

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.

1. Review our Degrees and Certificates to decide what's right for you.
2. 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.
3. Request an official copy of your transcripts from all accredited colleges and universities where you have earned credit. Mail to:

**Linfield College, Adult Degree Program
900 SE Baker St.
McMinnville, OR 97128-6894**

If you have not completed college credits, an official copy of your high school diploma or GED is required. You will receive an admission letter and Transfer Credit Evaluation showing your credits awarded.

4. RN to BSN applicants only: Submit one letter of reference from your most recent supervisor or nursing faculty. The letter should address critical thinking and communication skills, professional behavior, and motivation to learn. Mail to the same address as for the official transcripts.
5. For evaluation of additional credits where applicable request an official transcript to be sent to: Linfield College ADP, at the above address. Service members and veterans send a copy of your SMART or AARTS record. For College Level Exam Program (CLEP), send an official transcript of CLEP scores. For American Council on Education (ACE) accredited training programs completed through your employer or professional organization, request an official ACE transcript.
6. Set up your Linfield computer (CatNet) account at www.linfield.edu/dce/computer-accounts.html, after you receive an email from ADP acknowledging receipt of your application. Using your CatNet account, you can log in to WebAdvisor 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, you will be able to view your class schedule in WebAdvisor at www.linfield.edu/dce/webadvisor-account.html, login to your online courses, track your progress to graduation, and view your grades. Be sure to select DCE as your campus regardless of where you attend, and Student as your account type.
7. Determine how you will pay for your classes. 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. Linfield offers a Deferred Payment Plan, which allows you to pay tuition and fees in three installments each semester. Forms are available here www.linfield.edu/dce/payments.html. Scholarship workshops are offered by Linfield to provide training for how to search for and win college scholarships.
8. 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 webpage. See "Steps to Successfully Complete your Financial Aid," www.linfield.edu/dce/aid-steps.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.

9. 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.
10. You will register for courses before each semester. 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 and using the Registration Form is found at www.linfield.edu/dce/online-registration.html. If you are using financial aid, the deferred payment plan, or veterans benefits, you are required to complete and sign the Registration Form. FAX the Registration Form to 503-883-2369. When paying tuition and fees with Visa or MasterCard, you may register for classes on WebAdvisor. 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.
11. Order your textbooks online through the Linfield College bookstore at www.linfieldbookstore.com or fax the order form inside the current class schedule to the bookstore FAX number, 503-883-2454. The Linfield bookstore ships books directly to you.
12. 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 login and password. The actual class will start as noted in the [Adult Degree Program Class Schedule](#). If you are having login problems or do not see your classes in the Course List box, call the ADP home office or email dce@linfield.edu.
13. 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 to reserve your spot. Login 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 webpage.

DMO 101 – Online Demonstration Course – Summer term 2012 schedule:
Saturday: 6/23/12 from 11 am – 1 pm, McMinnville Campus, Renshaw Hall First Floor Lab
Monday, 6/25/12 from 6:30pm – 8 pm, Portland Campus, Peterson Hall classroom 108

Contact the Linfield Adult Degree Program at 800-452-4176 at any point in the process for prompt assistance. We are committed to helping you achieve your education goals.