

GENERAL INFORMATION

Admission to the Program

From anywhere in the USA call toll free 1-800-452-4176, and we will connect you with an advisor who is knowledgeable about the degree or certificate program you are considering.

Prior college coursework is not required for admission. Most college credits with grades of C and higher from regionally accredited colleges, will apply toward a Linfield degree.

Financial Aid

Financial Aid is available to all eligible degree- or certificate-seeking students enrolled for the appropriate number of credits. 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. Students must be admitted to the College prior to receiving a financial aid award. In order to be eligible for financial aid the student **must be enrolled in at least 6 credits** and complete the proper paperwork:

- Free Application for Federal Student Aid (FAFSA) Title IV code: 003198
- Linfield Application for Financial Aid (LAFA)
- A year-long academic plan submitted by your advisor

For additional information please contact the financial aid office at 888-471-2225 or 503-883-2225, 8AM - 5PM, Monday - Friday or by email at finaid@linfield.edu or at <http://www.linfield.edu/dce/financial-aid.html>.

Veterans' Benefits

Linfield College has been approved by the VA for veterans pursuing a degree. For Chapter 33, Post 9/11 VA benefits, the VA will pay Linfield based upon the percentage which is noted on your "Letter of Eligibility" received from the VA. Your eligibility is based upon your length of service. A copy of this document should be sent to the Office of the Registrar, 900 SE Baker Street, McMinnville, OR 97128. The Certifying Official will certify your enrollment each semester you are registered. For questions on this or other VA benefits, please contact Joyce Savage, Linfield DCE Certifying Official, at 503-883-2212, jsavage@linfield.edu or Cheryl Wright, 503-883-2597, cwright@linfield.edu.

Trade Adjustment Assistance Act

The Linfield College Adult Degree Program participates in workforce training via the Trade Adjustment Assistance Act and is on the Oregon Eligible Training Provider List. For additional information regarding these benefits and specifics on what majors are eligible, please contact John Gallagher, Associate Registrar, at 503-883-2446, jgallag@linfield.edu.

Advising

Academic advising is provided for all students. Our advisors work with you to identify which courses will build the knowledge and skills you need to advance your education and career.

Library

As Linfield students, you may use all the resources of the Linfield Libraries to help you search for and get books and articles for your research needs. Contact Carol McCulley, the Distance Learning Librarian, at 800-452-4176 ext. 2595 (or 503-883-2595 evenings and weekends) or e-mail dcelib@linfield.edu. You may also get information about library services available at Nicholson Library and your local libraries at <http://www.linfield.edu/linfield-libraries/adp.html>.

Moving?

You should *always* notify the DCE office any time your personal information changes. Please indicate any changes on your registration form or login to www.linfield.edu/dce "Current Students" "Change Your Address."

Graduating?

Send Intent to Graduate form to the DCE office one year prior to your graduation date. Download form at <http://www.linfield.edu/dce/commencement.html>.

Majors

In the Bachelor's degree, there are eight majors and one minor available through Linfield's Adult Degree Program.

Majors: Accounting*, Arts & Humanities, Business Information Systems, International Business, Management*, Marketing*, Social & Behavioral Sciences*, and Nursing* (RN - BSN only)

Minor: Environmental Studies

*May be completed entirely online.

Certificates

Computer Information Systems linfield.edu/dce/computer-systems-certificate.html

Human Resource Management* linfield.edu/dce/human-resources-certificate.html

Marketing* linfield.edu/dce/marketing-certificate.html

Post-Baccalaureate Accounting* linfield.edu/dce/accounting-certificate.html

*May be completed entirely online.

Credit for Prior Learning

Many adults return to college with learning acquired from a variety of sources (on the job, non-credit workshops, travel, personal interests, homemaking, and volunteer responsibilities). As many as 31 semester credits may be earned by developing a portfolio in which this learning is shown to be equivalent to specific college courses. The portfolio class, IDST 250, is offered online each fall semester. 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).

Computer Account (CATNET)

Linfield students must set up a Linfield CatNet account. This account gives you access to your online classes, to the computer labs and libraries of the McMinnville and Portland campuses, to your grades and transcript and to online research databases through the library. This account also creates an email account that can be accessed through your own email system or through the web. Your CatNet account will remain active as long as you remain a current student. You can set up your account at http://www.linfield.edu/dce/current-students/computer_accounts.php.

When filling out the request for an account, be sure to select DCE as your campus (regardless of where you attend) and Student as your account type. You may also use this page to access our online library resources and WebAdvisor. **Important notices will be sent only to your Linfield College email (WebMail).** Check your Linfield email regularly. Linfield does not provide internet access off campus.

Online Classes

Online (OL) courses are conducted via computer and the Web, and **you must open a computer account before the class starts.** Current information is posted on the Online Course Information page:

<http://www.linfield.edu/dce/online-course-info.html>.

Hardware: (minimum requirements)

PC: 1 GB of RAM (2 GB recommended)
56k modem or access to Internet (DSL or Cable recommended)

Mac: G4 or better 1 GB of RAM (2 GB recommended)
56k modem or access to Internet (DSL or Cable recommended)

Software: the latest available browser and word processing packages

If you have registered by the Wednesday before the term starts, you may access the site after 8AM with your Linfield computer account (CatNet) information, same as WebAdvisor and email.

It is the responsibility of each student to be aware of and to meet the catalog requirements for graduation and to adhere to all other deadlines, rules, and regulations published in this schedule and in the Student Handbook. The courses listed are subject to change without notice and do not constitute a contract.