

GENERAL INFORMATION

Grades and Transcripts

Grades will be available on the Web within two weeks after the end of the semester. If you have not done so already, you need to set up a Linfield CatNet Account right after registration in order to access the WebAdvisor site. You will then be able to see your grades as soon as they are posted, your schedule, your grade point average and your transcript.

For instructions, go to <http://www.linfield.edu/dce>, select Current Students and click on the Computer Accounts or WebAdvisor links. We do not mail grades. If you experience difficulty in logging on, please call DCE at 800-452-4176. We will be happy to send unofficial transcripts upon request. Official transcripts must be requested in writing and cost \$5 per order. Include the complete address of where you want the transcript sent, your social security number, or student ID number, approximate dates of attendance, and your signature, or select the "Transcript" link from the DCE site.

Please send transcript requests to:

Linfield College, Registrar
900 SE Baker St A446
McMinnville OR 97128

Admission to the Program

The Linfield DCE Adult Degree Program offers classes throughout Oregon and online with the main office located on Linfield College's campus in McMinnville, Oregon. Contact a Linfield advisor (see page 5) to create an academic plan and to fill out an application. Program information can also be found on the web at: www.linfield.edu/dce or by calling 800-452-4176.

Non-degree seeking students may register for a class on a space available basis. Although you may register for classes before being officially admitted, you may need to provide official transcripts to document completion of prerequisites.

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 Financial Aid information please contact the financial aid office at 888-471-2225 or 503-883-2225, 8 A.M. - 4:30 P.M., Monday through Friday or by email at finaid@linfield.edu or at <http://www.linfield.edu/dce/finaid/index.php>.

Veterans Benefits

Linfield College DCE programs have been approved by the VA for eligible veterans pursuing a degree. Registration from veterans receiving educational benefits must be accompanied by check, VISA, MasterCard, or the deferred payment plan. Exception: Veterans under Chapter 31 - Vocational Rehabilitation Program - do not send money. Call 800-452-4176 to obtain policy and procedure information.

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. Give us a call at 800-452-4176 or visit us on the web at www.linfield.edu/dce.

Majors

There are currently seven majors and one minor available through Linfield's Adult Degree Program.

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

Minor: Environmental Studies

*May be completed entirely online

Certificates

Computer Information Systems, Human Resource Management, Marketing and Post-Baccalaureate Accounting.

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), and many employer-sponsored courses evaluated by the American Council on Education (ACE).

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 www.linfield.edu/library/dce.

Online Classes

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

Hardware: (minimum requirements)

PC: Pentium 4 processor (500+ MHz recommended)
512 MB of RAM (1 GB recommended)
56k modem or access to Internet (DSL or Cable recommended)

Mac: G4 or better 64 MB of RAM (256+ MB recommended)
56k modem or access to Internet (DSL or Cable recommended)

Software: the latest available browser and word processing packages.

The course site also may be accessed by <http://webct2.linfield.edu:8900>. If you have registered by the Wednesday before the term starts, you may access the site after 5PM with your Linfield computer account (CatNet) username and Linfield student ID number as a password.

Graduating?

Send Intent to Graduate form to the DCE office one year prior to your graduation date.

Moving?

You should *always* notify the DCE office any time your personal information changes. Please indicate any changes on your registration form as well.

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.

www.linfield.edu/dce