

HOW TO REGISTER

Web: www.linfield.edu/dce
Telephone: 800-452-4176 or 503-883-2447
Fax: 503-883-2369
Mail: Linfield College DCE
900 SE Baker St. A456
McMinnville OR 97128

NEW! Register on WebAdvisor

If you are a returning DCE student and are not using the Deferred Payment Plan, Financial Aid, Veteran's Benefits or any other financial assistance, you may register on WebAdvisor. Detailed instructions are provided on our website at www.linfield.edu/dce under "Admissions" "Class Registration." You may add and drop classes online until the beginning of the term.

Online Payment by Credit Card on WebAdvisor

You should pay your account online the next full business day after you register on WebAdvisor. On the Students Menu, select "Financial Profile" then "Pay on My Account." Registration records will be updated for payment purposes at 5:00 PM each business day. This means that students who register after 5:00 PM on a weekday must wait until after 5:00 PM the following business day to pay for their courses. Anyone who registers after 5:00 PM on a Friday, must wait until after 5:00 PM the following Monday to pay. Students paying in full by credit card should pay online as soon as their account is billed.

If You Are Eligible For Financial Aid

You must fill out the registration form in the class schedule, sign the promissory note at the bottom, and mail or fax it to the DCE office. You must be admitted to the College and have submitted a FAFSA, LAFA and an academic plan to the financial aid office.

If You Are Eligible For Veteran's Benefits

You must fill out the registration form in the class schedule, sign the promissory note at the bottom, indicate the chapter number, and mail or fax it to the DCE office.

If You Pay Your Tuition By Check

You may register on WebAdvisor and mail your check to the DCE Office or you may choose to fill out the registration form in the class schedule and mail it to the DCE office with your check. If you elect to use the deferred payment plan, you need to include the payment plan coupon and fee along with your registration.

If You Use The Deferred Payment Plan

You may pay with either check or credit card, but you must sign the deferred payment plan coupon and mail it or fax it to the DCE office with your registration (see pages 16 and 17).

Am I Registered And How Do I See My Grades?

You can check on WebAdvisor: www.linfield.edu/webadvisor.

Computer Science System Development Fee

Computer Science students (BIS majors and CIS certificates) acquire over \$8000 worth of industry-standard software for only \$400 per year. This required purchase will include all updates and new releases as they become available throughout the year. Each school year, the first time you register for any computer science course (except COMP 101 and COMP /BUSN 382), your student account will be charged \$400. You will have the entire semester to pay this fee.

To meet the requirements for the software you will be using, your machine should have the following minimum requirements:

Processor: At least 1.6 GHz PC

Memory: At least 2 GB

Disk Space: Minimum of 100GB free space; new, empty hard drive preferred.

Optical Disk: DVD Reader Minimum

Adding And Dropping Courses

Call or email the DCE office to add or drop a class. You may not add a class after the first class meeting without the approval of the instructor. No registrations will be accepted after the third class meeting or equivalent. Do not attend class unless you are registered. You should have your Linfield ID and all course information ready before calling.

Withdrawing From All Courses Except Weekend

Call the DCE office as soon as possible at 800-452-4176 or 503-883-2447 between 8AM and 5PM if you wish to drop a class. If you call and withdraw from a class by October 2 no notation will appear on your transcript. If you withdraw after October 2 and by November 20 a "W" will appear on your transcript. No withdrawal is permitted after November 20.

Withdrawing From Weekend Courses

If you drop a weekend class before the first weekend class meeting, no notation will appear on your transcript. If you drop a weekend class after the first weekend and before the second, a "W" will appear on your transcript. No withdrawal from weekend classes is permitted after the second weekend class meeting.

Costs

Tuition: \$320 per semester credit

Audit (non-credit) fee: \$160 per semester credit

(You may not change to audit after the first week of the semester)

Online fee: \$120 per class

(Pays for access to Blackboard and technical support for faculty and students. Nonrefundable after the first day of the semester)

Late Registration fee: \$50 after Tuesday, September 8.

Lab and travel fees are listed under the individual course and are generally non-refundable once the semester starts.

Tuition Refund Policy

Fall Evening, & Online classes

If you notify DCE by 5PM on:	The tuition refund will be:
September 18	100%
October 2	80%
October 16	60%
October 30	40%
November 13	20%
No refund after November 13.	

Fall Weekend classes

If you notify DCE by 5PM on:	The tuition refund will be:
The first weekend class meeting	100%
The second weekend class meeting	60%
No refund after the second weekend.	

Winter Term

If you notify DCE by the end of:	The tuition refund will be:
January 8	100%
January 15	40%
January 22	20%
No refund after January 22.	

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 in WebAdvisor 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. After registering you can set up your account at http://www.linfield.edu/dce/current-students/computer_accounts.php. **Important notices will be sent to your Linfield College email. Check your Linfield email regularly.** Linfield does not provide internet access to DCE students.