

NOTE: Program entry is based on first applied and qualified.

You must complete all steps to be considered.

Applications will be available online at www.lanecc.edu/culinary
or you may pick up an application in Bldg. 19/202
on March 28, 2011

1. PROGRAM COUNSELING & ADVISING

All of the information necessary to make a successful application to the Culinary Arts program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

For Counseling or Advising assistance in meeting program or application requirements, please contact

Carolyn Litty
Program Counselor
541-463-5236
littyc@lanecc.edu
Bldg 12/202
8:30am – 1:00pm
(no summer hours)

Claudia Riumallo
Academic Advisor
541-463-5378
riumalloc@lanecc.edu
Bldg 12/202
8:30am – 1:00pm

2. APPLICATION PROCESS & DATES

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for the program year 2011-2012.

2A. Selection Criteria.

Apply early, the program fills up quickly. **Program admission is based on first applied and qualified, first admitted.** Application date/time is recorded upon submission. Note: Testing must be completed prior to Application submission.

The program is limited to **72** students. In addition, there will be **6** designated alternates. An alternate is allowed to enter the program if an admitted student declines. Remaining alternates are given admission priority the following session.

2B. Important Dates:

Application opens Mar 28, 2011
Application closes June 30, 2011 or until full
Application notification: program status announced 1st & 15th of each month starting.....June 1, 2011
Mandatory orientation: attendance **required** if accepted or alternate status Sept. 8th, 9:00-12:00 **OR**
Sept. 9th, 1:00-4:00

2C. If you have any questions about the Culinary Program, please contact:

Wendy Milbrat, Admin. Support Specialist – 541-463-3503, milbratw@lanecc.edu , Bldg 19/202
Julie Fether, Special Projects Coordinator – 541-463-3518, fetherj@lanecc.edu, Bldg 19/204

3. APPLICATION REQUIREMENTS

Application. To apply to this program, you must complete and submit the following by the closing date listed above. Details of requirements are provided in the following sections.

- Be admitted to Lane Community College as a college-credit student and have an L number
- Meet Minimum Placement Testing Requirements (**no exceptions**)
- Complete the Program Application.
- Following submission of your application, you may be called for an interview. Failure to appear will result in an incomplete application and will not be considered.

4. APPLICATION WORKSHEET & REQUIRED STEPS

Use this check list to make sure you complete all requirements.

Review Application Process and Dates Section.

Keep this check list as a reference.

1. E-mail Account. You will need to obtain an E-mail address if you do not already have one. Lane's Enrollment Services and Culinary Arts and Hospitality Management Department use E-mail to send information.

It is your responsibility to set your "spam filter" system to accept mail addresses containing @lanecc.edu . Do this even if you are currently receiving E-mails from Lane. **We cannot be responsible for notices which are not received due to spam or junk mail handling.**

2. Admission to Lane as a credit student. If you are not currently a credit Lane student, complete **Lane's college admission process** and obtain a student "L" number at <http://www.lanecc.edu/es/admissions.html>. Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing. **Declare Culinary Arts as your Major.**

3. Testing. New Students - You must take the following tests to be considered for the program. **No exceptions***. Testing must be completed prior to submission of the Application.

Important: Placement testing is done by appointment only and must be done through the Lane Community College Testing Office located in Building 1, phone (541) 453-5324. For information or to schedule an appointment, go to <http://lanecc.edu/testing>.

Complete All	Course or Test	Credits	Score	Test Date	School
	Accuplacer Reading Comp. Test taken Oct 2006 or later. Minimum test score of 68 required	Score \geq 68			Lane
	Accuplacer Sentence Skills Test taken Oct 2006 or later. Minimum test score of 64 required	64			Lane
	Math Placement Test Part A , Oct 2010 or later. Score of 7 or above -and-	$A \geq 7$			Lane
	Math Placement Test Part B , Oct 2010 or later. Score of 7 or above -and-	$B \geq 7$			Lane
	Math Placement Test Part C , Oct 2010 or later. Score of 7 or above.	$C \geq 7$			Lane

*** Students with previous college** – Eligible students must meet minimum placement testing requirements (see above for details.) If you have taken a math class in the last year (4 terms) that meets/exceeds minimum requirements you do not need to take a math placement test. Attach a copy of your unofficial transcripts to your application.

4. Application and Program Entrance Requirements Acknowledgement.

Check if Yes	Application and Program Entrance Requirements Acknowledgement
	I have read all of the program application and entrance requirements listed in this application information packet
	I have read and understand the Demands of the Program (see below)
	I have watched the video links from the Labor Bureau ... (watch the links at www.lanecc.edu/culinary)
	I understand if I am accepted or considered an alternate, I must meet all the Enrollment Requirements listed in the Application Information including attending the mandatory orientation.

DEMANDS OF THE PROGRAM

It is important to recognize that the Culinary Arts and Hospitality Management fields are exciting, fast-paced and typically involve a high degree of mental and physical demands. Applicants to either of Lane's programs can expect that the curriculum will match the demanding nature of these service professions.

At the time of entry into the program, students are expected to be able to communicate well verbally and in writing, calculate basic math and simple algebra problems, and with practice, learn to extend recipes quickly at the time of planning and food preparation. Lab sessions last six hours, and students are typically standing for extended periods of time. Some food and equipment are heavy or involve safety risks (such as knives) and require lifting or agile movement. All students will be expected to work gracefully and communicate clearly under intense time pressures for specific events.

In order to successfully complete these programs, students must meet the established academic requirements that are essential to the program of instruction, with or without reasonable accommodations.

DISABILITY ACCOMMODATIONS

To request assistance or accommodations related to disability, contact Disability Resources at (541) 463-5150 (voice), 711 (TTY), disabilityresources@lanecc.edu (e-mail), or stop by Building 1, Room 218.

5. Complete the Culinary Arts Application.

Before you begin the application:

___ You must have a student "L" number to complete this process.

___ You must have an E-mail address to complete this process.

Submit your completed Application:

___ You may submit your application in person to **Building 19, Room 202, Wendy Milbrat**
OR

___ You can mail your application to:

Culinary Arts Program Application

Attn: Wendy Milbrat

4000 E. 30th Ave. Bldg. 19/202

Eugene, OR 97405

**Please understand that an incomplete application will be not be considered and will be returned to you by mail with a letter listing the missing item(s).
You may resubmit your application, when it is complete.**

5. NOTIFICATION

Notification of your status will be announced on the 1st and 15th of every month starting June 1, 2011.

6. Fall 2011 ENROLLMENT REQUIREMENTS

If accepted or considered an alternate to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.**

- **Attend the Mandatory Orientation. *Both accepted and alternate students must attend the orientation session to be eligible for the program.*** - Date and location will be announced in notification of program acceptance.
- **Documentation for program will include:**
 - Submit with application:**
 - Print out of current testing scores
 - Unofficial copy of approved previous transcripts (if applicable)
 - Two (2) letters of recommendation (one from a past or current employer (industry preferred) and one personal character reference)
 - Copy of Oregon Food Handlers Card

If accepted into the Culinary Arts program – Items to bring to the Orientation

Proof of payment for Culinary program fee - \$325.00
Photo Release form
T-Shirt Size form

Specifics will be included in program acceptance or alternate notification and discussed at the Mandatory Orientation.