

# HOW TO REGISTER

Web: [www.linfield.edu/dce](http://www.linfield.edu/dce)  
Fax: 503-883-2369  
Mail: Linfield College  
Adult Degree Program  
900 SE Baker St.  
McMinnville OR 97128-6894

## Register on WebAdvisor

If you are not using the Deferred Payment Plan, Financial Aid, Veterans' Benefits or any other financial assistance, you may register on WebAdvisor. Detailed instructions are provided on our website at [www.linfield.edu/dce](http://www.linfield.edu/dce) under "Admissions" "Class Registration." You may add and drop classes on WebAdvisor until the beginning of late term registration.

## Online Payment by Credit Card on WebAdvisor

Payment is due 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 Veterans' 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 contract 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 contract 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](http://www.linfield.edu/webadvisor).

## Grades and Transcripts

Grades will be available on WebAdvisor within two weeks after the end of the semester. We do not mail grades. If you experience difficulty in logging on to your WebAdvisor account, please call DCE at 800-452-4176. We will be happy to send unofficial transcripts upon request. Requests for unofficial transcripts must be signed and may be mailed or faxed to our office. Official transcripts must be requested in writing and cost \$5 for the first transcript and \$1 for each additional transcript per order. Include the complete address of where you want the transcript sent, your student ID number, approximate dates of attendance, and your signature, or select the "Transcript" link from the DCE site, <http://www.linfield.edu/registrars/transcripts.html>. Please send official transcript requests to:

Linfield College, Registrar, 900 SE Baker St, McMinnville OR 97128

## Adding And Dropping Courses

Add and drop classes on WebAdvisor until the beginning of the term or by completing the "Add/Drop Form" on [www.linfield.edu/dce/current-students](http://www.linfield.edu/dce/current-students). Please do not contact the instructor if you wish to add a class. Contact your advisor instead.

### Withdrawing From All Courses Except Weekend

If you withdraw from a class by 5PM Sept. 30 no notation will appear on your transcript. If you withdraw after Sept. 30 and by 5PM Nov. 18 a "W" will appear on your transcript. No withdrawal is permitted after Nov. 18.

### 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: \$375 per semester credit

Audit (non-credit) fee: \$187.50 per semester credit

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

Online fee: \$45 per credit/Maximum \$135 per course

*(Pays for access to Blackboard and technical support for faculty and students. Non-refundable after the first day of the semester)*

Late Registration fee: \$50 after Tuesday, September 6.

Lab and travel fees are listed under the individual course and are generally non-refundable once the semester starts. A 1% per month service charge will be applied to any unpaid balance per school policy.

## Tuition Refund Policy

### Fall Evening, & Online classes

If you notify DCE by 5PM on:	The tuition refund will be:
September 16 .....	100%
September 23 .....	80%
October 7 .....	60%
October 21 .....	40%
November 4 .....	20%
No refund after November 4.	

### 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 5PM on:	The tuition refund will be:
January 6 .....	100%
January 13 .....	40%
January 20 .....	20%
No refund after January 20.	

## 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. (Check with instructor for minimum hardware requirements.) 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), your student account will be charged \$400. You will have the entire semester to pay this fee.

## RN-BSN Liability Insurance Premium

RN-BSN students are protected under the Linfield College liability insurance, when carrying out clinical responsibilities during nursing courses. A \$60 fee is charged once per school year, when registering for NURS 309 and NURS 416. The premium covers clinicals conducted during NURS 419 and NURS 475 as well.