

# 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

## If You Pay Your Tuition In Full By Credit Card

Register by calling the DCE office M-F 8AM to 5PM, or by mailing or faxing the registration form in the class schedule.

## If You Are Eligible For Financial Aid

You must fill out the registration form in the class schedule, sign and date 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. Financial Aid for Winter must be included with your Fall award.

## If You Are Eligible For Veteran's Benefits

You must fill out the registration form in the class schedule, sign and date 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

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.

## Am I Registered And How Do I See My Grades?

You can check on WebAdvisor. Go to [www.linfield.edu/dce](http://www.linfield.edu/dce). Select "Current Students" then "Log in to WebAdvisor".

## 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 Tuesday, September 9.

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

## 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 GHz PC  
Memory: At least 512 MB  
Disk Space: Minimum of 40GB free space; new, empty hard drive preferred.  
Optical Disk: DVD ROM

## 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.

### 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 3 no notation will appear on your transcript. If you withdraw after October 3 and by November 21 a "W" will appear on your transcript. No withdrawal is permitted after November 21.

### 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.

## Tuition Refund Policy

### Fall Evening & Online classes

If you notify DCE by 5PM on:	The tuition refund will be:
September 19 .....	100%
October 3 .....	80%
October 17 .....	60%
October 31 .....	40%
November 14 .....	20%
No refund after November 14.	

### 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 9 .....	100%
January 16 .....	40%
January 23 .....	20%
No refund after January 23.	

## Online Classes

Online courses are conducted via computer and the Web and you must have opened a computer account before the class starts. Please see current information posted on the Online Course page.

Hardware: (minimum requirements)

PC: 1 GB of RAM (2 GB recommended)  
56k modem or access to Internet (DSL or Cable recommended)

Mac: G4 or better 1 GB of RAM (2 GB recommended)  
56k modem or access to Internet (DSL or Cable recommended)

Software: the latest available browser and word processing packages.

If you have registered by the Wednesday before the term starts, you may access the site after 5PM with your Linfield computer account (CatNet) credentials.