

# INFORMATION GUIDE

## LINFIELD COLLEGE

### ADULT DEGREE PROGRAM



Where you earn your degree matters.

#### BOOKLET CONTENTS

- General Information
- Requirements Common to all Bachelor's Degrees
- Accounting
- Arts & Humanities
- Business Information Systems
- International Business
- Management
- Marketing
- Social and Behavioral Sciences
- Minor in Environmental Studies
- Certificates
- Getting Started Checklist



# GENERAL INFORMATION

## WHY CHOOSE LINFIELD COLLEGE?

Established in 1858, Linfield is one of the first colleges in the Pacific Northwest, providing an anchor for higher education in the region.

The college is fully accredited by the Northwest Commission on Colleges and Universities as a non-profit, independent institution. <http://www.nwccu.org>.

Linfield has consistently earned high rankings by such organizations as U.S. News and World Report's "America's Best Colleges," Barron's Guide, and The Princeton Review.

Linfield pioneered online education in the Pacific Northwest and now serves a virtual learning community of adult students logged in from around the globe.

More than 90 percent of Linfield College graduates are employed or attending graduate school within one year of graduation.

The advantages of Linfield's Adult Degree Program are:

- Desirable faculty to student ratio
- Convenient methods of class delivery
- Affordable tuition comparable to public universities and below that of many private schools
- Academic advising support and financial aid assistance
- Online academic tutoring services
- Superior research and library assistance
- Career planning assistance

## WHAT IS THE ONLINE LEARNING FORMAT LIKE?

Online courses are perfect for students with schedules that demand flexibility. Courses offered over the web will require you to post assignments by a certain time each week. You can do most of the work on your own schedule. You will have separate links for submitting homework, group discussion, and personal communication with your instructor. Tests are online. Papers are submitted online. With internet access you can work from anywhere. Expect to spend the same amount of time in an online class as you would in a face-to-face class, and expect to adhere to similar assignment deadlines.

## CAN I COUNT MY PRIOR COLLEGE COURSES?

You can transfer in a maximum of 72 semester credits (108 quarter credits) from community colleges and most credits from four year institutions with a grade of C or higher. Courses with grades of C- and below will not transfer. All institutions must be regionally accredited. Our Associate Registrar and Academic Advisors will review your transcripts and will work with you to transfer as many credits as possible.

## WHAT IS CREDIT FOR PRIOR LEARNING?

Linfield has a program that awards credit for knowledge gained on the job or through volunteer activities called credit for prior learning. You will work closely with an instructor to decide what courses you will challenge and assemble a portfolio to present prior learning demonstrated through experience.

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). Your Academic Advisor can tell you more about this program.

## WHEN DOES THE ACADEMIC YEAR START?

Classes begin four times per year. Thanks to our continuous enrollment program, you can apply year round and start your classes at the beginning of the next semester. This allows you to accelerate your degree completion at Linfield. You have the option to attend as a part time or as a full time student.



## WHAT ARE THE PROGRAM COSTS?

As a non-profit, independent college we are able to offer the same tuition for in-state and out-of-state students. Because Linfield's Adult Degree Program tuition charges are determined by the number of credits taken each semester, you are charged on a "pay-as-you-go" basis, with no down payment beyond a modest application fee. You may also elect to spread your tuition payment in three installments during the semester.

*2011 - 2012 Costs (effective Fall 2011 through Summer 2012)*

Tuition per semester credit. No out of state tuition	\$375
Online Fee (\$45 per credit, Maximum \$135 per class)	\$135
Bachelor's Degree Application	\$100
Textbooks average per course ( <i>depending upon new or used</i> )	\$150

## FINANCIAL AID

Financial aid is available to all eligible degree- and certificate-seeking students. 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. You must be admitted to the college prior to receiving a financial aid award. In order to be eligible for financial aid you must be enrolled in at least 6 credits and complete the following documents:

- Free Application for Federal Student Aid (FAFSA) Use Linfield code: 003198
- Linfield Application for Financial Aid (LAFA)
- An Academic Plan of courses developed with your Advisor

## AS A VETERAN, WHAT ARE MY BENEFITS?

The Linfield program has been approved by the VA for veterans pursuing a degree. The Linfield Certifying Official will work with you to determine your tuition and educational benefits. Contact Joyce Savage, at [jsavage@linfield.edu](mailto:jsavage@linfield.edu) or 503-883-2212.

## AM I ELIGIBLE FOR ADMISSION?

- High school diploma or GED required, but no minimum number of college credits. If you have not attended college, you must submit an official copy of your high school transcript.
- Minimum grade point average of 2.0 in coursework from regionally accredited colleges. Grades of C- and below will not transfer.
- Evidence of English language proficiency required for non-native speakers of English.
- Students who have satisfied the Associate of Arts Oregon Transfer Degree or Associate of Science Oregon Transfer-Business Degree will, at a maximum, have to take two Linfield Curriculum courses as determined by the Adult Degree Program Associate Registrar.
- Students who possess a baccalaureate degree from a regionally accredited university or college may earn a second degree from Linfield by earning at least 35 additional credits in residence, including 15 credits in a second major in a field of study different from the first degree. The program must meet all requirements in the major for graduation in effect at the time of enrollment. The General Education requirements, known as the Linfield Curriculum, are considered to be completed through the original bachelor's degree. Upon completion of requirements a diploma is awarded, and the transcript records the second degree and the major.

## HOW WILL I KNOW WHEN I'VE BEEN ADMITTED?

The Adult Degree Program Associate Registrar will evaluate your official college transcripts to determine the number of transfer credits awarded and the Linfield requirements met.

You will receive a letter of admission, Transfer Credit Evaluation, and Student Handbook.

# REQUIREMENTS COMMON TO ALL BACHELOR'S DEGREES

- 125 semester credits, a minimum of 30 from Linfield College for the 1st bachelor's degree, 35 for 2nd degree.
- At least 20 of the final 30 credits must be in Linfield coursework.
- Linfield Entry Colloquium, IDST 008.
- Students must complete the following required courses from Linfield or in approved transfer: the Inquiry Seminar, one course in each of the 6 Modes of Inquiry, and one upper-division course. The upper division course may be in any mode and must be outside the major department. In addition, all students will complete at least one major writing intensive course, a course in US pluralisms, and a course in global pluralisms.
- Bachelor of Science (2 courses in math or science not used to meet LC requirements and outside the major department) or Bachelor of Arts (1 year college-level foreign language) coursework. Students whose native language is not English are exempt from the foreign language requirement.

## Linfield Curriculum (general education) graduation requirements (may be transfer credits)

### 1. The Inquiry Seminar (INQS 126)

At the center of the Linfield Curriculum is the Inquiry Seminar. The Seminar is a collaborative investigation of a compelling subject and models the goals of the entire Linfield Curriculum by developing vital critical thinking skills. Courses may be transferred from community colleges or four year colleges and universities to satisfy the Inquiry Seminar. Transfer credits of 4 semester credits (6 quarter credits) or more from courses in English Composition, Research Writing, Professional and Technical Writing may complete the Inquiry Seminar.

### 2. The Six Modes of Inquiry

The Modes of Inquiry offer six conceptual frames of reference central to the pursuit and construction of modern knowledge:

**Creative Studies; Individuals, Systems, and Societies; Natural World; Quantitative Reasoning; Ultimate Questions; and Vital Past.**

Each student must complete at least seven approved courses, one in each of the Six Modes of Inquiry and one upper-division course from any of the Modes of Inquiry and outside the student's major.

This upper-division course must be at the 300 level or above. It may be taken from any of the Modes of Inquiry, but it must be a course from outside the student's major department. In the case of interdisciplinary majors, the upper division course must be from outside the student's field of study.

Courses contributing to the Linfield Curriculum (includes Modes of Inquiry, Diversity Requirements, and Writing-Intensive courses) are normally a minimum of 3 semester credits. Courses taken to satisfy the prerequisites for majors or major courses themselves may also complete Linfield Curriculum requirements, effectively counting in two places in the bachelor's degree.

Courses may be transferred from community colleges or four year colleges and universities to satisfy the Six Modes of Inquiry and Diversity Studies requirements. Any single course transferred from other institutions to satisfy a Linfield Curriculum requirement must be at least 3 semester credits or 4 quarter credits.

### 3. Writing-Intensive Requirements and Opportunities

Each student is required to complete a Linfield writing-intensive course in their major (MWI). This requirement serves to enhance students' mastery of the formats, conventions, and habits of mind appropriate to the major's disciplinary investigations. This is not generally transferred in.

### 4. Diversity Studies

Students must take two courses which address facets of cultural diversity such as gender, race, national or geopolitical allegiance, religion, sexual orientation, and cultural mores. One of the two required courses must address Global Pluralisms (GP) and one must explore U.S. Pluralisms (US).

5. To satisfy the requirement for each Mode of Inquiry and the Upper Division course, a student must demonstrate meeting the learning objectives of that mode by choosing an assignment, or collection of assignments, to post in an online repository.

# ACCOUNTING MAJOR

## Requirements for the Accounting Major

- A student must complete the following required courses from Linfield or in approved transfer:

BUSN 260 Financial Accounting  
 BUSN 261 Managerial Accounting  
 BUSN 301 Management  
 BUSN 321 Marketing  
 BUSN 340 Business Law I  
 BUSN 341 Financial Management  
 ECON 210 Principles of Economics

- A student must complete the Business Department mathematics proficiency (MATH 160 or 162 Finite Math with Calculus) and the statistics proficiency (MATH 140 Introduction to Statistics). These proficiencies may be met with approved transfer courses.
- To fulfill major requirements a student must complete the following upper division accounting courses and at least five of these courses must be completed at Linfield:

BUSN 361 Intermediate Accounting I  
 BUSN 362 Intermediate Accounting II  
 BUSN 461 Cost Accounting  
 BUSN 466 Advanced Accounting  
 BUSN 468 Federal Income Tax  
 BUSN 469 Auditing (MWI)

- Accounting Electives: BUSN 440 Business Law II, BUSN 464 Government/Not for Profit Accounting. Highly recommended for students planning to take the CPA exam.

In addition, the following policies apply to the Accounting major:

- Financial Management and all accounting coursework except BUSN 260 and 261 must be upper division.
- To enroll in most courses above BUSN 340, a student must have completed MATH 160 or 162 and MATH 140.

# ARTS AND HUMANITIES MAJOR

## Requirements for the Bachelor of Arts in Arts & Humanities

- All Arts & Humanities majors must complete coursework to fulfill the BA requirement (one year of college-level foreign language).
- A minimum of 40 semester credits in Arts & Humanities. Arts & Humanities include the Linfield departments of Art and Visual Culture, Communications, English, Modern Languages, Music, Religion/Philosophy, and Theater.
- Courses counting toward the 40 semester credits may be from no more than three departments. No more than 20 semester credits from any one department will count toward the 40 required credits.
- Students must complete a minimum of 21 semester credits in the major through Linfield coursework (includes ENGL 377, IDST 320, and IDST 321).
- A minimum of 15 semester credits in the major will be from courses numbered 300 and above.
- The 40 credits in the major will include a senior seminar and project. ENGL 377 Fundamentals of Research Writing and IDST 320 & 321 History of Western Thought I & II are prerequisites to the senior seminar. Ask your advisor for further information on the seminar and project, IDST 485 and 490.

## Linfield Courses Offered in the Arts & Humanities Major (Not All Offered Every Year)

### Art and Visual Culture

AAVC 110	Intro to Visual Culture
AAVC 120	Drawing I
AAVC 260	Painting I
AAVC 382	Creative Development Studio

### Modern Language

MLCH211	Intro to East Asian Culture
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### Music

MUSC 135	Understanding Jazz
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### English

ENGL 200	Introduction to Creative Writing
ENGL 250	Literature of Experience
ENGL 270	Western American Literature
ENGL 301	Topics in Literature*
ENGL 303	Children's Literature
ENGL 304	Environmental Literature*
ENGL 305	Diverse Voices
ENGL 380	Ultimate Questions in Literature

### Philosophy, Religion

PHIL 150	Fundamentals of Philosophy
PHIL 160	Philosophy East and West
PHIL 215	Bioethics
PHIL 245	Aesthetics
PHIL 250	Modern Philosophy
PHIL 306	Environmental Ethics
PHIL 365	Social and Political Philosophy
RELS 120	Old Testament
RELS 130	New Testament
RELS 140	The Holy Qur'an
RELS 303	Religious Quest I
RELS 304	Religious Quest II
RELS 330	History of Religion in America
RELS 380	Buddhism

### Interdisciplinary Studies

IDST 320	History of Western Thought I
IDST 321	History of Western Thought II
IDST 485	Arts & Humanities Senior Seminar
IDST 490	Arts & Humanities Research Project

\* May be repeated with different content

# BUSINESS INFORMATION SYSTEMS MAJOR

## Requirements for the Business Information Systems Major

- Students must complete the required BUSN, COMP and ECON courses listed below. At least 24 semester credits must be earned in Computer Science courses and at least 24 in Business.
- 12 semester credits must be completed in Computer Information Systems courses from Linfield (the remainder may be equivalent transfer credits or credit for prior learning). Computer Science requirements may not be met with transfer coursework more than eight years old.
- 9 semester credits in Business courses must be from Linfield (the remainder may be equivalent transfer credits or credit for prior learning).
- Financial Management must be an upper division course.
- Students must demonstrate Business Department mathematics and statistics proficiency: MATH 160 or 162 Finite Math & Calculus and MATH 140 Introduction to Statistics.

## Computer Science (COMP) Required Courses

COMP 101 Fundamentals of Information Systems and Technology  
 COMP 152 Programming and Object Structure  
 COMP 250 Database Program Development  
 COMP 302 Software Engineering (MWI)  
 COMP 310 Network and Web Applications Development  
 COMP 400 Applied Software Development Project

## Computer Science Electives:

COMP 450 Database Administration

## Business (BUSN) and Economics (ECON) Required Courses:

BUSN 260 Financial Accounting  
 BUSN 261 Managerial Accounting  
 BUSN 301 Management  
 BUSN 321 Marketing  
 BUSN 341 Financial Management  
 BUSN 382 Management Information Systems  
 ECON 210 Principles of Economics

*In addition, students choose either:*

BUSN 340 Business Law  
 BUSN 495 Strategic Management (MWI)  
 OR  
 BUSN 404 Operations Management  
 BUSN 484 Operations Research

# INTERNATIONAL BUSINESS MAJOR

## Requirements for the International Business Major

- A student must complete the following required courses from Linfield or in approved transfer:

BUSN 260	Financial Accounting
BUSN 261	Managerial Accounting
BUSN 301	Management
BUSN 321	Marketing
BUSN 340	Business Law
BUSN 341	Financial Management
BUSN 495	Strategic Management (MWI)
ECON 210	Principles of Economics

*Three of the five listed below are also required:*

ECON 331	International Economics
BUSN 410	International Management
BUSN 426	International Marketing
BUSN 435	International Business Law
BUSN 443	International Finance

- 15 semester credits of upper division coursework at or above the level of BUSN 341 Financial Management must be from Linfield.
- To enroll in courses BUSN 200-340, a student must have taken MATH 105 Intermediate Algebra.
- To enroll in most courses BUSN 341 and above, a student must have completed MATH 160 or 162 and MATH 140.
- *Other International Courses:* At least five additional semester credits must be earned from courses outside the Business Department which are designated as GP (Global Pluralisms). These credits must be in addition to those taken to meet Linfield curriculum requirements.
- *Study Abroad:* Students must successfully complete a *study* period abroad providing them with substantial exposure to foreign culture, life styles, and business practices. *Travel* abroad will not be sufficient. The Division of Continuing Education schedules international field-based courses in alternate summers to meet this requirement. Previous travel does not qualify. Study abroad through another accredited institution or self-designed must be approved in advance.
- *Language:* Proficiency in a modern foreign language at the second-year level is required. College coursework taken to meet this requirement must be no more than 5 years old. This requirement is waived for students whose primary language is not English.

# MANAGEMENT MAJOR

## Requirements for the Management Major

- A student must complete the following required courses from Linfield or in approved transfer:

BUSN 260	Financial Accounting
BUSN 261	Managerial Accounting
BUSN 301	Management
BUSN 321	Marketing
BUSN 340	Business Law
BUSN 341	Financial Management
BUSN 405	Human Resource Management
BUSN 495	Strategic Management
ECON 210	Principles of Economics

- A student must complete the Business Department mathematics proficiency (MATH 160 or 162 Finite Math with Calculus) and the Statistics proficiency (MATH 140 Introduction to Statistics). These proficiencies may be met with approved transfer courses.
- A student must complete at least 2 management electives above the level of BUSN 341. These courses must be taken through Linfield.

To enroll in courses BUSN 200-340, a student must have taken MATH 105 Intermediate Algebra. To enroll in most courses BUSN 341 and above, a student must have completed MATH 160 or 162 and MATH 140.

## Linfield Management Electives

BUSN 407	Organizational Behavior
BUSN 410	International Management
BUSN 415	Business, Ethics, and Society
BUSN 423	Entrepreneurship
BUSN 436	Topics in Management*
BUSN 443	International Finance
BUSN 480	Independent Study**
BUSN 487	Internship**

\* May be repeated with different content

\*\* with instructor approval

# MARKETING MAJOR

## Requirements for the Management Major

- A student must complete the following required courses from Linfield or in approved transfer:

BUSN 260	Financial Accounting
BUSN 261	Managerial Accounting
BUSN 301	Management
BUSN 321	Marketing
BUSN 340	Business Law
BUSN 341	Financial Management
BUSN 495	Strategic Management
ECON 210	Principles of Economics

- Completion of at least 3 Linfield Marketing electives above BUSN 341. These courses must be taken through Linfield.
- Completion of Mathematics and Statistics requirements.

A student must complete the Business Department mathematics proficiency (MATH 160 or 162 Finite Math with Calculus) and the Statistics proficiency (MATH 140 Introduction to Statistics). These proficiencies may be met with approved transfer courses.

## Linfield Marketing Electives

BUSN 420	Sales and Sales Management
BUSN 421	Advertising Management
BUSN 426	International Marketing
BUSN 427*	Topics in Marketing
BUSN 435	International Business Law
BUSN 480**	Independent Study
BUSN 487**	Internship
PSYC 200	Social Psychology

\* May be repeated with different content

\*\*If the topic is closely related to marketing as determined by the instructor

# SOCIAL & BEHAVIORAL SCIENCES MAJOR

## Requirements for the Social & Behavioral Sciences Major

- A minimum of 40 semester credits in coursework from either two or three of the following academic departments: Sociology/Anthropology, Psychology, History, Economics, or Political Science, plus selected courses from the Linfield Department of Business. No more than 20 semester credits may be used from any one department toward the major, though there is no cap on the number of credits in a department that may count toward graduation.
- At least 21 credits in Linfield coursework in the major and 15 Linfield credits in the major numbered 300 and above.
- Fulfill requirements for either Bachelor of Science or Bachelor of Arts.
- ENGL 377 Fundamentals of Research Writing prior to the research methods class.
- A Linfield course in research methods, usually taken in the fall of the student's senior year. At the end of this class the student will submit a proposal for a research project in a field in which the student has taken at least 12 semester credits of Linfield coursework. Methods classes are offered in History and Sociology/Anthropology.
- A research project completed during the spring of the student's senior year after departmental approval of the proposal. Ask your advisor for further information on the research project.

## Linfield Courses Offered in the Social & Behavioral Sciences Major

### Business

BUSN 301 Management  
 BUSN 380 Industrial Organizational Psy  
 BUSN 405 Human Resource Management  
 BUSN 407 Organizational Behavior  
 BUSN 408 Labor Legislation  
 BUSN 409 Collective Bargaining

### Political Science

POLS 210 International Politics  
 POLS 310 American Political Thought  
 POLS 372 Islamic Movements  
 POLS 384 US Foreign Policy  
 POLS 386 Topics in Comparative Politics

### SOAN 232 Medicine and Culture

SOAN 240 Utopias/Dystopias  
 SOAN 265 Race & Ethnicity  
 SOAN 270 Latinos & Latinas in the US  
 SOAN 308 Social Research Methods  
 SOAN 360 The Sociology of Culture  
 SOAN 365 Urban Society and Culture  
 SOAN 487 Internship/2-10  
 SOAN 490 Research Project (MWI)  
 SOCL 101 Fundamentals of Sociology  
 SOCL 201 Deviance  
 SOCL 206 Social Work Practice  
 SOCL 297 Topics in Applied Sociology and  
 Social Work

### Economics

ECON 210 Principles of Economics  
 ECON 341 Environmental Economics

### Psychology

PSYC 101 Survey of Psychology  
 PSYC 155 Lifespan Developmental  
 Psychology  
 PSYC 200 Social Psychology  
 PSYC 262 Perspectives on Gender  
 PSYC 355 Learning, Memory and Behavior  
 PSYC 367 Psychology East and West  
 PSYC 375 Theories of Personality  
 PSYC 391 Abnormal Psychology

\* May be repeated with different content

### History

HIST 122 History of World Civilizations I  
 HIST 125 History of East Asian Civilizations II  
 HIST 150 Survey of US History  
 HIST 200 Modern China  
 HIST 210 Modern Japan  
 HIST 252 History of the US West  
 HIST 257 The Pacific Northwest  
 HIST 285 Intro to Historical Methods  
 HIST 302 Topics in European History\*  
 HIST 304 Topics in Latin American Hist  
 HIST 316 History of Mexico  
 HIST 304\* Topics in Latin American Hist  
 HIST 330 History of Religion in America  
 HIST 346 Europe and the West Since 1939  
 HIST 371 Race & Minority Cultures in the US  
 HIST 376 History of Soviet Russia  
 HIST 390 Slavery in the Americas  
 HIST 490 Research Project (MWI)

### Sociology/Anthropology

ANTH 105 Human Biology & Evolution  
 ANTH 111 Cultural Anthropology  
 ANTH 112 Archaeology and World  
 Prehistory  
 ANTH 254 Folklore and Mythology  
 ANTH 326 Archaeological Field Methods  
 ANTH 332 Medical Anthropology  
 SOAN 205 Gender & Society  
 SOAN 222 Mexico, Central America, and the  
 Carribean  
 SOAN 225 People & Cultures of North  
 America

# ENVIRONMENTAL STUDIES MINOR

Environmental Studies presents different perspectives on the relationships between humans and the planet's life-support system. It seeks to develop in students a deep awareness of the complex, highly dynamic nature of the world we inhabit, including interactions among population, the biological and physical environments, resources, technology, social organization and culture. The portion of the planet we occupy in the Pacific Northwest is exceptionally diverse for its latitude and affords rich opportunities for study and participation.

Students may elect this minor as a means of adding an environmental perspective to their major field of study. Because our whole being and our very survival as a species are so intimately connected with a healthy biosphere, Environmental Studies is highly interdisciplinary with almost every field in the liberal arts curriculum involved. While the field traditionally draws most heavily from the natural and social sciences, studies in the humanities are also important for developing skills in communication and interpretation.

## Requirements for the Environmental Studies Minor

- A student must complete a minimum of 24 (minimum 10 from Linfield) semester credits, including:
  - ENVS 201 Environmental Science
  - ENVS 203 Human Adaptive Strategies
- ENVS 341 Environmental Economics
- ENVS 040 Community Service (requires preapproval)
- ENVS 485 Environmental Problem-Solving Seminar
- ENVS 485 Environmental Problem-Solving Seminar
- Three more courses chosen from the list below, including at least one in natural science
- Only two courses counted toward the minor may also be counted toward Linfield Curriculum or major

## Linfield Courses Offered in the Environmental Studies Minor

BIOL 201	Concepts in Marine Ecology
BIOL 204	Intro to Ecology
ENGL 304	Environmental Literature
ENVS 302	Shoreline Ecology
ENVS 303	Human Ecosystems
ENVS 305	Environmental Issues and the Physical Sciences
ENVS 306	Fire History of the Cascades
ENVS 308	Water Resources
HIST 257	The Pacific Northwest
PHIL 306	Environmental Ethics
PHYS 107	Energy and the Environment

# CERTIFICATES

*A Certificate is a short term goal that provides professional recognition of your knowledge and skills in a given specialty. The earning of a certificate demonstrates a commitment on your part to standards set by the Linfield College Business and Computer Science Departments. Each certificate program consists of 4 to 6 courses. Academic credits are awarded and a diploma is issued by Linfield.*

## Post Baccalaureate Accounting Certificate

*Requires completion of:*

BUSN 361-2 Intermediate Accounting I & II  
 BUSN 461 Cost Accounting  
 BUSN 466 Advanced Accounting  
 BUSN 468 Federal Income Tax  
 BUSN 469 Auditing

Prerequisites: Bachelor's degree from an accredited college (in any major) plus two courses in accounting, Financial Accounting (BUSN 260) and Managerial Accounting (BUSN 261) or in approved transfer courses

See: [linfield.edu/dce/accounting-certificate.html](http://linfield.edu/dce/accounting-certificate.html)

## Computer Information Systems Certificate

*Requires completion of:*

COMP 101 Fundamentals of Info Systems Tech  
 COMP 152 Programming and Object Structures

**Plus one of the following tracks**

*Software Engineering Track*

COMP 302 Software Engineering I  
 COMP 310 Network & Web App Development  
 COMP 400 Applied Software Development Project

*Database Administration Track*

COMP 250 Database Program Development  
 COMP 450 Advanced Database Concepts

*Web Application Development Track*

COMP 302 Software Engineering I

- or -

COMP 250 Database Program Development

*Plus*

COMP 310 Network & Web App Development

COMP 400 Applied Software Development Project

See: [linfield.edu/dce/computer-systems-certificate.html](http://linfield.edu/dce/computer-systems-certificate.html)

## Human Resource Management Certificate

*Requires completion of:*

BUSN 301 Management  
 BUSN 405 Human Resource Management

*Plus two of the following:*

BUSN 380 Industrial Organizational Psychology  
 BUSN 407 Organizational Behavior  
 BUSN 408 Labor Legislation  
 BUSN 409 Collective Bargaining

See: [linfield.edu/dce/human-resources-certificate.html](http://linfield.edu/dce/human-resources-certificate.html)

## Marketing Certificate

*Requires completion of:*

BUSN 321 Marketing

*Plus three of the following:*

BUSN 420 Sales and Sales Management  
 BUSN 421 Advertising Management  
 BUSN 423 Entrepreneurship  
 BUSN 426 International Marketing

See: [linfield.edu/dce/marketing-certificate.html](http://linfield.edu/dce/marketing-certificate.html)

*Certificates in Computer Information Systems, Human Resource Management and Marketing may be earned while completing a bachelor's degree. The Accounting Certificate (Post Baccalaureate) is open only to students who have completed a bachelor's degree. One course in each certificate may apply to both major and certificate requirements. All credits earned in the certificate will apply to the cumulative credits needed for graduation where certificate and degree are taken simultaneously.*

*You may use one approved transfer course to meet a requirement. Accounting and Computer Science coursework taken more than eight years prior to application will not transfer.*

*Some courses have prerequisites. Check with your advisor for more information.*

# GETTING STARTED CHECKLIST

This checklist will take you step-by-step through our application and registration process. Use it to keep track of your progress.

1.  Review our Degrees and Certificates to decide what's right for you.
2.  Submit your application online at [www.linfield.edu/secure/dceapp.php](http://www.linfield.edu/secure/dceapp.php)  
Applications are accepted year-round. Veterans and Service Members apply for free. Linfield College alumni may submit an Alumni Application Fee Waiver recommending you for admission, and you apply for free ([www.linfield.edu/dce/fee-waiver.html](http://www.linfield.edu/dce/fee-waiver.html)).
3.  Request an official copy of your transcripts from all colleges and universities where you have earned credit. Mail to Linfield College, Adult Degree Program, 900 SE Baker St., McMinnville, OR 97128-6894.
4.  For evaluation of additional credits where applicable: Service members and veterans send a copy of your SMART or AARTS record. For College Level Exam Program (CLEP), send a transcript of CLEP scores. For American Council on Education (ACE) accredited training programs completed through your employer or professional organization, send ACE transcript.
5.  Set up your Linfield computer (CatNet) account at [www.linfield.edu/dce/computer-accounts.html](http://www.linfield.edu/dce/computer-accounts.html)  
Using your CatNet account, you can log in to WebAdvisor to see when your transcripts have been received. The Adult Degree Program and your Academic Advisor will communicate with you using your CatNet account. You may check your WebMail over the Internet, or you may forward your WebMail to your regular (non-Linfield) email account. The financial aid office will communicate with you through your CatNet account. Using your CatNet account, you will be able to view your class schedule in WebAdvisor, [www.linfield.edu/dce/webadvisor-account.html](http://www.linfield.edu/dce/webadvisor-account.html) login to your online courses, track your progress to graduation in WebAdvisor, and view your grades. When setting up your computer account, be sure to select DCE as your campus regardless of where you attend, and Student as your account type.
6.  Determine how you will pay for your classes. Many employers, as well as the U.S. military, offer tuition benefits. Review Linfield's Adult Degree Program tuition rates at [www.linfield.edu/dce/tuition-costs.html](http://www.linfield.edu/dce/tuition-costs.html). Contact your human resources department to determine the level of tuition benefit available to you. Linfield offers a Deferred Payment Plan, which allows you to pay tuition and fees in three installments each semester. Forms are available here [www.linfield.edu/dce/payments.html](http://www.linfield.edu/dce/payments.html). Scholarship workshops are offered by Linfield to provide training for how to search for and win college scholarships.
7.  Financial aid is available to all eligible degree and certificate-seeking students at Linfield College. Grants and loans are available for students who take 6 or more credits each semester. Visit the financial aid webpage. See "Steps to Successfully Complete your Financial Aid," [www.linfield.edu/dce/aid-steps.html](http://www.linfield.edu/dce/aid-steps.html). Complete the Free Application for Federal Student Aid (FAFSA) using Linfield College code 003198 and submit the Linfield Application for Financial Aid (LAFA). Contact your academic advisor to map out an academic plan of courses, which is necessary in order for the financial aid office to determine your need. For further assistance, call the financial aid office at 503-883-2225 or 888-471-2225.

8.  Contact your Academic Advisor to develop an academic plan of courses for the school year. When you are admitted you are assigned an Academic Advisor. Your advisor will be your guide and mentor through your degree or certificate program at Linfield. If you plan to use financial aid, ask your advisor to send your academic plan to the financial aid office.
9.  Register for courses before each semester. Information about registering online through WebAdvisor and using the Registration Form is found at [www.linfield.edu/dce/online-registration.html](http://www.linfield.edu/dce/online-registration.html). If you are using financial aid, the deferred payment plan, or veterans benefits, you are required to complete and sign the Registration Form. FAX the Registration Form to 503-883-2369. When paying tuition and fees with Visa or MasterCard, you may register for classes on WebAdvisor. If you have questions regarding registration, please contact the Adult Degree Program home office at 800-452-4176 or 503-883-2447, or by email at [dce@linfield.edu](mailto:dce@linfield.edu).
10.  Order your textbooks online through the Linfield College bookstore at [www.linfieldbookstore.com](http://www.linfieldbookstore.com) or fax the order form inside the current class schedule. The Linfield bookstore ships books directly to your mailing address.
11.  Log in to your online classroom with your CatNet login and password starting after 8AM the Wednesday before classes are scheduled to begin. Winter courses will be accessible after 8AM the day before Christmas. If you do not see your class listed, or you are having login problems, call the DCE office M-F, 8 am - 5 pm for help at 800-452-4176 or 503-883-2447.
12.  Plan to attend the Free Tutorial for new online users to learn about Blackboard Learn (BBLearn). This online demonstration class meets on the McMinnville campus at 11:00AM on the Saturday before the start of the semester, and on the Portland campus at 6:30PM on the first Monday evening of the semester. Classes for which you have registered will be available for viewing. Strategies for successful online learning will also be discussed. You may participate synchronously and online in the Saturday morning demonstration class through a simulcast. Email [dce@linfield.edu](mailto:dce@linfield.edu) to make arrangements ahead of time to be provided with log-in information for the simulcast demonstration class. If you plan to attend the demonstration class in person in McMinnville or in Portland, also email [dce@linfield.edu](mailto:dce@linfield.edu) the date you plan to attend and your computer skill level. A self-paced tutorial is available in Blackboard Learn. When you log in to BBLearn, you will be able to find the instructions for the self-paced tutorial.

Contact the Linfield Adult Degree Program at 800-452-4176 at any point in the process for prompt assistance. We are committed to helping you achieve your education goals.

**Application form online at <https://www.linfield.edu/secure/dceapp.php>**

### **Contact Us!**

Obtaining a higher education as an adult is more achievable than ever before. We urge you to take the next step-call us to discuss your individual situation. More information about the bachelor's degrees and certificates described in this guide, and the RN to BSN degree program for registered nurses, including transfer course guides, tuition comparison with other universities, and class schedules are found at [linfield.edu/dce](http://linfield.edu/dce).



*Linfield College does not discriminate against students or applicants on the basis of race, color, national or ethnic origin, religion, sex, age, sexual orientation, disability or veteran status.*

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