

## Credit Student Admissions and Registration

### Who May Enroll in Lane Credit Classes

**Students over age 18** Anyone who is at least 18 years of age may enroll in Lane credit classes. A high school diploma is not required. Students planning to use financial aid to attend Lane who do not have a high school diploma, a GED certificate, completed home schooling at the secondary level, or have satisfactorily completed six credits that apply toward an eligible program at Lane must take and pass an Ability to Benefit test. For more information, contact Testing Services 541.463.5324.

**Students under age 18** Anyone under age 18 must be a high school graduate or follow one of the procedures listed below in order to enroll in credit classes at Lane.

- Students who have not graduated and who are not enrolled in high school must have a GED certificate to enroll in credit classes at Lane.
- Students who are under the age of 18 at the time they are applying to Lane to become a credit student, need to complete the on-line admissions application process at [lanecc.edu/es/admissions.html](http://lanecc.edu/es/admissions.html). To finalize the admissions process students under the age of 18 without a high school diploma must complete and submit to Enrollment and Student Financial Services the "Student/Parent-Guardian Consent Signature" form included in the on-line admissions process. Students attending Lane under the age of 18 will not be considered as regularly admitted students until they reach the age of 18 or they have demonstrated that a high school diploma has been earned.

Information about Lane's noncredit and Adult Basic and Secondary Education programs is in the Community Education section of this catalog.

**Residency** More information about residency, including tuition rates and documentation requirements, is provided in the Tuition, Financial Aid and Payment section. Briefly,

Students are considered In-District\* if they

- have maintained a permanent residency within the college district for at least 90 continuous days prior to the first day of the term.

\*In-District includes Lane County, the Monroe Elementary District, and the Harrisburg Union High School District.

Students are considered In-State (out-of-district) if they

- have maintained a permanent residency within the state for at least 90 continuous days prior to the first day of the term.

Students who are In-District, In-State or permanent residents of Washington, Idaho, Nevada, or California pay In-State tuition at Lane.

Please be aware that being designated as an Oregon resident at Lane Community College does not guarantee the same status with any other two-year or four-year institutions, both within and outside the state of Oregon. It is vital that you review the residency requirements at all institutions to understand their in-state residency requirements

### Admissions

The admissions process at Lane is very easy. Simply complete the Admissions Process on-line at [lanecc.edu](http://lanecc.edu), click on "Apply Now!".

### International Student Admissions

Building 11, Room 243, 541.463.3404

International students on F-1 student visas are welcome at Lane. We welcome students from over 30 countries each term and are excited to be a part of their education.

For admission to Lane, you will need to complete the online application, submit a copy of your passport, financial certification and official bank statement and complete the processing fee. If you wish to be admitted directly to credit level classes you will need these additional documents: copies of transcripts from any colleges or universities or high schools, acceptable scores on the TOEFL (475 PBT, 153 CBT, 53 iBT) or an IELTS score of 5.5 or STEP Eiken pre-first grade.

All students will take the Accuplacer placement test regardless of TOEFL or other test score and if they cannot qualify for credit classes will have the option of IESL. Upon completing IESL students will be eligible to take the Accuplacer placement test and begin taking credit courses without the TOEFL test.

International Student Admission Application deadlines are August 1, November 1, February 1, and May 1. College major and International English as a Second Language students are admitted for fall, winter and spring terms. Summer term is a vacation term for college major students. However, new International English as a Second Language students are admitted for summer term.

All international students at Lane must attend a mandatory orientation prior to the beginning of term. Because all international students are required to follow SEVIS immigration rules, International Programs requires a 10-hour noncredit class for new international students to help them learn and understand these rules.

For students transferring to Lane from another college, university or language institute in the USA, you will need to have at least a 2.0 GPA and be eligible to return to be admitted to the regular program. If you have less than a 2.0 GPA or are not eligible to return, you will need to enroll in the Success Program for International Students. All students must be in good status with SEVIS and must not have a terminated I-20. If students have a terminated I-20, they are not eligible for transfer to Lane.

For more specific information, contact the International Admissions Advisor at 541.463.3404, Lane Community College, 4000 East 30th Avenue, Eugene, Oregon 97405-0640, or email at [internationaladvisor@lanecc.edu](mailto:internationaladvisor@lanecc.edu). The international application is an online process and includes an application processing fee. Go to [lanecc.edu](http://lanecc.edu) to apply. Click on "Help for Students" and "Admission", but be sure to choose "International Admissions".

The International Program offers special services and activities that assist international students in succeeding at the college. See page 29. See page 252 for information about Lane's International English as a Second Language program.

## Transferring Credit to Lane

The amount of credit transferred depends upon the nature of the student's college work, which is evaluated according to the academic requirements of Lane Community College. Official transcripts and other transfer documents are accepted from students admitted to Lane.

Once Lane receives a student's official transcript from another school, it becomes the property of Lane Community College and is subject to federal law, The Family Education Rights and Privacy Act (FERPA). A student may view the transcripts but Lane cannot release a copy back to the student. It is suggested that students order an unofficial copy for personal use. See Procedures and Policies, page 53.

More information is available on Lane's transfer practices at [lanecc.edu](http://lanecc.edu), click on [Help For Students](#) and [Transferring Credits](#).

## Programs with Special Admission Procedures

Each of the following programs has special admission procedures. Students must be officially admitted to these programs. Contact the Health Professions Application Center for more information [hpapplicationcenter@lanecc.edu](mailto:hpapplicationcenter@lanecc.edu). Admission Packets are available on Lane's website, [lanecc.edu](http://lanecc.edu).

|  |                           |
|--|---------------------------|
| Associate Degree Nursing               | Practical Nursing         |
| Dental Hygiene                         | Dental Assisting          |
| Emergency Medical Technology/Paramedic | Health Records Technology |
| Physical Therapist Assistant           | Medical Office Assistant  |
|  | Respiratory Care          |

The programs listed below are limited enrollment requiring that the program be listed as the major or requiring a special application for acceptance listing as the major. Contact the sponsoring department for information:

|   |              |
|---|--------------|
| Apprenticeship Trades .....                         | 541.463.5843 |
| Automotive Technology .....                         | 541.463.5380 |
| Culinary Arts and Food Service Management .....     | 541.463.5378 |
| Hospitality Management .....                        | 541.463.5378 |
| Early Childhood Education .....                     | 541.463.5617 |
| Employment Skills Training .....                    | 541.463.5078 |
| Energy Management: Renewable Energy Technician..... | 541.463.5446 |
| Energy Management Technician .....                  | 541.463.5446 |
| Exercise and Movement Science.....                  | 541.463.5545 |
| Flight Technology .....                             | 541.463.4195 |
| Graphic Design (the second year) .....              | 541.463.5409 |
| Occupational Skills.....                            | 541.463.5203 |

## Physical Exams and Immunizations

Some academic programs and student activities such as varsity sports have special requirements for physical exams and immunizations. Students can get specific information from the sponsoring department.

## Registering for Classes

### Advance Registration

Students who attended any credit class during the prior academic year may participate in Advanced Registration. Students attend an Advance Registration Advising Session with an assigned counselor or advisor for assistance in selecting courses and planning a schedule. Advising sessions are offered each term, and a schedule of sessions is available in Counseling.

Advance Registration students must pay current term balance in full by midnight two business days prior to first day of student registration for subsequent term. Failure to do so will result in cancellation of advance registration.

### Schedule Changes

Students may add and drop full-term classes through the eighth week of the term using myLane. Schedule changes could result in additional tuition and fees.

Some classes require the instructor's consent to enroll. myLane will inform students of this requirement when attempting registration.

Increasing the number of credits for a variable credit class can be processed using myLane through the last week of regular classes, prior to the beginning of finals week. Additional tuition and applicable fees will be charged to the student's account, and payment policies will apply.

### Refunds

Tuition is not prorated. Students who drop a class and meet the refund deadline of Sunday midnight, the first week of the term for classes that meet 11 weeks will be refunded all of the tuition. Students who drop after this deadline will not receive a refund. More information about the refund process is provided in the tuition section of this catalog.

