

CHAPTER 6: SUPPORT SERVICES

I. FINANCIAL AID

Students who have been admitted to the Division of Continuing Education may apply for financial aid. Eligibility for all types of financial aid is determined by completion of the Free Application for Federal Student Aid (FAFSA), the Linfield Application for Financial Aid (LAFA), and the student's Academic Plan. A student's financial aid award is based on the FAFSA information and the amount of credits on the Academic Plan. The financial aid award may be revised if there is a change in the student's enrollment. The following financial aid programs are available to DCE students.

Federal Pell Grant Program

The Federal Pell Grant Program awards money directly from the federal government to eligible undergraduate students. Students are notified of their eligibility when they receive the Student Aid Report (SAR). The amount of the grant is determined by the number of hours enrolled and federal funding levels.

Oregon Opportunity Grant Program

This grant is administered on a need basis by the Oregon Student Assistance Commission and is available to Oregon resident undergraduate students who are enrolled at least half time. Half time is defined as at least 6 semester credits each during Fall and Spring semesters. Eligibility is determined from the Oregon Student Assistance Commission.

Federal Stafford Loan Program (Subsidized and Unsubsidized)

Eligible students enrolled at least half-time may borrow long-term, low-interest loans from the Direct Loan Program. Freshmen are eligible for a maximum loan amount of \$3500; sophomores \$4500; juniors and seniors \$5500. Students who are considered independent by federal regulations (see FAFSA instructions) may be eligible for an additional unsubsidized loan: \$4000 for freshmen/sophomores and \$5000 for juniors/seniors. Subsidized Federal Stafford Loans are available to students who show financial need by government guidelines. Interest will be paid by the federal government while students maintain at least half-time enrollment status. In order to maintain loan deferment status, students must complete 6 credits during Fall semester and 6 during Spring semester. Summer and Winter terms do not affect eligibility for loan deferment.

Unsubsidized Federal Stafford Loans are available to students who do not show financial need by government guidelines. Students may defer both the principal and interest payment of their unsubsidized loans while enrolled in at least 6 credits per semester.

Loan Disbursements: Loan disbursements are scheduled for the beginning of each semester of enrollment. A

student must be registered for at least 6 credits in any semester to receive a loan disbursement. No disbursements may be released to a student until after the beginning of each semester.

Note: If you elect to start your academic program during the summer, you must be enrolled for at least six credits to qualify for a Stafford Loan. Summer enrollment cannot be combined with any other enrollment period.

Application Procedure

To apply for financial aid, you must complete the following:

1. The Linfield Application for Financial Aid (LAFA) (<http://www.linfield.edu/dce/financial-aid.html>).
2. The Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Linfield College's Title IV code is 003198.
3. Academic plan filed by your advisor. This form will be sent to the Financial Aid Office by your advisor once complete.

You may download all the necessary forms from the Financial Aid Office website: www.linfield.edu/dce. For further information, call 888-471-2225 or 503-883-2225.

Students at Linfield College are eligible for financial aid regardless of race, sex, age, or marital status in compliance with Title IX requirements.

Satisfactory Academic Progress

All financial aid is awarded with the understanding that the student will maintain Satisfactory Academic Progress. To meet this requirement, a student must: (1) Have a grade point average of at least 2.00, (2) Earn a minimum number of credits for each academic year, and (3) Complete all degree requirements within a specified time frame. Students with less than a 2.00 cumulative grade point average will be placed on probation and have one semester to improve their academic record before being suspended from the College. Students on academic probation are eligible to conditionally receive financial aid. Students may apply for readmission to the College through the Admission, Retention, and Financial Aid Committee. If re-admitted, financial aid may be reinstated. Students must have at least 6 credit hours per semester to receive financial aid. Full-time students (at least 12 credits per semester) must complete 24 credit hours each academic year (12 credit hours if attending only one semester), while half-time students must complete 6 credit hours each semester in order to remain eligible for financial aid. Reinstatement of Eligibility: Academic records are measured each semester and at the end of each academic year. Incomplete grades (I) will not count as a completed course until a final grade is posted. Students not meeting minimum credit or grade point requirements

will be placed on financial aid suspension. For those students, all future financial aid will be canceled. No aid will be awarded until one of the following options is successfully fulfilled. If financial aid eligibility is reinstated, awards will be made based on available funds, although every effort will be made to reinstate aid at funding levels prior to suspension.

There are several ways to have your financial aid reinstated. They are:

1. Students suspended due to a grade that is Incomplete (I) must contact the Office of Financial Aid once the final grade has been posted. At that point financial aid eligibility will be reinstated.
2. Students who, because of extenuating circumstance were not able to meet the Satisfactory Academic Progress (SAP) requirements, may petition for reinstatement. Petitions should be submitted to the Director of Financial Aid. Documentation that substantiates these circumstances should be attached to the letter of petition. The letter should include; why you failed to make SAP and what has changed to remedy the circumstances(s). For questions about SAP, please email our office at finaid@linfield.edu.
3. Attend a subsequent summer session at Linfield College or any other college, and make up the required number of credit hours to fulfill the deficit. Once the hours are completed, a suspended student would be eligible to petition for reinstatement of financial aid.
4. Complete a subsequent semester of full time enrollment at Linfield College without financial aid. After completing the semester the suspended student can petition for reinstatement of financial aid. Part time students would need to complete 6 hours in one semester of the regular academic year (summer is a term that is not part of the regular academic year), without benefit of financial aid and then petition for reinstatement.

**Students enrolled in the Division of Continuing Education will be required to maintain a Satisfactory Academic Progress following the same criteria as students enrolled in other programs of the College. Academic Plans will be used to determine financial aid eligibility at full or part-time levels.

Questions?

Call the Financial Aid Office at 503-883-2225 or 888-471-2225.

2. TEXTBOOKS

Textbooks are purchased online from the Linfield bookstore for all DCE classes. www.linfieldbookstore.com

3. LIBRARY SERVICES

As DCE students at Linfield College, you have access to the same library services and resources that are available to our residential students. When you are admitted

to Linfield Adult Degree Program, you will receive notification from the central DCE office on how to obtain your Student Photo ID Card. This Photo ID card will contain a library barcode, which, when entered into the Linfield library's circulation system will give you full library borrowing privileges. You will be able to search for and request books and media online from many academic libraries through our catalog, Linfield WorldCat. With your Linfield CatNet ID and password, you will be able to access our library databases to look for other books and articles that you will need for your class research topics. If the articles are not full text online, you can request copies of them from Linfield, if we own the journals, or request them online through Interlibrary Loan. Today's libraries go beyond the physical library walls to bring resources to researchers, which is a huge advantage for DCE students doing research far from their college library.

Check out our libraries' home page at www.linfield.edu/linfield-libraries.html. You will also want to check the ADP/DCE Services link on the library home page for information about and web links to your local libraries and how to access and use the library services available to DCE students from Linfield's libraries. The Research Tips and Bite Size Tutorials links provide information about using the Linfield College Libraries' home page to do your academic research.

Not only do you have the resources of our two campus libraries, Nicholson Library in McMinnville and our Portland Campus library, but because of library agreements, you also may use community college libraries, public libraries, and college or university libraries in your area. Students are responsible for the books and other materials they borrow. Charges for overdue and lost books will be billed to the student's account.

Carol McCulley is the Reference and Distance Learning Librarian for Linfield DCE students. She is available to teach library instruction classes, offer research help to students individually by phone, e-mail, online classes, or in person, and to supply research materials available at the Linfield libraries. You may contact Carol by

phone: 800-452-4176 ext. 2595 (daytime M-F)
503-883-2595 (daytime and voice mail)

fax: 503-883-2566

email: cmccull@linfield.edu

4. LEARNING SUPPORT SERVICES

When necessary, students with documented learning disabilities may petition the Academic Support Committee for substitution of courses required for graduation. This process is not automatic, nor is it always deemed appropriate. Students who intend to make such a request must notify both the Director of Learning Support Services and the Associate Registrar for DCE no later than the completion of 45 credits. Complete documentation including the diagnosis of the student's condition and its

attendant educational implications must be filed with the Director of Learning Support Services prior to the request. Students with documented disabilities requiring classroom accommodation should register with Learning Support services within the first two weeks of each semester, or the first two days of January Term.

5. ONLINE ACADEMIC TUTORING

The Adult Degree Program at Linfield College has joined the Northwest eTutoring Consortium to give our students access to online academic tutoring in math, writing, and other subject areas. As a Linfield College student who is registered for classes in the Adult Degree Program, you have access to online tutoring services at no additional charge. As a member of the NW eTutoring Consortium, each college provides experienced academic tutors who work with students online to help you improve your performance in your courses. The benefit of having many colleges collaborating is that you have more hours during the week and weekend when you can receive eTutoring assistance. Tutoring may be asynchronous and in real time. You may log in for this service from either the Adult Degree Program "Current Students" page, <http://www.linfield.edu/dce/current-students.html> or from your Blackboard classroom.

6. VETERANS' POLICIES AND PROCEDURES

Linfield's degree and certificate program throughout the state of Oregon is approved by the Oregon Department of Education's State Approving Agency and the VA for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code. The Certifying Officials are located in Melrose Hall, 012, Registrar's office. You may use the toll free number (800-456-4172) and ask to be transferred to the Registrar's office.

Students should let Linfield know they are a Veteran on the registration form. To assist the Certifying Official in the certification process, the following official paperwork is requested:

Chapter 1606, 1607, Active duty reserves; Chapter 35 or 30:

Either form 22-1990, Application For VA Education Benefits or form 22-1995, Request for Change of Program or Place of Training (if they have received benefits while attending a different school). These two forms can be found on the VA web site, www.gibill.va.gov.

Chapter 31:

Form 28-1905, Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status. This form is issued by the student's VA counselor.

Chapter 33:

Certificate of Eligibility issued by the VA which includes eligibility percentage.

When registration is complete, the Certifying Official will submit the Enrollment Certification to the Veteran's Administration in Muskogee.

Students taking courses at Linfield and another institution concurrently, must contact the Veteran's Certifying Official at the other institution and ask that they send an email to the Certifying Official at Linfield to ask if the courses will transfer to Linfield and apply to the student's program. Linfield will, then, respond appropriately.

Payment for registration of courses depends upon the chapter:

- Chapter 30, 35, 1606 or 1607: Payment is due upon registration
- Chapter 31: Linfield will bill the VA directly
- Chapter 33: VA pays Linfield directly based upon Certification

Certification occurs early in each semester or term. If your registration changes, or if you withdraw completely, please contact the Certifying Official as soon as possible. Your benefit entitlement may also change. If you change your major, you must complete form 22-1995, Request for Change of Program or Place of Training, and send it to the Certifying Official.

For more information:

Veterans' Certification Officer
Linfield College
Registrar's Office
900 SE Baker St, A446
McMinnville, OR 97128
800-452-4176 or 503-883-883-2212

7. STUDENT DISCOUNTS ON PERSONAL COMPUTERS

Adult Degree Program students who meet the criteria listed below may purchase Macintosh computers through the Linfield College bookstore:

- You must be admitted to a degree or certificate program
- You must have completed a minimum of 12 Linfield credits during the previous calendar year.
- You must be registered for at least six semester credits of Linfield coursework at the time the order is placed.

If interested, contact the Linfield bookstore at 1-800-452-4176 or 503-883-2505 for prices and ordering procedures.

8. CATNET ACCOUNTS

DCE students are entitled to and should sign up for a Linfield CatNet Account. This account creates an email account that can be accessed through your own email package or through the Web. This account also allows you access to the computer labs and the libraries for the McMinnville and Portland campuses. It also allows you access to online research databases through the library and, of course, access to your grades and transcript. Linfield does not provide internet access to DCE students. You may establish an account through the web. Please go

to www.linfield.edu/dce and select Current Students and then the Computer Accounts link. Be sure to select DCE as your campus (regardless of where you

attend) and student when filling out the form. Use this page for more information on accessing WebAdvisor and the online courses and online library resources.