

CHAPTER 6: SUPPORT SERVICES

1. 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.

Federal Stafford Loan Program (Subsidized and Unsubsidized)

Eligible students enrolled at least half-time may borrow long-term, low-interest loans from lending agencies (banks, credit unions, etc.). 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. New guidelines are now in place for 2009 - 2010. 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 College DCE Application for Financial Aid (LAFA).
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.

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. In order to do this the student must: (1) have a grade point average which meets the minimum requirements for continuation of study at Linfield College, (2) earn a minimum number of credits for each academic year, and (3) complete all degree requirements within a specified time frame.

Minimum grade point requirements provide that students with less than a 2.00 cumulative grade point average be placed on probation and have one semester (or 12 semester credits) to improve their academic record before being suspended from the college. Grade point requirements are fully described in the Academic Probation and Suspension sections of this handbook. Students on academic probation are eligible to receive financial aid as long as they have completed enough credits to maintain eligibility. Suspended students must apply for re-admission to the College through the Admission and Financial Aid Committee. If readmitted, eligibility for financial aid will be reinstated.

Credit requirements obligate a student to complete the appropriate number of credits based on the financial aid received. Full-time students must enroll in at least 12 credits each semester and complete 24 credits by the end of the academic year. Half-time students must enroll in at least 6 semester credits and complete at least 12 semester credits by the end of the year. Any student dropping below half-time attendance immediately loses eligibility for financial aid for that semester.

Reinstatement of Eligibility: Academic records are reviewed each semester and at the end of each academic year. An incomplete grade (I) will not count as completed coursework. 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 until one of the 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.

Students suspended due to a grade of Incomplete (I) must contact the Financial Aid Office once the final grade has been posted. At that point financial aid eligibility may be reinstated.

Students who, because of extenuating circumstances, were not able to meet the Satisfactory Academic Progress Requirements may petition the Admission and Financial Aid Committee for reinstatement. Documentation that substantiates these circumstances should be attached to the letter of petition.

Students who are on financial aid suspension (not academic suspension) may attend Linfield College summer session without financial aid, or a summer session at any other college, and make up the required number of credits at a high enough GPA to fulfill the deficit. Once the credits are completed, a student would be eligible to petition for reinstatement of financial aid.

Students who are on financial aid suspension (not academic suspension) may complete a subsequent semester of full-time enrollment at Linfield College without benefit of financial aid. Part-time students would need to complete 6 semester credits in one semester with no financial aid and then petition for reinstatement. Students applying for full-time enrollment cannot meet this requirement unless they complete 12 semester credits.

It is important to remember that Satisfactory Academic Progress is monitored by comparing the academic plan to the number of credits a student successfully completes each academic year. Academic plans will be used to determine financial aid eligibility at full- or part-time level.

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 through our catalog, WildCat, and Summit, a combined catalog of academic college libraries in Oregon and Washington. 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 jour-

nals, or order 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/library. 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 link provides 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

e-mail: 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. 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 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. Before the Certifying Official can certify enrollment, the following official paperwork is needed:

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 paperwork 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

6. 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.

7. 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.