

HOW TO REGISTER

Web: www.linfield.edu/dce
Telephone: 800-452-4176 or 503-883-2447
Fax: 503-883-2369
Mail: Linfield College DCE A456
900 SE Baker St
McMinnville OR 97128

If You Pay Your Tuition In Full By Credit Card

You may fill out the registration form on the DCE website and submit it electronically.

You may also register by calling the DCE office M-F 8AM to 4:30PM, 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 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

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.

Am I Registered And How Do I See My Grades?

You can check on WebAdvisor: www.linfield.edu/webadvisor.

Costs

Tuition: \$265 per semester credit
Audit fee: \$135 per semester credit
(you may not change to audit after the first week of the semester)
Online fee: \$90 per class
(nonrefundable after the first day of the semester)

Late Registration fee: \$50 after Monday, June 11.

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) 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 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

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 A.M. and 4:30 P.M. if you wish to drop a class. If you call and withdraw from a class by June 22 no notation will appear on your transcript. If you withdraw after June 22 and by July 27 a "W" will appear on your transcript. No withdrawal is permitted after July 27.

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

Summer Evening, Guided Study & Online classes

If you notify DCE by 4:30pm on: The tuition refund will be:
June 22100%
June 2980%
July 660%
July 1340%
July 2020%
No refund after July 20.

Summer Weekend classes

If you notify DCE by the end of: The tuition refund will be:
The first weekend class meeting100%
The second weekend class meeting60%
No refund after the second weekend.

Computer Account (CATNET)

DCE students are entitled to a Linfield Computer (CatNet) Account. CatNet allows you access in the computer labs and the libraries of the McMinnville and Portland campuses. This account also creates an email account that can be accessed through your own email package or through the Web. It also allows you access to online research databases through the library and, of course, access to your grades and transcript. Linfield does not provide internet access to DCE students. You may establish an account through the web (only during a semester you are registered). Please go to www.linfield.edu/dce and click Current Students and then Computer Accounts. Be sure to select DCE as your campus (regardless of where you attend) and Student when filling out the form. Use this page for more information on accessing WebAdvisor and the online courses and online library resources.