides a communication channel for student commentary and debate. All Lane students may submit guest commentaries and letters for publication in the Torch.

Cooperative Education credit in journalism, graphic design, photography, web design, and media arts is available for students working on the Torch. Students interested in joining the Torch staff as writers, photographers or designers may contact Frank Ragulsky, news and editorial adviser, at 541.463.5654 or Dorothy Wearne, production adviser, at 541.463.5656.

Student Service Associates

Lane's Student Service Associate (SSA) program began in the early 1970's. Since that time, it has been a model for programs throughout the state. The SSA program was designed to improve and supplement regular Counseling Department service delivery through the use of peer mentors. SSAs bridge perceived gaps between staff and students, act as role models, and improve outreach and interaction with diverse student groups. SSAs assist student and community members in Counseling and Career Services and play an active role in orienting new students and promoting campus resources.

Interested students should inquire with Career and Employment Services, 541.463.5167, in March to learn about the application process for the upcoming academic year.

Student Snack Shack

Building 1, Second Floor, 541.463.5343

The student run snack shack is offered through Student Government and sells bagels, muffins, cold drinks, chips, water, fresh fruit, yogurt, coffee, etc. for students on a daily basis. Hours vary from 8 a.m.- 3 p.m. most days. Free coffee is offered every Wednesday.

Substance Abuse Prevention

The Recovery Center, Building 1, Room 226, 541.463.5178

The Recovery Center ("Recovering Sobriety, Recovering Culture") offers comprehensive and confidential substance abuse prevention services for students and staff. Services include information, referral and individual and group support, counseling about issues which affect students, staff and their families. Support groups are available to support recovery or simply to gain information on a variety of issues including alcohol and other drug abuse, smoking cessation, eating issues, parenting, co-dependency, and related problems. The center suggests a wide variety of choices based on each individual's circumstances. The center does not advocate any particular program of recovery or self-help, other than what works.

The Recovery Center facilitates the formation of student-run support groups on topical issues such as Narcotics Anonymous and Alcoholics Anonymous. While these meetings are listed in the community as open meetings, they are facilitated by Lane students and therefore are subject to time changes from term to term. They are not held during finals week and school breaks.

All services are open to currently enrolled Lane Community College students (and their families) in credit, Adult Basic and Secondary Education, and Workforce Development classes. There is no cost to students or their families. Most services are provided by professionally trained staff. Information and referral services are provided by trained volunteers and students.

All services provided are confidential. Information is not released without student permission, except upon court order. Office hours for fall, winter and spring terms are 9 a.m. to 5 p.m., Monday through Friday. The center is closed summer term.

For more information, e-mail: harrism@lanecc.edu or call the center or visit lanecc.edu/stuser/subabus.htm.

Sustainability

Lane's commitment to sustainability is best summarized by its sustainability core value of:

- Integrating practices that support and improve the health of systems that sustain life.
- Providing an interdisciplinary learning environment that builds understanding of sustainable ecological, social, and economic systems, concern for environmental justice, and the competence to act on such knowledge.
- Equipping and encouraging all students and staff to participate actively in building a socially diverse, just, and sustainable society, while cultivating connections to local, regional, and global communities.

Lane has many degree programs, classes, and extra curricular activities related to sustainability. Sustainability Associate of Applied Science degrees are:

- Energy Management Technician
- Renewable Energy Technician Option
- Resource Conservation Manager Option
- Sustainability Coordinator
- Water Conservation Technician

Lane also has a transfer plan for those pursuing an AAOT and interested in sustainability. For more information on this

transfer plan, see page 162 or

lanecc.edu/collegecatalog/documents/SCSsustainability.pdf.

Extra-curricular activities include several student clubs:

- Global Health-Power to Change, Contact: Susie Cousar at 541.463.5271 or cousars@lanecc.edu
- Green Chemistry Club, Contact: John Thompson at 541.463.5199 or thompsonj@lanecc.edu
- Learning Garden Club, Contact: Rosie Sweetman at 541.463.5899 or sweetmanr@lanecc.edu
- Oregon Student Public Interest Research Group, Contact: 541.463.5166 or ospirg@lanecc.edu

To find out about current sustainability events and to learn more about sustainability at Lane visit the website at lanecc.edu/sustainability.

Titan Store (Bookstore)

Center Building, Third Floor, 541.463.5256 titanstore.lanecc.edu.

The Titan Store carries course materials, including textbooks, general books, art supplies, computer hardware and software. Students may also purchase clothing, gifts and school supplies at the Titan Store. Course materials may be purchased online at titanstore.lanecc.edu.

The Titan Store is open Monday - Thursday, 8 a.m.-5 p.m. and Friday, 9 a.m.-4:30 p.m. The college is closed Fridays during summer term. The store is open extended hours the first week of fall, winter and spring terms and during Book BuyBack.

TRiO Programs

Building 1, Room 219, 541.463.3131, lanecc.edu/trio/

TRiO STEM (Science/Technology/Engineering/Math)

Building 12, Room 120A, 541.463.3137

TRiO programs at Lane Community College help students succeed. These federally funded programs have the goal of helping students stay in school and successfully graduate from Lane Community College and/or transfer to a four-year institution. The services provided to eligible students assist in meeting varied challenges of college life and are free of charge. TRiO staff are available to assist students individually with their concerns.

TRiO offers advice, support and encouragement to students; individual and small group tutoring with emphasis in math, science, writing, and computers; computer lab; academic advising; personal and career counseling; information and referral to services on and off campus; mentoring; cultural enrichment activities; study groups; special workshops and classes; assistance with transfer planning; and visits to Oregon four-year colleges and universities.

Eligibility

The following criteria must be met to qualify for TRiO.

- enrollment or acceptance for enrollment at Lane Community College.
- working toward a degree at Lane, or planning to transfer to a four-year college or university within three years of enrollment, and have a need for academic support.

- U.S. citizen or registered permanent resident.
- one or more of the following applies:
 - neither parent received a four-year degree
 - qualify for financial aid or meet financial need guidelines
 - have a documented disability that interferes with education

Tutoring Services

lanecc.edu/tutor/

Tutoring Services coordinates free drop-in tutoring in many subject areas and centers on main campus. All tutoring is free to currently enrolled Lane students and provides one-on-one assistance in academic endeavors. **Tutors will** clarify information presented in class or textbooks, help students learn how to think about concepts in courses, engage in discussing ways to work problems, help with effective ways to study and learn, and offer support and encouragement. **Tutors will not** complete a student's homework, edit papers, help with take-home tests, rescue, or do problems without direct student involvement and critical thinking in the process of learning. Students are expected to take responsibility for their own learning, but tutors can empathize with the difficulty of a subject and offer coaching and guidance to make the process easier. For assistance in specific areas, visit the tutoring centers listed below. For general questions, contact Liz Coleman, Tutoring Services Coordinator by phone at 541.463.5783, email at colemanl@lanecc.edu or come to Tutor Central in the Center Building, Room 208.

Tutor Central, Center Building, Room 210, 541.463.5282 (Liz Coleman) lanecc.edu/tutor/tutorcent.htm

Open fall, winter and spring terms. Tutor schedules are posted on the front table. This is a great place to study independently with easy access to tutors in the following subjects:

- Academic Learning Skills
- Computer Skills (CS 120 and CIS 101, Tutor Central, Room 205)
- Math 10
- Psychology
- Speech, Voice and Articulation
- Writing Center (help with papers from any class)
- Quiet study room (Tutor Central, Room 206)
- Group study rooms (Tutor Central, Rooms 209, 214)

Business Lab, Building 19, Room 249, 541.463.5765 (Judy Boozer)

The Business Lab provides assistance in Accounting and Business courses. Hours are posted on the door.

CIT Computer Lab, Building 19, Room 135A, 541.463.5463 (Pam Dodson)

The Computer Information Technology Department has tutoring available for all students enrolled in classes that use the lab. Tutors are advanced majors in the field of computing.

Math Resource Rooms, MTH 10 - MTH 97, Building 16, Room 169, 541.463.5399; MTH 105 and up, Building 16, Room 177, 541.463.5407 (Robert Thompson)

Peer and professional tutors are available. math.lanecc.edu/math/mrc.html

Music Lab, Building 6, Room 125, 541.463.5649
(Alberto Redondo)

Assistance is available for music theory, fundamentals, literature, history, and electronic music.
lanecc.edu/perarts/music/lab.htm

Science Resource Center, Building 16, Room 193,
541.463.5041 (Star Glass)

Drop-in tutoring, microscopes, models, textbooks, and a computer tutorial for anatomy and physiology are available. Also, go to lanecc.edu/science/src/

Adult Basic and Secondary Education

The ABSE Volunteer Tutor program provides individual and small group tutoring for adult students in Basic Skills, GED, and English as a Second Language. The program has been in existence since the mid 1980's and is located at the Lane Community College Downtown Center. Volunteers are trained in a free 12 hour workshop and may tutor students at any of our campus locations and outreach sites. Tutors can work one-on-one, with small groups, and as classroom assistants in the areas of reading, writing, grammar, conversation, math computers, American culture, and citizenship. To become a tutor, please contact Amy Gaudia at 541.463.5919. Basic information can be found lanecc.edu/volunteertutor/. If you need a tutor, please ask your instructor to help you submit the Tutor Request form.

VA Educational Benefits

Building 1, Room 207, 541.463.5663 lanecc.edu/va

Programs at Lane Community College are approved by the Oregon Department of Education State Approving Agency as a qualified training institution for students eligible for Veterans' Administration education benefits. All applications for federal VA educational benefits and enrollment certifications are processed through the VA Regional Office in Muskogee, OK. To confirm your eligibility for VA benefits, contact: Veterans Administration Regional Office, P. O. Box 8888, Muskogee, OK 74402-8888, 1-888-442-4551, 1 0, gibill.va.gov

For determination of eligibility to collect VA educational benefits go to: lanecc.edu/va/

New Enrollments Students who have never applied for VA benefits should call 541.463.5663 or email jones@lanecc.edu prior to visiting the Veterans Office to find out what paperwork or information will be needed. The VA takes up to six weeks to process the initial paperwork on a first-time award.

Electronic Certification Enrollment Certifications for students who previously have used VA educational benefits, as well as subsequent changes in enrollment, will be submitted to the VA via Electronic Certification. Awards and/or changes usually are processed within four to five weeks.

Credit Load/Payment For payment purposes, during a standard term, 12 credits is considered full-time, 9-11 credits is three-quarter-time, 6-8 credits is half-time. If a student registers for less than half-time, the student only receives tuition reimbursement, plus registration fees (not to exceed one-

quarter-time) for the entire term. For non-standard terms, VA benefits are paid at an accelerated rate. Contact the Veterans Office for clarification of this policy.

Program of Study Students using VA educational benefits must be enrolled in an approved degree or certificate program and only courses applicable toward the degree or certificate and their prerequisites can be certified for VA payment.

Academic Standards Students using VA educational benefits will be required to follow all Lane's GPA requirements in accordance with the Academic Standards outlined in this catalog. Each student applying for VA educational benefits will receive a copy of the Standards of Academic Progress for Using VA Benefits at the time of initial certification. These standards apply to all eligible persons using educational benefits administered by the VA.

Unsatisfactory Progress The Veterans' Administration will be notified if a student fails to meet the minimum standards of academic progress for three consecutive terms, or receives all "F", "NC," or "NP" grades in any one term, in accordance with Lane's procedures for academic standards. In order to have VA educational benefits reinstated after unsatisfactory progress, a student must satisfactorily complete a subsequent term. The student will be reimbursed retroactively by the VA after completion of a successful term.

Schedule Changes, Drops and Adds

Within Drop Period If courses are dropped any time during the first four weeks of the term, the student is paid at the previous rate up to the date the course is dropped.

After Drop Period The VA allows a student to withdraw up to six credits one time only after the fourth week of the term and assumes that there are mitigating circumstances; hence, benefits will be paid at the previous rate until the date the course(s) is dropped. Outside of this one-time, six credit exclusion to the "mitigating circumstances" rule, unless mitigating circumstances are submitted and accepted by the VA, any reduction in credit load after the fourth week of the term will result in an overpayment retroactive back to the first day of the term. If there are "mitigating circumstances" involved in the reduction of credits, documentation and a statement by the student must be submitted to the Veterans Office to be forwarded to the VA for determining any overpayment.

Prior Credits (Transcripts) Students applying for Veterans' benefits at Lane who have received college credits prior to entry at Lane—either using VA educational benefits or not—must provide transcripts to Lane. Unless all transcripts are submitted to Lane during the student's first three terms of enrollment, subsequent enrollment periods cannot be certified.

Supplemental Information

- Students may not repeat any classes previously passed.
- Students will be paid for only those specific courses required in their declared major and any prerequisites.
- If a passing grade was not received in a program's required course, excluding electives, it can be repeated once again for VA payment.
- In order for a student to take prerequisites for major requirements for VA payment in math and writing, testing results from Testing Services must indicate they are necessary.

Veterans' Services

Lane's Integration of Vets in Education (LIVE)

Building 1, Room 215, 541.463.5497

The LIVE program is designed to engage student veterans more fully in their learning experience, while at the same time assisting them with their transition to college. LIVE provides student veterans with support services tailored to their specific needs such as: academic and career advising, peer-to-peer mentoring, access to a campus veteran service officer for VA-related support, and a computer support area. In addition, LIVE offers three Career and Guidance courses (CG 151, 152, 153) that focus on student veteran issues.

All veterans and family members are welcome.

Web Access

- Check Lane's home page for the latest information about Lane. (lanec.edu)
- Choose "myLane" for class registration (add or drop), view your account, pay your bill, view your class schedule, request a transcript, view term grades, check your financial aid status and review important myLane announcements.
- Choose "Student Services" for information about dozens of services including academic and student support, admissions, advising, health and safety, technology and more. (lanec.edu/stuser/stuser.htm)
- The Counseling Department homepage provides information about academic advising and counseling services, including a list of staff pages with pictures, office location, e-mail addresses and more. (lanec.edu/counseling/academicadvising.html)
- Choose "AskLane" to ask questions about processes related to attending Lane. (lanec.edu)

Women's Program

Building 1, Room 202, 541.463.5353, lanec.edu/wp

The Women's Program provides integrated, comprehensive services and programs for women and a variety of gender equity activities and projects. The program ensures that women students have access to programs and services tailored to their needs and that the campus climate is sensitive to gender issues. Major program components include the Women's Center, Women in Transition, Career Technical Education advising, and Transiciones.

Mission Statement The mission of the Women's Program is to provide an educational environment where women are empowered to improve their lives.

Purpose The Women's Program:

- focuses on women's strengths and capacities.
- offers women of diverse backgrounds opportunities to create community and pursue education and life goals.
- promotes the college's ability to build and sustain a welcoming and supportive learning environment for women and create gender equity throughout the college community.
- offers programs, advocacy, information, classes, advising, support services, counseling and referral, and maintains and strengthens relationships with the community.

Women's Center The Women's Center acts as a supportive entry point to the college as well as providing services to assist women to stay in school. The center provides information, resource and referral, crisis intervention, advocacy, advising, and individual support. The center maintains bulletin boards on upcoming events and groups, has computer stations for students, has a library focused on women's and gender issues, and a lounge area with coffee and tea. Both drop-in services and individual appointments are available.

Women in Transition Women in Transition empowers women in transition to become economically self-sufficient and improve their lives through access to education. The program forms a learning community that includes:

- one-term, seven-credit core classes focusing on life/career planning, decision making/goal setting, self-exploration, and esteem-building
- optional classes in effective learning, math, writing, college success, physical education, and computer skills
- limited assistance with tuition and books
- individual and small group advising
- follow-up services
- evening and online Transitions classes offered most terms
- a follow-up Life Transitions 2 class

Transiciones Transiciones is a life and career-planning program for Spanish speaking women who wish to explore their self-esteem, educational options, financial assistance for school, and community resources. The program offers career and life courses, academic advising, workshops, and computer courses in Spanish. For more information, please call 541.463.3253.

Transiciones es un programa de plantación de vida y carrera para Latinas que desean explorar su auto-estima, opciones en educación, ayuda financiera para los estudios, y recursos comunitarios. El programa ofrece cursos en planificación de vida, carrera, y computación, conserjería académica, y talleres. Para mas información llama a 541.463.3253.

Career and Technical Education Advising The Career and Technical Education advisor assists Women in Transition and Transiciones students in exploring the CTE programs offered at Lane. The advisor provides information, advising, group activities, workshops and other experiences that will assist students as they learn about one- and two-year training programs and other avenues to high-wage, high-demand employment.

Other activities of the Women's Program include working with departments to develop classes and services which meet women's needs, organizing workshops and events, providing leadership on gender equity issues and assisting with sexual harassment and gender based complaints.