

2015-2016 Health Professions Online Program Admissions Application & Payment Instructions

Before starting your Online Program Admissions Application & Payment session be sure to:

- a. Complete your credit admission application to obtain a student L number – a Lane ID number.
- b. Have an active personal e-mail account (Lane does not issue students Lane e-mail accounts).
- c. Have a Visa or MasterCard credit card on which to charge the non-refundable application fee.
- d. Verify that you meet minimum requirements to apply.

Begin your Online Program Admissions Application and Payment:	
Click on link to right to begin	https://crater.lanecc.edu/banp/zwskalog.P_DisLoginNew?in_id=&cpbl=&newid=&wapp=Y1
Create a new Application PassPhrase (PIN)	This PIN must consist of between 12 and 16 letters and numbers, with at least one of each. Do not use the same PIN you use to log into myLane or Moodle. This PIN will be used only for this Health Profession program you are applying to. It will not change your myLane PIN. Write down your PassPhrase (PIN)!
Select “Login”	You will receive an assigned ID number (G#) You will need this G# if there is an issue with your application. Write down your G#!
Select “Continue”	Make sure you have all the required documents you need to complete this Online Application and Payment process. • Lane Student ID Number (L Number) • Reviewed the <u>Residency</u> requirements to determine form of verification for your Oregon state residency • Form 2 (Point Petition Sheet Estimated Points) • State Board of Nursing Certified Nursing Assistant or Licensed Practical Nursing License Number (if you are including on Form 2) • Submitted official sealed transcripts to Lane Enrollment Services (for non-Lane courses/degrees listed on the Point Petition Sheet – Form 2).
Apply for Online Program Admissions:	
Admission Term	When asked the term you plan to start – select the term that you are submitting this specific Online Application and Payment.
Enter your name	Make sure your name matches the name you used when you applied to be a Lane Credit student.
Application Checklist:	
Select “Fill out Application”	As you enter the required information in a section, a checkmark will appear to indicate you have completed that section: • Follow instructions provided on each screen • Start with “Name – Nursing” • Select “Continue” after each section • Select “Application is Complete” after you have completed all sections
Admissions Agreement	Select “I agree to the terms” after reviewing the information. This is your Admissions Agreement
Application Fee Payment:	
Select “Submit Payment”	Only Visa or MasterCard will be accepted for payment submission
Application Final Page	This lets you know that the online application and payment process is done.
Online Program Admissions Application and Payment Completed:	
Lane Health Professions Program Admission & Payment Confirmation	You will receive 2 emails at the end of this process. The 1st will be sent to confirm your Online Program Admission Application, with the time it was submitted. The 2nd will be sent to confirm that your payment was received. Please keep both of these emails for your reference.