BACHELOR’S DEGREES AND CERTIFICATES
Adult Degree Program 2013-2014

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The Power of a Small College
GENERAL INFORMATION

WHY CHOOSE LINFIELD COLLEGE?
Established in 1858, Linfield is one of the first colleges in the Pacific Northwest, providing an anchor for higher education in the region.
The college is fully accredited by the Northwest Commission on Colleges and Universities as a non-profit, independent institution. http://www.nwccu.org.

Linfield pioneered online education in the Pacific Northwest and now serves a virtual learning community of adult students logged in from around the globe.
More than 90 percent of Linfield College graduates are employed or attending graduate school within one year of graduation.

The advantages of Linfield’s Adult Degree Program are:
• Desirable faculty to student ratio
• Convenient methods of class delivery
• Affordable tuition comparable to public universities and below that of many private schools
• Academic advising support and financial aid assistance
• Online academic tutoring services
• Superior research and library assistance
• Career planning assistance

WHAT IS THE ONLINE LEARNING FORMAT LIKE?
Online courses are perfect for students with schedules that demand flexibility. Courses offered over the web will require you to post assignments by a certain time each week. You can do most of the work on your own schedule. You will have separate links for submitting homework, group discussion, and personal communication with your instructor. Tests are online. Papers are submitted online. With internet access you can work from anywhere. Expect to spend the same amount of time in an online class as you would in a face-to-face class, and expect to adhere to similar assignment deadlines.

CAN I COUNT MY PRIOR COLLEGE COURSES?
You can transfer in a maximum of 72 semester credits (108 quarter credits) from community colleges and most credits from four year institutions with a grade of C or higher. Courses with grades of C- and below will not transfer. All institutions must be regionally accredited. Our Associate Registrar and Academic Advisors will review your transcripts and will work with you to transfer as many credits as possible.

WHAT IS CREDIT FOR PRIOR LEARNING?
Linfield has a program that awards credit for knowledge gained on the job or through volunteer activities called credit for prior learning. You will work closely with an instructor to decide what courses you will challenge and assemble a portfolio to present prior learning demonstrated through experience.
In addition, college credit can be awarded for the successful completion of challenge exams, CLEP (College Level Examination Program), military training, and many employer-sponsored courses evaluated by the American Council on Education (ACE). Your Academic Advisor can tell you more about this program.
WHEN DOES THE ACADEMIC YEAR START?
Classes begin four times per year. Thanks to our continuous enrollment program, you can apply year round and start your classes at the beginning of the next semester. This allows you to accelerate your degree completion at Linfield. You have the option to attend as a part time or as a full time student.

WHAT ARE THE PROGRAM COSTS?
As a non-profit, independent college we are able to offer the same tuition for in-state and out-of-state students. Because Linfield’s Adult Degree Program tuition charges are determined by the number of credits taken each semester, you are charged on a “pay-as-you-go” basis, with no down payment beyond a modest application fee.

2013 - 2014 Costs (effective Fall 2013 through Summer 2014)
Tuition per semester credit. No out of state tuition $435
Online fee ($50 per credit, Maximum $150 per course) $150
Bachelor’s degree application $100
Certificate application $50
Textbooks average per course (depending upon new, used, rental or ebook) $176

FINANCIAL AID
Financial aid is available to all eligible degree- and certificate-seeking students. Various grants and subsidized Stafford Loans are available to those students who demonstrate financial need, and unsubsidized Stafford Loans are awarded to students on a no-need basis. You must be admitted to the college prior to receiving a financial aid award. In order to be eligible for financial aid you must be enrolled in at least 6 credits and complete the following documents:
• Free Application for Federal Student Aid (FAFSA) Use Linfield code: 003198
• Linfield Application for Financial Aid (LAFA)
• An Academic Plan of courses developed with your Advisor

AS A VETERAN, WHAT ARE MY BENEFITS?
The Linfield program has been approved by the VA for veterans pursuing a degree. The Linfield Certifying Official will work with you to determine your tuition and educational benefits. Contact Cheryl Wright, at cwright@linfield.edu or 503-883-2597.

AM I ELIGIBLE FOR ADMISSION?
• High school diploma or GED required, but no minimum number of college credits. If you have not attended college, an official copy of your high diploma or GED is required.
• Minimum grade point average of 2.0 in coursework from regionally accredited colleges. Grades of C- and below will not transfer.
• Evidence of English language proficiency required for non-native speakers of English.
• Students who have earned the Associate of Arts Oregon Transfer Degree (AAOT; OR), Associate of Science Oregon Transfer Degree in Business (ASOT; OR), Associate in Arts—Direct Transfer Agreement (AA-DTA; WA) degree, or who have received a certificate of completion for the Intersegmental General Education Transfer Curriculum (IGETC; CA) will, at a maximum, have to take two Linfield Curriculum courses as determined by the ADP Associate Registrar.
• Students who possess a baccalaureate degree from a regionally accredited university or college may earn a second degree from Linfield by earning at least 35 additional credits in residence, including 15 credits in a second major in a field of study different from the first degree. The program must meet all requirements in the major for graduation in effect at the time of enrollment. The General Education requirements, known as the Linfield Curriculum, are considered to be completed through the original bachelor’s degree. Upon completion of requirements a diploma is awarded, and the transcript records the second degree and the major.

HOW WILL I KNOW WHEN I’VE BEEN ADMITTED?
The Adult Degree Program Associate Registrar will evaluate your official college transcripts to determine the number of transfer credits awarded and the Linfield requirements met. You will receive a letter of admission, Transfer Credit Evaluation, and Student Handbook.
REQUIREMENTS FOR DEGREES

- 125 semester credits, a minimum of 30 from Linfield College for the 1st bachelor’s degree, 35 for 2nd degree.
- At least 20 of the final 30 credits must be in Linfield coursework.
- Linfield Entry Colloquium, IDST 008.
- Students earning their first bachelor’s degree must complete the Linfield Curriculum (general education requirements). Students who are earning their second bachelor’s degree are exempt from the Linfield Curriculum.
- Bachelor of Science (2 courses in a single department, chosen from anthropology, biology, chemistry, computer science, economics, environmental studies, mathematics, physics, political science, psychology, or sociology not used to meet LC requirements and outside the major department) or Bachelor of Arts (1 year college-level foreign language) coursework. Students whose native language is not English are exempt from the foreign language requirement.

Linfield Curriculum (general education) graduation requirements (may be transfer credits)

1. The Inquiry Seminar (INQS 126)
   At the center of the Linfield Curriculum is the Inquiry Seminar. The Seminar is a collaborative investigation of a compelling subject and models the goals of the entire Linfield Curriculum by developing vital critical thinking skills. Courses may be transferred from community colleges or four year colleges and universities to satisfy the Inquiry Seminar. Transfer credits of 4 semester credits (6 quarter credits) or more from courses in English Composition, Research Writing, Professional and Technical Writing may complete the Inquiry Seminar.

2. The Six Modes of Inquiry
   The Modes of Inquiry offer six conceptual frames of reference central to the pursuit and construction of modern knowledge:
   
   Creative Studies; Individuals, Systems, and Societies; Natural World; Quantitative Reasoning; Ultimate Questions; and Vital Past.
   
   Each student must complete at least seven approved courses, one in each of the Six Modes of Inquiry and one upper-division course from any of the Modes of Inquiry and outside the student’s major.

   This upper-division course must be at the 300 level or above. It may be taken from any of the Modes of Inquiry, but it must be a course from outside the student’s major department. In the case of interdisciplinary majors, the upper division course must be from outside the student’s field of study.

   Courses contributing to the Linfield Curriculum (includes Modes of Inquiry, Diversity Requirements, and Writing-Intensive courses) are normally a minimum of 3 semester credits. Courses taken to satisfy the prerequisites for majors or major courses themselves may also complete Linfield Curriculum requirements, effectively counting in two places in the bachelor’s degree.

   Courses may be transferred from community colleges or four year colleges and universities to satisfy the Six Modes of Inquiry and Diversity Studies requirements. Any single course transferred from other institutions to satisfy a Linfield Curriculum requirement must be at least 3 semester credits or 4 quarter credits.

3. Writing-Intensive Requirements and Opportunities
   Each student is required to complete a Linfield writing-intensive course in their major (MWI). This requirement serves to enhance students’ mastery of the formats, conventions, and habits of mind appropriate to the major’s disciplinary investigations. This is not generally transferred in.

4. Diversity Studies
   Students must take two courses which address facets of cultural diversity such as gender, race, national or geopolitical allegiance, religion, sexual orientation, and cultural mores. One of the two required courses must address Global Pluralisms (GP) and one must explore U.S. Pluralisms (US).

5. To satisfy the requirement for each Mode of Inquiry and the Upper Division course, and each diversity designation (GP, US), a student must demonstrate meeting the learning objectives of that mode by choosing an assignment, or collection of assignments, to post in an online repository.
ACCOUNTING MAJOR

Requirements for the Accounting Major

- A student must complete the following required courses from Linfield or in approved transfer:

  ECON 210 Principles of Economics  
  BUSN 260 Financial Accounting  
  BUSN 261 Managerial Accounting  
  BUSN 301 Management  
  BUSN 321 Marketing  
  BUSN 340 Business Law I  
  BUSN 341 Financial Management

- A student must complete the Business Department mathematics proficiency (MATH 160 or 162 Finite Math with Calculus) and the statistics proficiency (MATH 140 Introduction to Statistics). These proficiencies may be met with approved transfer courses.

- To fulfill major requirements a student must complete the following upper division accounting courses and at least five of these courses must be completed at Linfield:

  BUSN 361 Intermediate Accounting I  
  BUSN 362 Intermediate Accounting II

  3 of the following four:  
  BUSN 461 Cost Accounting  
  BUSN 466 Advanced Accounting  
  BUSN 468 Federal Income Tax  
  BUSN 469 Auditing (MWI)

  BUSN 495 Strategic Management (MWI)

- Accounting Electives: BUSN 440 Business Law II, BUSN 464 Government/Not for Profit Accounting. Highly recommended for students planning to take the CPA exam.

In addition, the following policies apply to the Accounting major:

- Financial Management and all accounting coursework except BUSN 260 and 261 must be upper division.

- To enroll in courses BUSN 200-340, a student must have completed MATH 105 Intermediate Algebra or equivalent, or a course at or above MATH 140 Introduction to Statistics. To enroll in most courses BUSN 341 and above, a student must have completed MATH 160 or 162 and MATH 140.
BUSINESS INFORMATION SYSTEMS MAJOR

Requirements for the Business Information Systems Major

- Students must complete the required BUSN, COMP and ECON courses listed below.
- 12 semester credits must be completed in Computer Science courses from Linfield (the remainder may be equivalent transfer credits or credit for prior learning). Computer Science requirements may not be met with transfer coursework more than eight years old.
- 9 semester credits in Business courses must be from Linfield (the remainder may be equivalent transfer credits or credit for prior learning).
- Financial Management must be an upper division course.
- Students must demonstrate Business Department mathematics and statistics proficiency: MATH 160 or 162 Finite Math & Calculus and MATH 140 Introduction to Statistics.

Computer Science (COMP) Required Courses
COMP 101  Fundamentals of Information Systems and Technology
COMP 152  Programming and Object Structure
COMP 250  Database Program Development
COMP 302  Software Engineering (MWI)
COMP 310  Network and Web Applications Development
COMP 382  Management Information Systems
COMP 400  Applied Software Development Project
COMP 404  Operations Management
COMP 484  Operations Research

Computer Science Electives:
COMP 450  Database Administration

Business (BUSN) and Economics (ECON) Required Courses:
ECON 210  Principles of Economics
BUSN 260  Financial Accounting
BUSN 261  Managerial Accounting
BUSN 301  Management
BUSN 321  Marketing
BUSN 341  Financial Management
INTERNATIONAL BUSINESS MAJOR

Requirements for the International Business Major

• A student must complete the following required courses from Linfield or in approved transfer:

  ECON 210  Principles of Economics
  BUSN 260  Financial Accounting
  BUSN 261  Managerial Accounting
  BUSN 301  Management
  BUSN 321  Marketing
  BUSN 340  Business Law
  BUSN 341  Financial Management
  BUSN 495  Strategic Management (MWI)

Three of the following are also required:

  BUSN 410  International Management
  BUSN 426  International Marketing
  BUSN 435  International Business Law
  BUSN 443  International Finance
  BUSN 480**  Independent Study
  BUSN 487**  Internship
  ECON 331  International Economics

** with instructor approval

• 15 semester credits of upper division coursework at or above the level of BUSN 341 Financial Management must be from Linfield.

• A student must complete the Business Department mathematics proficiency (MATH 160 or 162 Finite Math with Calculus) and the Statistics proficiency (MATH 140 Introduction to Statistics). These proficiencies may be met with approved transfer courses.

• To enroll in courses BUSN 200-340, a student must have completed MATH 105 Intermediate Algebra or equivalent, or a course at or above MATH 140 Introduction to Statistics. To enroll in most courses BUSN 341 and above, a student must have completed MATH 160 or 162 and MATH 140.

• Language: Foreign language proficiency through the first-year level (American Sign Language proficiency does not apply). College coursework taken to meet this requirement must be no more than 5 years old. This requirement is waived for students whose primary language is not English.

• At least one upper-division course focused on history, culture, politics or religion relevant to the modern era in a country or region outside the United States: HIST 315, 320, 322, 361, 362, 364, 463; POLS 362; RELS/HIST 310; RELS 380; or other course taken domestically or abroad when approved in advance by the International Business coordinator.

• Study Abroad: Successful completion of a study abroad experience of at least one semester in length approved in advance by the IB coordinator, preceded by either one semester of foreign language at the intermediate level (or higher) or TCCA 230, Intercultural Communication. The Business Department will work with students to arrange for a self-designed experience or course through another accredited institution.
MANAGEMENT MAJOR

Requirements for the Management Major
- A student must complete the following required courses from Linfield or in approved transfer:

ECON 210  Principles of Economics  
BUSN 260  Financial Accounting  
BUSN 261  Managerial Accounting  
BUSN 301  Management  
BUSN 321  Marketing  
BUSN 340  Business Law  
BUSN 341  Financial Management  
BUSN 405  Human Resource Management  
BUSN 495  Strategic Management

- A student must complete the Business Department mathematics proficiency (MATH 160 or 162 Finite Math with Calculus) and the Statistics proficiency (MATH 140 Introduction to Statistics). These proficiencies may be met with approved transfer courses.
- To enroll in courses BUSN 200-340, a student must have completed MATH 105 Intermediate Algebra or equivalent, or a course at or above MATH 140 Introduction to Statistics. To enroll in most courses BUSN 341 and above, a student must have completed MATH 160 or 162 and MATH 140.
- A student must complete at least 2 management electives above the level of BUSN 341. These courses must be taken through Linfield.

Linfield Management Electives

BUSN 407  Organizational Behavior  
BUSN 410  International Management  
BUSN 415  Business, Ethics, and Society  
BUSN 423  Entrepreneurship  
BUSN 436*  Topics in Management  
BUSN 440  Business Law II  
BUSN 480  Independent Study**  
BUSN 487  Internship**

* May be repeated for credit with different content  
** with instructor approval
MARKETING MAJOR

Requirements for the Marketing Major

• A student must complete the following required courses from Linfield or in approved transfer:

ECON 210  Principles of Economics
BUSN 260  Financial Accounting
BUSN 261  Managerial Accounting
BUSN 301  Management
BUSN 321  Marketing
BUSN 340  Business Law
BUSN 341  Financial Management
BUSN 495  Strategic Management

• A student must complete the Business Department mathematics proficiency (MATH 160 or 162 Finite Math with Calculus) and the Statistics proficiency (MATH 140 Introduction to Statistics). These proficiencies may be met with approved transfer courses.

• To enroll in courses BUSN 200-340, a student must have completed MATH 105 Intermediate Algebra or equivalent, or a course at or above MATH 140 Introduction to Statistics. To enroll in most courses BUSN 341 and above, a student must have completed MATH 160 or 162 and MATH 140.

• A student must complete at least 3 marketing electives above the level of BUSN 341. These courses must be taken through Linfield.

Linfield Marketing Electives

BUSN 420  Sales and Sales Management
BUSN 421  Promotions Management
BUSN 426  International Marketing
BUSN 427*  Topics in Marketing
BUSN 435  International Business Law
BUSN 480**  Independent Study
BUSN 487**  Internship

* May be repeated for credit with different content
**If the topic is closely related to marketing as determined by the instructor
ENVIRONMENTAL STUDIES MINOR

Environmental Studies presents different perspectives on the relationships between humans and the planet’s life-support system. It seeks to develop in students a deep awareness of the complex, highly dynamic nature of the world we inhabit, including interactions among human population, the biological and physical environments, resources, technology, social organization and culture. The portion of the planet we occupy in the Pacific Northwest is exceptionally diverse for its latitude and affords rich opportunities for study and participation.

Students may elect this minor as a means of adding an environmental perspective to their major field of study. Because our whole being and our very survival as a species are so intimately connected with a healthy biosphere, Environmental Studies is highly interdisciplinary with almost every field in the liberal arts curriculum involved. While the field traditionally draws most heavily from the natural and social sciences, studies in the humanities are also important for developing skills in communication and interpretation.

Requirements for the Environmental Studies Minor

24-30 credits distributed as follows:

- ENVS 201 Environmental Science and
- ENVS 203 Human Adaptive Strategies or 250 Environmental Sociology
- ENVS 040 Community Service (requires preapproval) or ENVS 090 Environmental Issues Forum
- ENVS 485 Environmental Problem-Solving Seminar

12-20 credits from the following:

- ECON 341 Environmental Economics or 342 Natural Resource Economics
- Three more courses chosen from the list below, including at least one field-based course.
- Only two courses counted toward the minor may also be counted toward Linfield Curriculum or major requirements. With the permission of the ENVS program committee, one-time offerings may be substituted for courses already approved. Such courses must pertain to the environment directly, or the instructor must agree to supervise an independent project on an environmental topic.

Linfield Courses Offered in the Environmental Studies Minor

<table>
<thead>
<tr>
<th>Course Code (Major or Program)</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>ANTH/BIOL 105</td>
<td>Human Biology &amp; Evolution</td>
</tr>
<tr>
<td>ANTH 111</td>
<td>Cultural Anthropology</td>
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<tr>
<td>BIOL 201</td>
<td>Concepts in Marine Ecology</td>
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<tr>
<td>BIOL 204</td>
<td>Intro to Ecology</td>
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<tr>
<td>ENGL 304</td>
<td>Environmental Literature</td>
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<tr>
<td>ENVS 302</td>
<td>Shoreline Ecology (Field-Based)</td>
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<tr>
<td>ENVS 303</td>
<td>Human Ecosystems (Field-Based)</td>
</tr>
<tr>
<td>ENVS 305</td>
<td>Environmental Issues and the Physical Sciences</td>
</tr>
<tr>
<td>ENVS 306</td>
<td>Fire History of the Cascades (Field-Based)</td>
</tr>
<tr>
<td>ENVS 308</td>
<td>Water Resources</td>
</tr>
<tr>
<td>HIST 252</td>
<td>History of U.S. West</td>
</tr>
<tr>
<td>HIST 257</td>
<td>The Pacific Northwest</td>
</tr>
<tr>
<td>PHIL 306</td>
<td>Environmental Ethics</td>
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<tr>
<td>PHYS 107</td>
<td>Energy and the Environment</td>
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<tr>
<td>SOCL 101</td>
<td>Fundamentals of Sociology</td>
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<tr>
<td>SOAN 365</td>
<td>Urban Society &amp; Culture</td>
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CERTIFICATES

A Certificate is a short term goal that provides professional recognition of your knowledge and skills in a given specialty. The earning of a certificate demonstrates a commitment on your part to standards set by the Linfield College Business and Computer Science Departments. Each certificate program consists of 4 to 6 courses. Academic credits are awarded and a diploma is issued by Linfield.

**Post Baccalaureate Accounting Certificate**

*Requires completion of:*
- BUSN 361-2 Intermediate Accounting I & II
- BUSN 461 Cost Accounting
- BUSN 466 Advanced Accounting
- BUSN 468 Federal Income Tax
- BUSN 469 Auditing

Prerequisites: Bachelor's degree from an accredited college (in any major) plus two courses in accounting, Financial Accounting (BUSN 260) and Managerial Accounting (BUSN 261) or in approved transfer courses

See: linfield.edu/dce/accounting-certificate.html

**Human Resource Management Certificate**

*Requires completion of:*
- BUSN 301 Management
- BUSN 405 Human Resource Management

*Plus two of the following:*
- BUSN 380 Industrial Organizational Psychology
- BUSN 407 Organizational Behavior
- BUSN 436 Topics in Management

See: linfield.edu/dce/human-resources-certificate.html

**Computer Information Systems Certificate**

*Requires completion of:*
- COMP 101 Fundamentals of Info Systems Tech Structures
- COMP 152 Programming and Object

*Plus one of the following tracks*

- **Software Engineering Track**
  - COMP 302 Software Engineering I
  - COMP 310 Network & Web App Development
  - COMP 400 Applied Software Development
  - Project

- **Database Administration Track**
  - COMP 250 Database Program Development
  - COMP 450 Advanced Database Concepts

- **Web Application Development Track**
  - COMP 302 Software Engineering I
  - or
  - COMP 250 Database Program Development
  - Plus
  - COMP 310 Network & Web App Development
  - COMP 400 Applied Software Development
  - Project

See: linfield.edu/dce/computer-systems-certificate.html

**Marketing Certificate**

*Requires completion of:*
- BUSN 321 Marketing

*Plus three of the following:*
- BUSN 420 Sales and Sales Management
- BUSN 421 Promotions Management
- BUSN 426 International Marketing
- BUSN 427 Topics in Marketing

See: linfield.edu/dce/marketing-certificate.html

Certificates in Computer Information Systems, Human Resource Management and Marketing may be earned while completing a bachelor’s degree. The Accounting Certificate (Post Baccalaureate) is open only to students who have completed a bachelor’s degree. One course in each certificate may apply to both major and certificate requirements. All credits earned in the certificate will apply to the cumulative credits needed for graduation where certificate and degree are taken simultaneously.

You may use one approved transfer course to meet a requirement. Accounting and Computer Science coursework taken more than eight years prior to application will not transfer.

Some courses have prerequisites. Check with your advisor for more information.

Linfield College ADP, 900 SE Baker, McMinnville, OR 97128 • 800-452-4176 or 503-883-2447 • Fax 503-883-2369 • January 2014
GETTING STARTED CHECKLIST

This checklist will take you step-by-step through the process of getting started at Linfield College Adult Degree Program from applying for admission, to logging in to your first online course. Use it to keep track of your progress.

- Review our Degrees and Certificates to decide which program is right for you.

- Submit your application online at www.linfield.edu/secure/dceapp.php. Applications are accepted year-round. Veterans and Service Members on Active Duty or in the Reserves apply for free. Linfield College alumni may submit an Alumni Application Fee Waiver recommending you for admission, and you apply for free www.linfield.edu/dce/fee-waiver.html

- Request an official copy of your transcripts from all accredited colleges and universities where you have earned credit. If you have not completed college credits, an official copy of your high school diploma or GED is required. Mail transcripts to:
  Linfield College, Adult Degree Program
  900 SE Baker St.
  McMinnville, OR 97128-6894
You will receive an admission letter and Transfer Credit Evaluation showing your credits awarded after all your transcripts have been evaluated.

- RN to BSN applicants only: Submit the RN to BSN Student Recommendation from your most recent supervisor or nursing faculty. The Student Recommendation is available at www.linfield.edu/dce/assets/files/publications/RN-to-BSN-Student-Recommendation.pdf. Mail to the same address as for the official transcripts or email to dce@linfield.edu.

- For evaluation of additional credits where applicable: Service members and veterans send a copy of your MART or AARTS record. For College Level Exam Program (CLEP), send a transcript of CLEP scores. For American Council on Education (ACE) accredited training programs completed through your employer or professional organization, send ACE transcript.

- Set up your Linfield computer (CatNet) account at www.linfield.edu/dce/computer-accounts.html, after your application for admission has been processed. Be sure to select DCE as your campus regardless of where you attend, and Student as your account type. Using your CatNet account, you can log in to WebAdvisor at www.linfield.edu/dce/webadvisor-account.html, to see when your transcripts have been received. The Adult Degree Program and the financial aid office will communicate with you using your CatNet account. You may forward your WebMail to your personal (non-Linfield) email account. Using your CatNet account in WebAdvisor, you will be able to register for courses, view your class schedule, track your progress to graduation, and view your grades. Using your CatNet account in Blackboard at https://bblearn.linfield.edu/ you will be able to log in to your online courses.

- Determine how you will pay for your courses. Many employers, as well as the U.S. military, offer tuition benefits. Contact your human resources department to determine the level of tuition benefit available to you. Scholarship workshops are offered by Linfield to provide training for how to search for and be awarded college scholarships.
Financial aid is available to all eligible degree and certificate-seeking students at Linfield College. Grants and loans are available for students who take 6 or more credits each semester. Visit the financial aid web page. See “Steps to Successfully Complete your Financial Aid,” www.linfield.edu/dce/financial-aid.html. Complete the Free Application for Federal Student Aid (FAFSA) using Linfield College code 003198 and submit the Linfield Application for Financial Aid (LAFA). Schedule an appointment with your academic advisor to map out an academic plan of courses, in order for the financial aid office to determine your need. For further assistance, call the financial aid office at 503-883-2225 or 888-471-2225.

When you apply you are assigned an Academic Advisor. Your advisor will be your guide and mentor through your degree or certificate program at Linfield. Contact your Academic Advisor to develop an academic plan of courses. The academic plan builds on your Transfer Credit Evaluation.

You will register for courses before each semester. When you register for the first time at Linfield, you are required to sign and submit the Linfield College Educational Services Agreement (LESA). You can review the LESA at https://webadvisor.linfield.edu:443/WebAdvisor/html/DCEMasterPromNote.pdf. You may register for Fall and Winter classes at the same time so that financial aid will cover both in your award. Information about registering online through WebAdvisor is found at www.linfield.edu/dce/online-registration.html. You can register for courses during a registration period, before you have received an admission letter, although you may be asked to document completion of prerequisites. If you have questions regarding registration, please contact the Adult Degree Program home office at 800-452-4176 or 503-883-2447, or by email at dce@linfield.edu.

Order your textbooks online through the Linfield College bookstore at http://linfield.bncollege.com. The Linfield bookstore ships books directly to you.

After you have registered for an online course, you will have access to your online classroom starting the Wednesday before classes are scheduled to begin. Winter courses will be accessible the day before the Christmas/New Year holiday break begins. Use your CatNet log in and password. The actual class will start as noted in the Adult Degree Program Class Schedule. If you are having log in problems or do not see your classes in the Course List box, call the ADP home office or email dce@linfield.edu.

Plan to attend the Free Tutorial for new online users to learn about Blackboard Learn (BBLearn). This online demonstration class meets on both the McMinnville and Portland campuses near the start of each semester. Strategies for successful online learning will be discussed. You may participate online in the McMinnville class through a simulcast. Email dce@linfield.edu for dates and times to reserve your spot. Log in information will be provided prior to the class for online participants. A self-paced tutorial is also available in Blackboard Learn. After registering for classes you will be able to log into BBLearn following the instructions provided on the ADP web page.

Application form online at https://www.linfield.edu/secure/dceapp.php

Contact Us!

Obtaining a higher education as an adult is more achievable than ever before. We urge you to take the next step-call us to discuss your individual situation. More information about the bachelor’s degrees and certificates described in this guide, and the RN to BSN degree program for registered nurses, including transfer course guides, tuition comparison with other universities, and class schedules are found at linfield.edu/dce.
Linfield College admits students of any race, color, national or ethnic origin, religion, sex, age, sexual orientation, disability, or immigration status to all the rights, privileges, programs and activities generally accorded or made available to students at the college. It does not discriminate against students or applicants for admission on the basis of race, color, national or ethnic origin, or on the basis of religion, sex, age, sexual orientation, disability, or immigration status, in the administration of its educational or admissions policies, scholarship and loan programs, and athletic and other school-administered programs.