High School Connections

Lane Community College

COLLEGE NOW

2016-2017
STUDENT
HANDBOOK

Building 10 Room 207
http://www.lanecc.edu/hsconnections
541.463.5521

REMINDER! IMPORTANT DATES!
Late Registration Will Not Be Accepted!

FALL 2016	
Student Registration Opens	September 6, 2016
Last day to Register or Withdraw	**November 18, 2016**
Teachers' Grades due to Lane CC	December 13, 2016
WINTER 2017	
Student Registration Opens	December 6, 2016
Last day to Register or Withdraw	**March 3, 2017**
Teachers' Grades due to Lane CC	March 22, 2017
SPRING 2017	
Student Registration Opens	March 8, 2017
Last day to Register or Withdraw	**May 27, 2017**
Teachers' Grades due to Lane CC	June 14, 2017

DEADLINES CHANGE ANNUALLY

For current deadline information, check with your teacher.

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LANE CC Policy Information

ADA and 504 Compliance
Lane CC and your high school are committed to providing a learning environment that is free from discrimination, harassment, and retaliation. Both institutions are committed to equal opportunity in compliance with the American with Disabilities Act. Individual learning plans and other accommodations are developed by the individual high schools.

FERPA Privacy Policy
FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a Federal law that protects the privacy of your educational records as a student.

If a student attending a postsecondary institution-at any age– the rights under FERPA have transferred to the student. However in a situation where a student is enrolled in a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review records sent by the post secondary institution to the high school.
http://www2.ed.gov/policy/gen/guid/fpco/faq.html#q7

Welcome to
Lane Community College
&
College Now

We are delighted that you have chosen to get a head start on your college education by participating in the Lane CC College Now program.

What is College Now?
High school students in forty-four Oregon high schools are earning college credits for some of their high school courses through the College Now/Dual Credit program at Lane Community College (Lane CC). These courses are approved as "articulated", which means the community college course and the high school course have equivalent content, assessment requirements, rigor and learning outcomes.

These college level courses are taught by qualified high school instructors during regular school hours at the student's high school. Each instructor has gone through a rigorous process to become certified as adjunct faculty at Lane CC and to align their courses so that they can offer Lane CC credit.

Students will earn a grade, which is entered on a Lane CC transcript. By the time these students graduate from high school they already have a head start on post-secondary education, saving both time and money as they get started on career training and education after high school.

Check with your high school counselor to determine which courses at your high school are part of Lane CC's College Now program, or visit the High School Connections (HSC) web page on the Lane CC web site at **www.lanecc.edu/hsconnections/ collegenow** for more information.

Student Information

Benefits to Students

- **Career and Technical Education credits** that count toward Associate of Applied Science programs, in such career fields as Advanced Technology, Art & Applied Design, Culinary Arts, Computer Information Technology, Business, Early Childhood Education and Health Professions.

- **University Transfer credits** that count toward a Bachelor's degree in such subject areas as Art, Computer Science, English Literature and Writing, Foreign Languages (Spanish and French), History, Mathematics, P.E., Science and Social Science.

- **Free College credit** and access to some campus services, which includes limited use of the Lane CC library and some labs. Since College Now classes are fee and tuition-free, **you will not** have access to other Lane CC services such as the Health Clinic or the computer labs that are funded by student fees.

- **A Lane Community College transcript**. All Oregon University system schools accept academic transfer credits. Many other public and private colleges/universities also accept the credits listed on a Lane CC transcript. You should check the admission and transfer policies of the institution into which you will be transferring your college credits.

- **The number of credits** accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with the admissions office at each institution to which you plan to send your transcript. Many institutions will accept the majority of career technical credits you earn.

Transcripts

The grade you receive in a College Now class will appear on a transcript from Lane CC. It may be transferred to any of the Oregon University System schools (you must request for this to be done). Acceptance at non-OUS schools depends upon the admission requirements of each school; check with admissions at the school where you apply.

Verify that all your College Now grades have been posted by looking at your Lane CC unofficial transcript before you request an official transcript. The unofficial transcript is free; the official transcript costs $5.00 per copy.

To verify your Lane CC Transcript
1. Go to www.lanecc.edu
2. In the right bottom corner of the page click on the **myLane** button
1. Type in your User ID **(L#)** and PIN/Password to Log-In.
2. Click on **myEnrollment**
3. Click on **Unofficial Academic Transcript**

To request an official Lane CC Transcript ($5.00 fee)
1. Go to www.lanecc.edu
2. In the right bottom corner of the page click on the **myLane** button
3. In the myLane portal box, under "**Need Help**" click on "**Ordering Lane Transcripts**". No L# needed
4. Fill out the information on the National Student Clearing House page.
   5. OR
6. Type in your User ID **(L#)** and PIN/Password to Log-In
7. Click on **myEnrollment**
8. Click on **Request Official Transcript**
9. Fill out the request form
10. Click on **myFinances** to make an online payment for the transcript.

4. Choose the **Drop No Refund** on the correct CRN (Class Registration Number).

5. Click on **Submit**.

College Now
Frequently Asked Questions

How can a student become involved in College Now (dual credit) courses?

College Now courses offered at your high school can be found by looking at your High School's course schedule for dual cred-it CN courses or checking with your high school counselor. Articulated courses are also listed on the College Now webpage **www.lanecc.edu/hsconnections/collegenow**.

Is there a student cost for College Now courses?

These courses are **FREE** (no LANE CC tuition or fees are charged to either the student or the high school).

After I complete College Now courses, am I considered a returning student at LANE CC?

No, **you must reapply as a degree seeking student and undergo Lane CC's steps for enrollment.** You will use the same L# throughout your LANE CC career.

Must I attend LANE CC after high school in order for the College Now credits I've earned to be on a Lane CC tran-script?

No, but we hope you will consider LANE CC in your future.

Can I transfer the credits I've earned in College Now professional technical classes to other colleges/ universities?

Yes. The number of credits accepted by other institutions is determined by which programs they have and how many

Student Responsibilities

• **Students will apply** for admission to LANE CC. As a College Now student, you will receive an L-Number (LANE CC's student identification number) for conducting business as a dual credit student. **The admission and registration process for any College Now class is facilitated by the high school.**

• **Students will register** for their College Now class using LANE CC's online registration process, www.lanecc.edu/myLane.

• **ALL DEADLINES MUST BE MET.**

Late registrations are NOT accepted for College Now courses
(See front cover for deadlines.)

• **Student**s are responsible for the accuracy of reg-istering for their classes. Be very careful. Check and recheck the class information carefully before completing the registration.

• **Students** are responsible for coursework and completing all college-required material. You are expected to attend all classes in which you are enrolled. If you do not attend or stop attending clas-ses and fail to personally drop within the stated time period, you will be responsible for the grade reported on your LANE CC transcript. If you have excessive absences and fail to drop or withdraw from class by the deadlines, a grade of F may be assigned by your instructor. *(See front cover for deadlines)*.

• **Financial Aid Implications**
There may be future financial aid implications for un-satisfactory academic progress in a College Now class. When a student applies for federal student aid at LANE CC, the Student Financial Aid Office evaluates all previous grades earned by that student at LANE CC. That will include the grades you have received in your College Now classes.

Student Responsibilities cont.

• **As a CN Student,** you are responsible for formally dropping your class if you do not want the Lane CC credit. If you fail to drop **by the 8th week of the Lane CC's term** you will still be responsible for the grade posted on your transcript (even if it is a D or F). *WITHDRAWAL IS THE SOLE RESPONSIBILITY OF THE STUDENT. (See front cover for deadlines)*.

• **Students** are responsible for ensuring the accuracy of their final grades. Upon completion of your Lane CC College Now course, you will receive the grade you earned on your Lane CC transcript. Grade errors on a student transcript can only be corrected within 12 months.

• **Students** should verify grades by checking their Lane CC unofficial transcript shortly after the Grades Due deadline. Any error should be immediately reported to your high school/College Now instructor. It is the student's responsibility to contact your high school/College Now instructor with any questions that remain unanswered.

• **Students** are responsible to conform to all codes of conduct as stipulated by Lane CC and by their high school. You are expected to conduct your academic affairs in a forthright and honest manner. In the event that you are suspected of classroom cheating, plagiarism or otherwise misrepresenting your work, you will be subject to discipline according to your school district policies.

• **Students who do not get registered by the 8th WEEK OF THE TERM will not receive College Now credit.**

Trouble Shooting On-Line

MESSAGE	WHAT TO DO
Your application has been suspended. You didn't receive an L#.	**DO NOT RE-APPLY!** Call the High School Connections office 541-463-5521. The computer wants a person to look at the application before assigning an L#.
Student status prohibits registration.	∗ Your L# is inactive. Re-apply as a new CN student. ∗ You don't have a credit student record. Re-apply as a new CN student.
You are not allowed to register at this time.	You have selected the incorrect term to register into. Click on Home in myLane. Go back to myEnrollment and select the correct term & register.
You have a Hold on your account.	There are various hold's that can stop you from registering. Call the High School Connections office for help. 541-463-5521.
You are over the maximum credit limit.	A student can only register for 18 credits per term without special permission. Call the High School Connections office at 541-463-5521.

terms.

10. Your L# will appear in bold type in the **middle** of the page. **WRITE IT DOWN** on one of the blue cards provided, and continue to direction #12. If you **DO NOT** see your L#, tell your instructor. *(S)He will need the generated ID number you received in instruction #5.*

12. **If you receive your L# you can continue on to Registration for your CN Class starting with #13.**

    If you do not receive your L# and the page says STOP! Your Application has been Suspended! Contact the High School Connections Office. 541-463-5521.

13. Click on <u>**Access Web for Student**</u> at the bottom of the L# page. You will be asked to change your PIN/Password. Follow instructions for creating a new PIN/Password. Click on <u>**Log-in**</u>.

14. You will be asked to provide two **Verification Security Questions**. Select questions with an answer that you will **NOT FORGET**. Continue to verify your address and/or email if asked.

Registration for College Now Class

15. Click on <u>**Enrollment and Student Financial Services**</u>.
16. Click on <u>**Registration and Books**</u>
17. Click on <u>**Add/Drop Classes**</u>
18. Select correct <u>**Term**</u> from drop down menu
19. Enter the correct **CRN#.**
20. Click on <u>**Submit Changes**</u>. Be sure that you see that you are registered for the correct class. **If you see another class listed—Raise Your Hand!**
21. Log off and close your browser.

Dropping Your College Now Class:

Students need to drop their CN Class by the eighth week of registration.

1. Login to <u>**myLane**</u>.
2. Go to <u>**myEnrollment**</u> tab.
3. Click on <u>**Add/Drop Classes**</u>.

Course Requirements & Prerequisites

The College Now course taken at the high school will mirror the course description, outcomes and assessment/performance expectations of the Lane CC course. Additional course-specific policies may apply.

Many credit classes require prerequisites or placement tests. Prerequisites are conditions that must be met in order to gain access to a particular class. These conditions typically include completion of or enrollment in other courses, specific college placement scores or departmental approval (e.g., Writing 121 requires a specific score on the Lane CC reading and writing placement tests). Please talk to your high school counselor or instructor about specific course requirements and prerequisites.

If you are taking a sequence class (e.g., Chemistry 221, 222, 223), you must pass each course with a C- or better to enroll in the subsequent class. Your enrollment for high school credit will not change.

Grading

Registered students will receive an A+ through F grade. Students may drop their College Now course if they registered, are not doing college level work, and do not want to receive a failing grade.

Page 9 of this handbook, under **"Dropping Your College Now Class"**, has the how-to steps to drop the class before the end of the ADD/Drop timeline***** for each term. *See calendar on back of Handbook for dates.

Getting Started

I already have my L# and just need to register for classes.

1. Go to www.lanecc.edu
2. In the bottom right corner click on **myLane** icon.
3. Type in your User ID **(L#)** and 12-16 character Password.
4. Click on the **myEnrollment** tab from the menu across the top of the page.
5. Under Registration Tools, select **New Registration Tools.**
6. Select **Register for Classes**.
7. Select the correct **Term** from the drop down menu. **Continue.**
8. Under **Register for Classes** choose the 2nd tab **Enter CRN's**.
9. Enter the correct CRN# and click on **Add to Summary**.
10. Check the **Summary Box** to make sure you registered for the correct class.
11. Submit **Changes**.
12. Click on **Sign Out** in the top dark blue band on right.
13. Then click on **myLane** and **Logout**.

I have an L# but don't remember it. What do I do?

1. **DO NOT RE-APPLY!**
2. In the bottom right corner **click** on **myLane** icon.
3. In the Secure Access Login box, **Click** on Need User ID/L Number? Enter your information and check your email. The email that your L# comes to is the one you set up your student record.

I forgot my 12-16 character PIN/ Password. What do I do?

1. In the bottom right corner **click** on **myLane** icon.
2. In the Secure Access Login box, **Click** on Forgot Password. Answer your security questions. Enter your information and check your email.
3. Or call 541-463-5521 and ask to have your Password reset.

I don't have an L#. What do I do?
Admission to Lane CC:
Applying for your L# (User ID)

1. Go to www.Lanecc.edu/hsconnection/collegenow **Start Here: College High School Application.**
2. **Create a 12-16 character PIN/Password**, using both numbers and letters. Write it down! As you will need this **PIN/Password** later when you log-in to myLane to register for your class(es) **Click Log-In.**
3. You will receive a Generated ID number. Write it down! Click **Continue.**
4. **Continue.**
5. **Select Your Term** from the pull down menu. Type in your first and last name. *** Red Star is required information**.
6. Type in your legal first and last names. Click **Fill out Application.** It will take you to a screen with 4 items. Click on **Name** to begin.
7. You must use **your own email address**. Unique only to you.
8. As you finish each page, Click on **Continue** until you have provided all required information. Once you finish the Application Checklist you will see a screen with **4 checkmarks**. (If any of the sections does NOT have a checkmark, click on that section and complete it.) Click **Application is Complete.**
9. **Admissions Agreement …. I agree to the**