

# HOW TO REGISTER

Web: [www.linfield.edu/dce](http://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 not a new student and are not using the Deferred Payment Plan, Financial Aid or Veteran's Benefits, you may now 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 until the beginning of the term.

## Online Payment by Credit Card on WebAdvisor

You may pay your account online the 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 5:00 PM the following Monday to pay.

## 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.

## 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](http://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 CSC 101 and CSC /BUS 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

Contact 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. Contact your advisor first. No registrations will be accepted after the third class meeting or equivalent. Do not attend class unless you are registered.

### Withdrawing From All Courses Except Weekend

Call the DCE office as soon as possible at 800-452-4176 or 503-883-2447 between 8:00 AM and 4:30 PM Monday through Friday if you wish to drop a class. If you call and withdraw from a class by June 19 no notation will appear on your transcript. If you withdraw after June 19 and by July 24 a "W" will appear on your transcript. No withdrawal is permitted after July 24.

### 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:	\$300 per semester credit
Audit fee:	\$150 per semester credit (you may not change to audit after the first week of the semester)
Online fee:	\$105 per class (nonrefundable after the first day of the semester)
Late Registration fee:	\$50 after Friday, June 5.

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

## Tuition Refund Policy

### Summer Evening & Online classes

If you notify DCE by 4:30 PM on:	The tuition refund will be:
June 19 .....	100%
June 26 .....	80%
July 3 .....	60%
July 10 .....	40%
July 17 .....	20%
No refund after July 17.	

### Summer Weekend Classes

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

## 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. After registering you can set up your account at [http://www.linfield.edu/dce/current-students/computer\\_accounts.php](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 to your Linfield College email.** Check your Linfield email regularly. Linfield does not provide internet access to DCE students.