

# Oregon Transfer Module

## **A state-approved Transcription Notation (not a degree or certificate)**

For students who intend to transfer within Oregon, the Oregon Transfer Module offers a program of general education requirements and elective credits accepted statewide, and ensures sophomore status for registration purposes.

Any student holding an Oregon Transfer Module that conforms to the guidelines below will have met the requirements for the Transfer Module at any Oregon community college or institution in the Oregon University System. Upon transfer, the receiving institution may specify additional course work that is required for a major or for degree requirements or to make up the difference between the Transfer Module and the institution's total General Education requirements. Oregon Transfer Module credits also may not match program requirements in the receiving school—students are encouraged to meet with a counselor or advisor for planning their courses. The Oregon Transfer Module includes 45 credits of course work, equivalent to 3 academic quarters.

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## **I. Foundational Skills:**

Note: Foundational Skills are open to demonstration of proficiency. For information on waiver testing or credit for prior learning, contact a counselor or advisor.

**Writing** – Two courses of college-level composition (WR 121, WR 122, WR 123, or WR 227)

**Oral Communications** – One course of fundamentals of speech or communication (SP 100, SP 111 or SP 112)

**Mathematics** – One course of college-level mathematics, for which at least MATH 095 is a prerequisite (MTH 105 or higher)

## **II. Discipline Studies:** (must be at least 3 credits each)

**Arts and Letters** – 3 courses from approved list, page 42

**Social Sciences** – 3 courses from approved list, pages 42-43

**Science/Math/Computer Science** – 3 courses from the approved list on pages 43-44 including at least one biological or physical science with a lab

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## **III. Additional Requirements:**

**Electives** – As required to bring the total credits to 45. Courses must be from the Introduction to Disciplines areas (Arts and Letters, Social Sciences, or Science/Math/Computer Science). No developmental courses may be used.

**Grades** – All courses must have a grade of “C-” or better. Students must have a minimum cumulative GPA of 2.0 at the time the module is posted to the students transcript.

**Developmental Courses** – Courses that are designed to prepare students for college transfer courses are not applicable to the Oregon Transfer Module.

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## **Notes and Limitations**

When choosing courses in science and mathematics, students/advisors should check specific requirements at receiving schools. Courses that include a lab component, or that deal with specific subjects, may be required for majors or degrees.

All Oregon community colleges and Oregon University System institutions will offer students the opportunity to complete an Oregon Transfer Module and the OTM designation will be posted on the transcript by the issuing institution upon request. Regionally accredited private colleges and universities within the state may also offer and issue Transfer Modules, which will be accepted at any Oregon public college or university.

## Transfer

Lane Community College offers courses for students who wish to pursue a four-year degree at a public or private college or university. A student who attends Lane can complete lower division general education requirements of the four-year colleges and begin work on the requirements for a specific major. The advantages of beginning college studies at Lane include small classes, lower costs, individual help from instructors, and an opportunity to improve writing, reading, math, and study skills.

### Planning to Transfer

General education and graduation requirements for specific majors vary among colleges and universities.

Lane's Counseling and Advising Center is a complete resource for students who plan to transfer credit from Lane. The center has information on colleges and universities and the degree programs they offer. Counselors and advisors are available to help students with academic planning to ensure that course work is appropriate for programs at the four-year colleges they plan to attend. In addition, Counseling offers several transfer workshops each term to help students obtain up-to-date transfer information.

Planning is important because it helps students prepare for further studies in their programs. For instance, it may be important that a student begin mathematics studies as early as possible. For certain majors, students need to be attending the four-year school after the first year of study because specific major requirements are part of the second-year curriculum. Students who have taken advantage of Lane's advising opportunities have a smooth transfer process and continue on to complete their bachelor's degrees. Students have eight choices for transfer planning:

**Second Language Requirement for Admission** For transfer students graduating from high school in 1997 and thereafter, the Oregon University System has a second language admission requirement: two terms of a college-level second language with an average grade of C- or above, OR two years of the same high school-level second language with an average grade of C- or above, OR satisfactory performance on an approved second language proficiency. Demonstrated proficiency in American Sign Language meets this second language admission requirement.

**Direct Transfer** This option is for any student who has selected a transfer school, major and degree and who wishes to satisfy the specific requirements for that college or university. It is especially important that a student who chooses this option works closely with a counselor or advisor at Lane.

It is the responsibility of students to learn the program requirements of their intended transfer school. Students should periodically contact Counseling for academic advising and to learn of any possible changes in a program.

**Dual Enrollment Program/Lane Community College and University of Oregon** Students may take advantage of this agreement between the two institutions to take classes concurrently. Students must be admitted to both institutions and complete an additional application insert that is available at

the Admissions Office at the UO and in the Counseling/Advising Center at Lane.

Dual Enrollment admission will allow students to use financial aid to take courses at both campuses. For students with 0-89 eligible credits, the financial aid award is administered by Lane; for students with 90 or more eligible credits, the financial aid award is administered by the University of Oregon.

**Degree Partnership Program (DPP)/Lane Community College and Oregon State University** Students can be Jointly admitted and enrolled at Lane and OSU. Students must be admitted to both institutions and complete an additional application for DPP available through OSU.

DPP will allow students to use financial aid to take courses at both campuses. For students with 0-89 eligible credits, the financial aid reward is administered by Lane; for students with 90 or more eligible credits, the financial aid is administered by OSU.

**Oregon Transfer Module (OTM)** For students intending to transfer within a year to an Oregon University System Institution, this transcript notation ensures the 45 credits of specific general education requirements and electives will be accepted at any state institution, and ensures sophomore status for registration purposes. Upon transfer, the receiving institution may specify additional course work required for a major or for degree requirements or to make up the difference between the Transfer Module and the institution's total General Education requirements.

**Associate of Arts: Oregon Transfer Degree (AAOT)** This degree is designed for students who wish to obtain an associate of arts degree and want the flexibility to attend any school in the Oregon University System. Institutions in the Oregon University System accept the associate of arts Oregon transfer degree to meet that university's lower division general education requirements. (See the AAOT degree requirements on page 40.) A student selecting this transfer option still must meet that university's grade point average admission requirement and complete the coursework required for a major and degree with junior standing.

The principal advantage of the AAOT is that it fulfills the lower division (freshman/sophomore) General Education requirements for Baccalaureate degrees at all OUS institutions. It does not necessarily meet all of the degree requirements that an OUS institution might have beyond the requirements for majors. The AAOT guarantees that all general education credits that a student earned will be accepted as the general education requirements at the receiving institution.

In some cases, students may also be able to use AAOT General Education courses to meet certain lower-division requirements in their intended majors. Here, caution is required, however, since the AAOT degree was not intended for this purpose. Students who have a major in mind, and also want to maximize the amount of AAOT coursework that will count toward it, should work closely with an academic adviser and make use of

the ATLAS system when designing their AAOT degrees.

General transfer information is available at:

[ous.edu/stucoun/prospstu/transfer.php](https://www.ous.edu/stucoun/prospstu/transfer.php)

For students intending to become teachers, specific recommendations on structuring their AAOT degrees are given at: How to become an Oregon Teacher,

[ous.edu/programs/teached/files/AdvisingGuide2008Final.pdf](https://www.ous.edu/programs/teached/files/AdvisingGuide2008Final.pdf)

Because the amount of coursework required for an AAOT degree corresponds to 2 academic years, degree recipients are considered juniors for purposes of registration at an Oregon University System institution. Students should keep in mind, however, that the AAOT does not guarantee that 2 additional years will suffice to earn a Baccalaureate degree. That is because the AAOT does not give students junior standing in their majors. Neither does it guarantee entrance into a competitive major. Students may need to take additional introductory work to prepare for certain majors and should check with an advisor regarding availability at their local community colleges. In addition, it's not uncommon for students to change their majors and find that they must go back and take introductory work in the new area.

Students and academic advisers should recognize that although the AAOT provides an excellent structure for many students -- particularly, those who are unsure of their primary academic focus -- it is not ideal for everyone. Students contemplating certain majors cannot easily accommodate their highly-specific pre-requisite coursework into the AAOT framework. In general, an AAOT recipient who is pursuing any course of study that is credit-heavy at the major lower division level may have to take additional lower-division coursework, specifically for the major. Students contemplating such majors should consult closely with an advisor.

#### **Associate of Science Oregon Transfer: Business (ASOT: Bus)**

For students who intend to transfer to an Oregon University System institution, this degree offers business-focused general education requirements and electives. Students who meet the transfer institution's admission requirements and transfer to an Oregon University System with this degree are guaranteed to have met that institution's lower-division general education requirements. They will have junior status for registration purposes.

**Associate of Science (AS) (Transfer)** For some transfer majors, this degree best matches pre-major requirements of specific colleges or universities. Requirements include a rigorous general education program balanced with electives. However, this degree does not carry the same transfer guarantees of meeting all lower-division general education requirements as the OTM, AAOT, or ASOT: Business described above. It does not ensure junior status upon transfer to a state four-year institution. Students seeking this degree must work closely with advisors at Lane and the intended transfer institution to determine which courses best match plans for transfer majors.

**Associate of General Studies (AGS) (Transfer)** For students not pursuing specific transfer or professional programs, this degree provides an alternative to meet individual goals,

including general education and elective transfer or career and technical coursework. However, this degree does not carry the same transfer guarantees of meeting all lower-division general education requirements as the OTM, AAOT, or ASOT:

Business described above. It does not ensure junior status upon transfer to a state four-year institution.

#### **Degrees**

For information about degrees and limitations, see pages 38-40.

**Transfer Majors** Students can begin preparing for many careers at Lane. The following is a list of majors and the counselor/advisor for Lane courses that may transfer to a university in the Oregon University System. (Not all majors are offered at every university.)

<b>Major</b>	<b>Counselor/Academic Advisor</b>
Agriculture .....	Debby Ganser/Gerry Meenaghan
Anthropology .....	Anthony Hampton/Cindy Lott
Architecture .....	Christina Salter
Area and Ethnic Studies .....	Anthony Hampton/Cindy Lott
Art .....	Christina Salter
Biology .....	Debby Ganser/Gerry Meenaghan
Business Administration .....	Marva Solomon/Deb Hupcey
Chemistry.....	Debby Ganser/Gerry Meenaghan
Computer and Information Sciences.....	Debby Ganser/Gerry Meenaghan
Criminal Justice .....	Anthony Hampton/Cindy Lott
Dance .....	Christina Salter
Dental Hygiene.....	See Counseling Dept.
Dentistry.....	Debby Ganser/Gerry Meenaghan
Drama, see Theatre Arts	
Economics .....	Anthony Hampton/Cindy Lott
Elementary Education .....	Marva Solomon/Deb Hupcey
Engineering; Engineering Tech. ....	Debby Ganser/Gerry Meenaghan
English .....	Anthony Hampton/Cindy Lott
Environmental Sciences.....	Debby Ganser/Gerry Meenaghan
Exercise Sci/Movement.....	See Counseling Dept.
Foreign Languages.....	Anthony Hampton/Cindy Lott
Forestry .....	Debby Ganser/Gerry Meenaghan
General Physical Science .....	Debby Ganser/Gerry Meenaghan
General Social Science .....	Anthony Hampton/Cindy Lott
Geographic Information Science.....	Anthony Hampton/Cindy Lott
Geography.....	Anthony Hampton/Cindy Lott
Geology.....	Debby Ganser/Gerry Meenaghan
Health and Health Education; Health Care Administration.....	See Counseling Dept.
History.....	Anthony Hampton/Cindy Lott
Home Economics.....	See Counseling Dept.
Hotel, Restaurant and Tourism Management.....	Carolyn Litty/Claudia Riumallo
Journalism.....	Christina Salter
Law (pre-professional) .....	Anthony Hampton/Cindy Lott
Life Sciences (biology, botany, zoology) Debby Ganser/Gerry Meenaghan	
Literature (English) .....	Anthony Hampton/Cindy Lott
Mathematics .....	Debby Ganser/Gerry Meenaghan
Medicine (pre-professional).....	Debby Ganser/Gerry Meenaghan
Medical Technology (pre-professional) .....	Debby Ganser/Gerry Meenaghan
Music.....	Christina Salter
Nursing (four-year degree).....	See Counseling Department
Occupational Therapy (pre-professional) .....	Debby Ganser/Gerry Meenaghan
Performing Arts (dance, music, theatre).....	Christina Salter
Pharmacy (pre-professional) .....	Debby Ganser/Gerry Meenaghan
Philosophy.....	Anthony Hampton/Cindy Lott
Physical Education.....	See Counseling Dept.

Physical Therapy (pre-professional program) .....	Debby Ganser/Gerry Meenaghan
Physics .....	Debby Ganser/Gerry Meenaghan
Political Science .....	Anthony Hampton/Cindy Lott
Psychology .....	Anthony Hampton/Cindy Lott
Public Administration.....	Anthony Hampton/Cindy Lott
Recreation.....	See Counseling Dept.
Religion.....	Anthony Hampton/Cindy Lott
Secondary Education .....	Counseling Staff
Social Science .....	Anthony Hampton/Cindy Lott
Sociology.....	Anthony Hampton/Cindy Lott
Speech .....	Anthony Hampton/Cindy Lott
Sustainability.....	Carolyn Litty/Claudia Riumallo
Theatre Arts.....	Christina Salter
Veterinary Medicine (pre-professional program) .....	Debby Ganser/Gerry Meenaghan

**Transfer Hotline** If a student has a problem in transferring classes to a college or university, the student should first try to resolve it with his or her advisor. If the problem cannot be

solved at that point, the student may call the Transfer Problem Hotline at the Oregon Department of Education for additional help. The hotline number is 541.378.8609.

**Counselors for “Undeclared” Students** A counselor is assigned to each academic department and to each student who is undecided about or is exploring a major. Students can receive guidance in taking initial courses, using career center resources, and setting educational goals.

A list of counselors for students who are undecided is located in Counseling. Students can make an appointment with a counselor at the appointment desk in Counseling or by calling 541.463.3200. Or, students may drop in without an appointment during the counselor’s office hours. Counselor schedules for each term are posted in Counseling, and on the door to the counselor’s office.

## Career and Technical Programs

The career and technical programs described on the following pages appear in alphabetical order on the list below. Curriculum requirements are listed for each program and descriptions of required and elective courses can be found in the Course Descriptions section of this catalog. Curriculum information for Lane programs is updated annually. The most current information is available from a Lane counselor/advisor or the department offering a particular program. Current counselors/ advisors for each program are listed with each program.

Depending on the career and technical program in which they are enrolled, students can earn a two-year Associate of Applied Science degree or a one- or two-year certificate of completion.

Lane offers noncredit opportunities for career training and continuing education. These are described on page 251.

The notations next to each program indicate the following:

AAS—Two-year Associate of Applied Science Degree Program

1-yr cert—One-year Certificate of Completion Program

2-yr cert—Two-year Certificate of Completion Program

CPC—Career Pathways Certificate

Accounting (AAS).....	Marva Solomon/Deb Hupcey
Accounting Clerk (CPC) .....	Marva Solomon/Deb Hupcey
Payroll Clerk (CPC) .....	Marva Solomon/Deb Hupcey
Administrative (AAS).....	Marva Solomon/Deb Hupcey
Legal Office Skills (CPC).....	Marva Solomon/Deb Hupcey
Office Software Specialist (CPC) .....	Marva Solomon/Deb Hupcey
Small Business Ownership (CPC) .....	Marva Solomon/Deb Hupcey
Auto Body and Fender Technology (AAS and 2-yr cert) .....	Carolyn Litty/Claudia Riumallo
Auto Paint Option (AAS).....	Carolyn Litty/Claudia Riumallo
Auto Collision Option (AAS) .....	Carolyn Litty/Claudia Riumallo
Automotive Technology (AAS and 2-yr cert) .....	Carolyn Litty/Claudia Riumallo
Aviation Maintenance Technician (AAS and 2-yr cert) .....	Carolyn Litty/Claudia Riumallo
Business Assistant (1-yr cert).....	Marva Solomon/Deb Hupcey
Computer Information Systems - Health Informatics (AAS).....	Debby Ganser/Gerry Meenaghan

Computer Network Operations (AAS) .....	Debby Ganser/Gerry Meenaghan
Network Security (CPC) .....	
Computer Programming (AAS).....	Debby Ganser/Gerry Meenaghan
Geographic Information Science (CPC).....	Debby Ganser/Gerry Meenaghan
Web Programming (CPC) .....	Debby Ganser/Gerry Meenaghan
Computer Simulation and Game Development (CPC).....	Debby Ganser/Gerry Meenaghan
Computer Game Programming in C++ (CPC) .....	Debby Ganser/Gerry Meenaghan
Computer Specialist (1-yr cert) .....	Debby Ganser/Gerry Meenaghan
Construction Technology (AAS and 1-yr cert).....	Carolyn Litty/Claudia Riumallo
Construction Trades, General Apprenticeship (AAS, Certificate) .....	See Counseling Dept.
Culinary Arts and Food Service Management (AAS) .....	Carolyn Litty/Claudia Riumallo
Baking and Pastry (CPC).....	Carolyn Litty/Claudia Riumallo
Dietary Manager (CPC) .....	
Food Preparation and Production (CPC).....	Carolyn Litty/Claudia Riumallo
Dental Assisting (1-yr cert).....	See Counseling Dept.
Dental Hygiene (AAS) .....	See Counseling Dept.
Diesel Technology (AAS, 2-yr cert).....	Carolyn Litty/Claudia Riumallo
Lift Truck/Material Handling Equipment Technician Option (AAS) .....	
Drafting (AAS, 1-yr cert).....	Carolyn Litty/Claudia Riumallo
Early Childhood Education (AAS and 1-yr cert) .....	Marva Solomon/Deb Hupcey
Electrician Apprenticeship Technologies (AAS, cert) .....	See Counseling Dept.
Limited Electrician Apprenticeship Technologies (cert) .....	
Electronic Technology (AAS).....	Carolyn Litty/Claudia Riumallo
Emergency Medical Technician (1-yr cert) .....	See Counseling Dept.
Emergency Medical Technology - Paramedic (AAS).....	See Counseling Dept.
Employment Skills Training (less than 1-yr cert) .....	Co-op
Energy Management Technician (AAS) .....	Debby Ganser/Gerry Meenaghan

Renewable Energy Technician  
 Option (AAS).....Debby Ganser/Gerry Meenaghan  
 Resource Conservation  
 Management Option (AAS).....Debby Ganser/Gerry Meenaghan  
 Exercise and Movement Science (AAS).....See Counseling Dept.  
 Fitness Specialist (2-yr cert).....See Counseling Dept.  
 Fitness Technician (1-yr cert).....See Counseling Dept.  
 Fabrication/Welding Technology  
 (AAS and 1-yr.cert).....Carolyn Litty/Claudia Riumallo  
 Welding Processes (1-yr cert).....Carolyn Litty/Claudia Riumallo  
 Flight Technology (AAS).....Carolyn Litty/Claudia Riumallo  
 Graphic Design (AAS and 2-yr cert).....Christina Salter  
 Health Records Technology (1-yr cert).....See Counseling Dept.  
 Medical Coding (CPC).....See Counseling Dept.  
 Medical Transcriptionist (CPC).....See Counseling Dept.  
 Hospitality Management (AAS).....Carolyn Litty/Claudia Riumallo  
 Food Service  
 Management (1-yr cert).....Carolyn Litty/Claudia Riumallo  
 Restaurant Ownership (CPC).....Carolyn Litty/Claudia Riumallo  
 Human Services (AAS).....Anthony Hampton/Cindy Lott  
 Adult Development and  
 Aging (CPC).....Anthony Hampton/Cindy Lott  
 Human Services:  
 Criminal Justice (AAS).....Anthony Hampton/Cindy Lott  
 Human Services: Juvenile  
 Corrections (1-yr cert).....Anthony Hampton/Cindy Lott

Industrial Mechanics and Maintenance  
 Technology (AAS, Cert).....Carolyn Litty/Claudia Riumallo  
 Manufacturing Technology  
 (AAS and 2-yr cert).....Carolyn Litty/Claudia Riumallo  
 Computer Numerical Control Technician Option (AAS)  
 Massage Therapy (Certificate of Completion).....Kathy Calise  
 Medical Office Assistant (1-yr cert).....See Counseling Dept.  
 Multimedia Design (AAS and 1-yr cert).....Christina Salter  
 Nursing (AAS).....See Counseling Dept.  
 Occupational Skills Training (1-yr cert).....Co-op  
 Physical Therapist Assistant (AAS)  
 (pending accreditation candidacy).....See Counseling Dept.  
 Respiratory Care (AAS).....See Counseling Dept.  
 Retail Management  
 (AAS and 1-yr cert).....Marva Solomon/Deb Hupcey  
 Retail Management (CPC).....Marva Solomon/Deb Hupcey  
 Sustainability Coordinator (AAS).....See Counseling Dept.  
 Water Conservation Technician  
 (AAS).....Debby Ganser/Gerry Meenaghan

### **Noncredit Programs**

#### **Business Development Center**

Farm Business Management  
 Non-Profit Management  
 Small Business Management

#### **Continuing Education**

Massage Therapist  
 Nursing Assistant