

LINFIELD COLLEGE

DIVISION OF CONTINUING EDUCATION

ADULT DEGREE PROGRAM

APPLICATION AND ADMISSION GUIDE
2009 - 2010

MAJOR REQUIREMENTS
CERTIFICATES

GRADUATION REQUIREMENTS
BACHELOR OF SCIENCE
BACHELOR OF ARTS

LINFIELD COLLEGE
DIVISION OF CONTINUING EDUCATION
900 SE BAKER ST, UNIT A456
MCMINNVILLE, OR 97128

LINFIELD.EDU/DCE
PHONE: 800-452-4176
503-883-2447
FAX: 503-883-2369

APPLICATION AND ADMISSION

ADMISSION CRITERIA

- High School diploma required, but no minimum number of college credits. If you have not attended college, you must submit an official copy of your high school transcript.
- 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.
- 72 semester credits (108 quarter credits) will transfer from 2-year colleges.
- Students who have satisfied the Associate of Arts Oregon Transfer Degree or Associate of Science Oregon Transfer-Business Degree will, at a maximum, have to take two Linfield Curriculum courses as determined by the DCE 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 residence. (Requirements met by students in the course of obtaining their original degrees need not be met a second time). Upon completion of requirements, a diploma is awarded, and the transcript records the second degree and the major.

APPLICATION PROCEDURE

- Submit your application for admission online from our website at www.linfield.edu/dce, “Ready to Apply”, or download the form on the website and FAX to 503-883-2369, or fill out the application found inside the Application and Admission guide and mail to: Linfield College DCE, 900 SE Baker St., A456, McMinnville, OR 97128-6894.
- Include the non-refundable \$100 application fee with your application payable to Linfield College by VISA or Mastercard, or by check.
- Request an official copy of your transcript from all previous colleges where you have earned credit and mail to Linfield at the address above.
- If you have been in the military, request an evaluation of your training for possible transfer credit and send a copy of your SMART or AARTS record.
- Your official transcripts will be evaluated 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.

COST FOR 2009 - 2010

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|---------------------------------|-------|-------------------------|---------------------------------|
| • Bachelor’s Degree Application | \$100 | Certificate Application | \$50 |
| • Tuition per semester credit | \$320 | Online Course Fee | \$120 for a 3 - 6 credit course |

FINANCIAL AID

- Most students who are registered for 6 credits or more in summer, fall and spring semesters are eligible for financial aid.
- Visit Financial Aid at www.linfield.edu/dce/financial-aid.html and follow the steps outlined. For assistance call 503-883-2225 or 888-471-2225.
- Submit online the Free Application for Federal Student Aid (FAFSA) and the Linfield Application for Financial Aid (LAFA). For FAFSA use Linfield College school code, 003198. Schedule an appointment with your Advisor, and ask that your Academic Plan be sent to the Financial Aid Office

GETTING STARTED CHECKLIST

This checklist will take you step-by-step through our application and registration process. Use it to keep track of your progress.

- Review our Degrees and Certificates to decide what's right for you.
- Contact an Enrollment Specialist or Advisor about how to transfer to Linfield and how many credits from previous college coursework will count. **Enrollment Specialist Gloria Flower's email is gflower@linfield.edu and her phone number is 503-287-3191.** (Pacific Time Zone)
- Submit your application online at www.linfield.edu/dce, "Ready to Apply", or FAX to **503-883-2369**, or mail to **Linfield College-DCE, 900 SE Baker St., A456, McMinnville, OR 97128-6894**. Applications are accepted year-round. Apply as early as possible before the start of the semester in which you wish to begin.
- Request an official copy of your transcript from all schools at which you have earned credit. If you were in the military, send a copy of your SMART or AARTS record. Request transcripts of CLEP exams and ACE-accredited training completed through your employer. You will receive an admission letter and official evaluation of your transfer credits.
- Contact your Advisor to develop an academic plan of courses for the school year. If you plan to use financial aid, ask your advisor to send your academic plan to the financial aid office.
- Determine how you will pay for your classes. Many employers, as well as the U.S. military, offer tuition benefits. Review Linfield's Adult Degree Program tuition rates at www.linfield.edu/dce/tuition-costs.html. Contact your human resources department to determine the level of tuition benefit available to you. Scholarships and financial aid are also available. Visit the financial aid webpage to complete the Free Application for Federal Student Aid (FAFSA) and to submit the Linfield Application for Financial Aid (LAFA). For further assistance, call the financial aid office at **503-883-2225** or **888-471-2225**. A Deferred Payment Plan is available.
- Set up your Linfield computer (CatNet) account at <http://www.linfield.edu/dce/computer-accounts.html> so that you can view your class schedule, login to your online courses, track your progress to graduation in WebAdvisor, and view your grades.
- Register for classes by one of 2 methods.
 1. Online with payment by VISA or Mastercard (available after you have set up your CatNet account).
 2. FAX 503-883-2369 (VISA, Mastercard, Financial Aid, or Deferred Payment Plan). If you plan to use financial aid, submit the Registration Form by FAX or by mail. You can register before you have received an admission letter, although you may be asked to document completion of prerequisites.
- Order your textbooks at www.linfieldbookstore.com or fax the order form inside the current class schedule.
- Course grades will be posted on WebAdvisor within two weeks after the end of the semester.

Contact the Linfield Adult Degree Program at any point in the process for prompt assistance. We are committed to helping you achieve your educational goals.

REQUIREMENTS COMMON TO ALL BACHELOR'S 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.
- Mathematics proficiency at or above a college course in intermediate algebra with a minimum grade of C (a C- is not acceptable). MATH 105 or above, or approved transfer course.
- Students must complete the following required courses from Linfield or in approved transfer: the Inquiry Seminar, one course in each of the 6 Modes of Inquiry and one upper division course. The upper division course may be in any mode and must be outside the major department. In addition, all students will complete at least one major writing intensive course, a course in US pluralisms and a course in global pluralisms.
- Bachelor of Science (2 courses in math or science 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.

EXAMPLES OF COURSES THAT WILL MEET LINFIELD REQUIREMENTS ARE:

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.

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.

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).

ACCOUNTING MAJOR

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

BUSN 260 Financial Accounting	BUSN 340 Business Law I
BUSN 261 Managerial Accounting	BUSN 341 Financial Management
BUSN 301 The Management Process	ECON 210 Principles of Economics
BUSN 321 Marketing	
- 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 466 Advanced Accounting
BUSN 362 Intermediate Accounting II	BUSN 468 Federal Income Tax
BUSN 461 Cost Accounting	BUSN 469 Auditing (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 most courses above BUSN 340, a student must have completed MATH 160 or 162 and MATH 140.

REQUIREMENT	LINFIELD COURSE	PREREQUISITE
Financial Accounting	BUSN 260	MATH 105
Managerial Accounting	BUSN 261	BUSN 260, MATH 105
The Management Process	BUSN 301	MATH 105
Marketing	BUSN 321	MATH 105
Business Law I	BUSN 340	MATH 105
Financial Management	BUSN 341	BUSN 261, ECON 210, proficiencies
Intermediate Accounting I	BUSN 361	BUSN 261, proficiencies
Intermediate Accounting II	BUSN 362	BUSN 361
Cost Accounting	BUSN 461	BUSN 261, proficiencies
Advanced Accounting	BUSN 466	BUSN 362, MATH 105
Federal Income Tax	BUSN 468	BUSN 362, MATH 105
Auditing	BUSN 469	BUSN 362, MATH 105
Principles of Economics	ECON 210	MATH 105

ARTS AND HUMANITIES MAJOR

REQUIREMENTS FOR THE BACHELOR OF ARTS IN ARTS & HUMANITIES

- All Arts & Humanities majors must complete coursework to fulfill the BA requirement (one year of college-level foreign language).
- A minimum of 40 semester credits in Arts & Humanities. Arts & Humanities include the Linfield departments of Art and Visual Culture, Communications, English, Modern Languages, Music, Religion/Philosophy, and Theater.
- Courses counting toward the 40 semester credits may be from no more than three departments. No more than 20 semester credits from any one department will count toward the 40 required credits.
- Students must complete a minimum of 21 semester credits in the major through Linfield coursework (includes ENGL 377, IDST 320, and IDST 321).
- A minimum of 15 semester credits in the major will be from courses numbered 300 and above.
- The 40 credits in the major will include a senior seminar and project. ENGL 377 Fundamentals of Research Writing and IDST 320 & 321 History of Western Thought I & II are prerequisites to the senior seminar. Ask your advisor for further information on the seminar and project.

LINFIELD COURSES OFFERED IN THE ARTS & HUMANITIES MAJOR (NOT ALL OFFERED EVERY YEAR)

AAVC 110 Intro to Visual Culture	MLCH211 Intro to East Asian Culture
AAVC 120 Drawing I	MLCH212 Survey of East Asian Literature
AAVC 165 Approaches to the Figure	MUSC 131 Understanding Music
AAVC 180 Survey of Western Art II*	MUSC 135 Understanding Jazz
AAVC 182 Modern Art 1880–1945	MUSC 251 American Sense in Sound
AAVC 188 Post Modern Art	PHIL 150 Fundamentals of Philosophy
AAVC 210 Survey Non-Western Visual Culture	PHIL 160 Philosophy East and West
AAVC 260 Painting I	PHIL 250 Modern Philosophy
ENGL 230 Children's Literature	PHIL 306 Environmental Ethics
ENGL 250 Literature of Experience	PHIL 336 Environmental Ethics and Health
ENGL 270 Western American Literature	PHIL 460 American Philosophy
ENGL 301 Topics in Literature*	RELS 120 Old Testament
ENGL 304 Environmental Literature	RELS 130 New Testament
ENGL 305 Diverse Voices	RELS 140 The Holy Qur'an
ENGL 312 Topics in English Literature*	RELS 254 Folklore and Mythology
ENGL 316 Poetry*	RELS 303 Religious Quest I
ENGL 317 Fiction*	RELS 304 Religious Quest II
ENGL 319 Non-Fiction*	RELS 331 History of Religion in America
IDST 320 History of Western Thought I	RELS 340 Monks and Mystics
IDST 321 History of Western Thought II	RELS 380 Buddhism
IDST 485 Arts & Humanities Senior Seminar	RELS 410 C.S. Lewis
IDST 490 Arts & Humanities Research Project	RELS 452 Psychology of Religion and Consciousness

* May be repeated with different content

BUSINESS INFORMATION SYSTEMS MAJOR

REQUIREMENTS FOR THE BUSINESS INFORMATION SYSTEMS MAJOR

- Students must complete the required BUSN, COMP and ECON courses listed below. At least 24 semester credits must be earned in Computer Science courses and at least 24 in Business.
- 12 semester credits must be completed in Computer Information Systems 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 Structures
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

PREREQUISITE

COMP 101
COMP 152
COMP 250
COMP 250
BUSN 301, MATH 140, 160 or 162
COMP 302, 310

COMPUTER SCIENCE ELECTIVES:

COMP 450	Database Administration	COMP 250
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BUSINESS (BUSN) AND ECONOMICS (ECON) REQUIRED COURSES:

BUSN 260	Financial Accounting	MATH 105
BUSN 261	Managerial Accounting	BUSN 260, MATH 105
BUSN 301	The Management Process	MATH 105
BUSN 321	Marketing	MATH 105
BUSN 341	Financial Management	BUSN 261, ECON 210, MATH 160 or 162, MATH 140
ECON 210	Principles of Economics	MATH 105

In addition, students choose either:

BUSN 340	Business Law	MATH 105
BUSN 495	Strategic Management (MWI)	All BUSN requirements
OR		
BUSN 404	Operations Management	BUSN 301, MATH 160 or 162
BUSN 484	Operations Research	BUSN 404

INTERNATIONAL BUSINESS MAJOR

REQUIREMENTS FOR THE INTERNATIONAL BUSINESS MAJOR

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

	PREREQUISITE
BUSN 260 Financial Accounting	MATH 105
BUSN 261 Managerial Accounting	BUSN 260, MATH 105
BUSN 301 The Management Process	MATH 105
BUSN 321 Marketing	MATH 105
BUSN 340 Business Law	MATH 105
BUSN 341 Financial Management	BUSN 261, ECON 210, MATH 160 or 162, MATH 140
BUSN 495 Strategic Management (MWI)	Senior; all other required courses completed (341 may be taken concurrently)
ECON 210 Principles of Economics	MATH 105

Three of the five listed below are also required:

ECON 331 International Economics	ECON 210
BUSN 410 International Management	BUSN 301
BUSN 426 International Marketing	BUSN 321, MATH 105
BUSN 435 International Business Law	BUSN 340, MATH 105
BUSN 443 International Finance	BUSN 341, MATH 105

- 15 semester credits of upper division coursework at or above the level of BUSN 341 Financial Management must be from Linfield.
- To enroll in courses BUSN 200-340, a student must have met the College's mathematics proficiency requirement, intermediate algebra.
- To enroll in most courses BUSN 341 and above, a student must have completed MATH 160 or 162 and MATH 140.
- *Other International Courses:* At least five additional semester credits must be earned from courses outside the Business Department which are designated as GP (Global Pluralisms). These credits must be in addition to those taken to meet Linfield curriculum requirements.
- *Study Abroad:* Students must successfully complete a *study* period abroad providing them with substantial exposure to foreign culture, life styles, and business practices. *Travel* abroad will not be sufficient. The Division of Continuing Education schedules international field-based courses in alternate summers to meet this requirement. Previous travel does not qualify. Study abroad through another accredited institution or self-designed must be approved in advance.
- *Language:* Proficiency in a modern foreign language at the second-year level is required. 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.

MANAGEMENT MAJOR

REQUIREMENTS FOR THE MANAGEMENT MAJOR

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

	Prerequisite
BUSN 260 Financial Accounting	MATH 105
BUSN 261 Managerial Accounting	BUSN 260
BUSN 301 The Management Process	MATH 105
BUSN 321 Marketing	MATH 105
BUSN 340 Business Law	MATH 105
BUSN 341 Financial Management	BUSN 261, ECON 210, all proficiencies
BUSN 495 Strategic Management	Senior, all other required business courses completed (341 may be taken concurrently)
ECON 210 Principles of Economics	MATH 105

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

To enroll in courses BUSN 200–340, a student must have met the College’s mathematics proficiency requirement, intermediate algebra. To enroll in most courses BUSN 341 and above, a student must have completed MATH 160 or 162 and MATH 140.

LINFIELD MANAGEMENT ELECTIVES

BUSN 380	Industrial Organizational Psy	BUSN 423	Entrepreneurship
BUSN 382	Management Information Systems	BUSN 426	International Marketing
BUSN 404	Operations Management	BUSN 427	Topics in Marketing*
BUSN 405	Human Resource Management	BUSN 430	Management of Human Relations
BUSN 407	Organizational Behavior	BUSN 435	International Business Law
BUSN 408	Labor Legislation	BUSN 436	Topics in Management*
BUSN 409	Collective Bargaining	BUSN 440	Business Law II
BUSN 410	International Management	BUSN 443	International Finance
BUSN 415	Business, Ethics, and Society	BUSN 447	Investments
BUSN 420	Sales and Sales Management	BUSN 484	Operations Research
BUSN 421	Promotions Management		Upper Division Accounting Courses

* May be repeated with different content

SOCIAL & BEHAVIORAL SCIENCES MAJOR

REQUIREMENTS FOR THE SOCIAL & BEHAVIORAL SCIENCES MAJOR

- A minimum of 40 semester credits in coursework from either two or three of the following academic departments: Sociology/Anthropology, Psychology, History, Economics, or Political Science, plus selected courses from the Linfield Department of Business. Although the Division of Continuing Education offers few Political Science courses, appropriate transfer work will count toward major requirements. No more than 20 semester credits may be used from any one department toward the major, though there is no cap on the number of credits in a department that may count toward graduation.
- At least 21 credits in Linfield coursework in the major and 15 Linfield credits in the major numbered 300 and above.
- Fulfill requirements for either Bachelor of Science or Bachelor of Arts.
- ENGL 377 Fundamentals of Research Writing prior to the research methods class.
- A Linfield course in research methods, usually taken in the fall of the student's senior year. At the end of this class the student will submit a proposal for a research project in a field in which the student has taken at least 12 semester credits of Linfield coursework. Methods classes are offered in History and Sociology/Anthropology.
- A research project completed during the spring of the student's senior year after departmental approval of the proposal. Ask your advisor for further information on the research project.

LINFIELD COURSES OFFERED IN THE SOCIAL & BEHAVIORAL SCIENCES MAJOR

Business

BUSN 301 Management Process
 BUSN 380 Industrial Organizational Psy
 BUSN 405 Human Resource Management
 BUSN 407 Organizational Behavior
 BUSN 408 Labor Legislation
 BUSN 409 Collective Bargaining
 BUSN 430 Management of Human Relations

Economics

ECON 210 Principles of Economics
 ECON 312 Environmental Economics

History

HIST 124 History of East Asian Civilizations I
 HIST 125 History of East Asian Civilizations II
 HIST 150 Survey of US History
 HIST 167 Survey of Latin American History
 HIST 200 Modern China
 HIST 210 Modern Japan
 HIST 257 The Pacific Northwest
 HIST 266 Women in US History
 HIST 285 Intro to Historical Methods
 HIST 302 Topics in European History*
 HIST 316 History of Mexico
 HIST 331 History of Religion in America
 HIST 346 Europe and the West Since 1939
 HIST 371 Race & Minority Cultures in the US
 HIST 376 History of Soviet Russia
 HIST 390 Slavery in the Americas
 HIST 490 Research Project (MWI)

Political Science

POLS 211 International Politics
 POLS/RELS315 Politics and Religion in the US
 POLS 386 Topics in Comparative Politics

Psychology

PSYC 101 Survey of Psychology
 PSYC 200 Social Psychology
 PSYC 300 Lifespan Developmental Psy
 PSYC 355 Learning, Memory and Behavior
 PSYC 365 Psychology East and West
 PSYC 375 Theories of Personality
 PSYC 380 Industrial Organizational Psy
 PSYC 391 Abnormal Psychology
 PSYC 413 Counseling Principles & Theories

Sociology/Anthropology

ANTH 105 Human Biology & Evolution
 ANTH 111 Cultural Anthropology
 ANTH 202 Human Adaptability
 ANTH 254 Folklore and Mythology
 ANTH 326 Archaeological Field Methods

SOAN 205 Gender & Society
 SOAN 222 Mexico, Central America, and the Caribbean
 SOAN 223 Cultural Environment of Health
 SOAN 225 People & Cultures of North America
 SOAN 226 South America: Peoples & Cultures of the Least-Known Continent
 SOAN 265 Race & Ethnicity
 SOAN 270 Latinos & Latinas in the US
 SOAN 308 Social Research Methods
 SOAN 323 Native Americans of Oregon
 SOAN 365 Urban Society and Culture
 SOAN 375 City & Countryside in Transition
 SOAN 404 Social Movements
 SOAN 487 Internship/2-10
 SOAN 490 Research Project (MWI)
 SOCL 101 Fundamentals of Sociology
 SOCL 201 Deviance
 SOCL 207 Sociology of Poverty
 SOCL 306 Social Work Practice
 SOCL 250 Environmental Sociology

* May be repeated with different content

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 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

- A student must complete a minimum of 24 (minimum 10 from Linfield) semester credits, including:
 - ENVS 101 Human Ecology: Process and Pattern in the Natural World
 - ENVS 102 Human Ecology: Human Adaptations and the New Global Order
- Four more courses chosen from the list below, including at least one 300 or 400 level and one a natural science field course.
- ENVS 040 Community Service (requires preapproval)
- ENVS 485 Environmental Problem-Solving Seminar
- One of the four courses may be an internship or independent study. At least one must be outside the division of the student's major and one outside the department of the major.
- Only two courses counted toward the minor may also be counted toward Linfield Curriculum or major requirements.

LINFIELD COURSES OFFERED IN THE ENVIRONMENTAL STUDIES MINOR

ANTH 202 Human Adaptability	ENVS 102 Human Ecology Human Adaptations and the New Global Order	ENVS 300 Topics in Environmental Policy: Fire History of the Cascades
BIOL 108 Ecology of Ecosystems	ENVS 302 Shoreline Ecology	ENVS 485 Environmental Problem- Solving Seminar
BIOL 280 Marine Biology	ENVS 303 Human Ecosystems	HIST 257 The Pacific Northwest
BIOL 313 Classification of Plants & Plant Communities	ENVS 305 Environmental Issues and the Physical Sciences	PHIL 306 Environmental Ethics
BIOL 320 Introduction to Ecology	ENVS 307 Issues in Science: Georesources	PHYS 103 Physical Geology
BIOL 355 General Ecology	ENVS 308 Water Resources	PHYS 105 Meteorology
BIOL 375 Field Zoology		PHYS 107 Energy and the Environment
ENGL 304 Environmental Literature		
ENVS 040 Community Service		
ENVS 101 Human Ecology Process and Pattern in the Natural World		

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

HUMAN RESOURCE MANAGEMENT CERTIFICATE

Requires completion of:

BUSN 301	The Management Process
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Plus three of the following:

BUSN 380	Industrial Organizational Psychology
BUSN 405	Human Resource Management
BUSN 407	Organizational Behavior
BUSN 408	Labor Legislation
BUSN 409	Collective Bargaining
BUSN 430	Management of Human Relations

COMPUTER INFORMATION SYSTEMS CERTIFICATE

Requires completion of:

COMP 101	Fundamentals of Info Systems Tech
COMP 152	Programming and Object Structures

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

MARKETING CERTIFICATE

Requires completion of:

BUSN 321	Marketing
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Plus three of the following:

BUSN 420	Sales and Sales Management
BUSN 421	Promotions Management
BUSN 423	Entrepreneurship
BUSN 426	International Marketing

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.

CREDIT FOR PRIOR LEARNING

Many working adults who return to college bring with them learning acquired from a variety of sources: on the job, non-credit workshops, travel, personal interests, family, and volunteer responsibilities. Linfield College believes that adults should be able to receive college credit for college-level learning acquired outside of the traditional college setting. There are three ways to do this.

I. PORTFOLIO

One way to earn credit for prior learning involves taking a special Linfield course designed to provide students with the tools to prepare a portfolio. The portfolio includes personal narration and documents to illustrate the student's learning.

Students in Linfield's Division of Continuing Education may earn as many as 31 of the required 125 semester credits through the portfolio process. Credit earned via the portfolio process does not count toward the required 30 hours of Linfield coursework.

IDST 250 Writing the Portfolio is offered online fall semester. Students write a learning autobiography and educational plan which become the first sections of the portfolio. Students then learn how to describe, analyze, and document prior learning experiences.

Credit is earned by demonstrating that prior learning is equivalent to specific college courses. For example, a small business owner may have acquired both the practical and theoretical knowledge equivalent to BUSN 423 Entrepreneurship and BUSN 321 Marketing. The completed portfolio is submitted to Linfield for evaluation by faculty members with expertise appropriate to the areas of credit requested. Students are charged a fee when the portfolio is submitted and an evaluation fee after credits are awarded.

II. AMERICAN COUNCIL ON EDUCATION (ACE)

Students may also earn college credit for specific training offered through the military and from business and industry, if such training has been recommended for credit by the American Council on Education (ACE).

Examples of organizations offering ACE-approved courses for college credit include: AT&T, Insurance Institute of America, and PADI International. Linfield College generally accepts the ACE recommendations for both lower and upper division credit that is consistent with a liberal arts undergraduate education. However, acceptance is not automatic, and all ACE transcripts are reviewed by the faculty.

III. CREDIT BY EXAM

CLEP

The College-Level Examination Program (CLEP) is a national program of credit by examination. Linfield College allows up to 30 hours of non-course credit to students with acceptable scores on CLEP examinations. CLEP offers two types of tests—general exams and subject exams. General examinations may be taken in humanities, natural sciences, and social sciences/history, while subject examinations are offered in specific subject areas, such as biology, microcomputers, or American history. Both types of examination emphasize concepts, principles, relationships, and applications. CLEP exams do not fulfill general education requirements. Students planning to take a CLEP exam must receive approval from DCE prior to taking the exam.

CHALLENGE EXAM

In certain cases, a student may be allowed to challenge a Linfield course by examination. The exam is prepared, administered and graded by the Linfield residential faculty member who normally teaches the course. No credit is given for work of less than "B" quality. Students must pay a fee prior to taking the exam.

ACADEMIC CALENDAR 2009-2010

August

- 3 2009 Fall and 2010 Winter Registration begins
- 20 Summer Term ends
- 28 Summer final grades due

September 2009

- 7 Labor Day (no classes and offices closed)
- 8 Fall registration ends
- 12 Fall Semester begins

October 2009

- 2 Last day to drop a fall class with no notation on transcript

November 2009

- 15 Deadline for grades from spring and summer incompletes
- 20 Last day to drop a fall class (W on transcript)
- 26-27 Thanksgiving holiday (no classes & offices closed)

December 2009

- 17 Fall classes end
- 20 Fall Commencement, 2 pm, Sunday
- 22 Fall Semester final grades due

January 2010

- 4 Registration for Winter Term ends
- 4 Winter Term classes begin
- 8 Last day to drop a winter class with no notation on transcript
- 11 Spring Semester registration begins
- 15 Last day to drop a winter class (W on transcript)

February 2010

- 11 Winter Term classes end
- 12 Registration for Spring Semester ends
- 18 Winter Term grades due
- 20 Spring Semester classes begin

March 2010

- 5 Last day to drop a spring class with no notation on transcript

April 2010

- 15 Deadline for grades from fall & winter incompletes
- 16 Last day to drop a spring class (W on transcript)

May 2010

- 10 Summer Registration begins
- 27 Spring Semester classes end
- 29 Baccalaureate
- 30 Commencement, 10 am Sunday
- 31 Memorial Day (offices closed)

June 2010

- 7 Final grades for spring due
- 4 Registration for Summer Term ends
- 14 Summer Term classes begin

LINFIELD COLLEGE

DIVISION OF CONTINUING EDUCATION

**APPLICATION FOR ADMISSION
CERTIFICATE PROGRAM**Name: _____
LAST FIRST MIDDLEAddress: _____
STREET CITY STATE ZIP

Email: _____ Home Phone: () _____

Social Security #: _____ U.S. Citizen? Yes No Permanent U.S. Resident? Yes No
(Provide Social Security Number if applying for financial aid or if you want tax information supplied to you.)Advisor: _____ Anticipated Completion Date: _____
MONTH/YEAR Post Baccalaureate Accounting Human Resource Management MarketingComputer Information Systems: Software Engineering Database Administration Web Application Development

Birthdate: _____ Birthplace: _____

Former Name(s) that will appear on transcripts: _____

Employer: _____ Work Phone: () _____

High School: _____ Date of H.S. Graduation: _____

Post-Baccalaureate Only:

College/University: _____ Degree Earned: _____

Gender & Race/Ethnicity: Male FemaleAre you Hispanic/Latino? Yes, Hispanic or Latino (including Spain) No (Regardless of your answer, please select one or more below)
 Am Indian/Ala Native (NV) Black (AB) Hispanic (HL) White, Non Hispanic (WH)
 Asian/Pacific Islander (AS) Unknown (UK)

1. A non-refundable application fee of \$50 must accompany this application.*
 2. Mail the application form and fee to the DCE office.
 3. Post-bacc accounting: Send Official transcript or letter from institution to verify degree.
 4. All Certificates: Send Official transcript if you are using a transfer course to meet a requirement.
- *Alumni Application Fee Waiver to be supplied by _____.

Please make the check payable to Linfield College.

Mail all materials to:Linfield College
Division of Continuing Education
900 SE Baker Street A456
McMinnville OR 97128-6894Have you ever been convicted of a felony? Yes No

(If yes, please attach a sheet of paper that gives approximate date of each incident and explains the circumstances.)

I certify that the above information is accurate and complete.

Signature: _____ Date: _____

Date _____	FOR	Check # _____
Student ID # _____	OFFICE USE	Amount \$ _____
CM _____	ONLY	