



RESPIRATORY CARE FALL 2015 Application Information and Form 3

There is a \$50 fee to apply to for this program.

You must complete all steps to be considered.

1. PROGRAM COUNSELING & ADVISING

All of the information necessary to make a successful application to the Respiratory Care Program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

For Counseling and Advising assistance in meeting program or application requirements, please go to Counseling and Advising in Building 1, Room 103 or email RCProgram@lanecc.edu.

An [Academic Advising Resource](#) is available to all students. To access this go to www.lanecc.edu choose "Moodle." Select "Academic Advising" and then choose "Respiratory Care (Alvarado)"

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for [Respiratory Care](#).

2. APPLICATION PROCESS & DATES

2A. Selection Criteria.

A maximum of 25 Lane County students and 5 out-of-county can be accepted to the program, the number of accepted students is based on available spots and subject to change year to year. Program admission *is based on a point allocation system*. In addition to admitted students, there will be designated Standby. A Standby is allowed to enter the program if an admitted student declines. Those remaining on the standby list will need to reapply the following year.

You are NOT considered an applicant to the program until you meet all requirements.

2B. Important 2015 Dates:

Mandatory Program Application Review Sessions (attendance at one is required)

Location Building 30, Room 219

Tuesday December 9th at 12-1 p.m.; Thursday March 12th at 4-5 p.m.;

Monday April 13th at 9-10 a.m.; Saturday May 2nd at 10-11 a.m.

Application opens: **December 9, 2014 at 12:15 a.m.***

Application closes: **May 5, 2015 at 4:00 p.m.***

Application notification: program status announced via email **May 27, 2015**

Mandatory Orientation: Required for accepted or standby status **3-5 p.m., June 10, 2015**

Mandatory Clinical Site Orientations: Required for accepted or standby status **July/Aug TBA**

*Program Online Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. each day. You must submit your Online Program Admission Application and Payment and other application documents before the deadline on the application close date. Staff is not available after 5pm, weekends, or holidays to answer questions regarding application issues please keep this in mind in case of last minute questions or problems with the system.

3. PREPARING TO APPLY- APPLICATION REQUIREMENTS

Use this check list to complete all steps in the order provided.

You must complete all steps and submit all documentation by the close date listed above.

Keep this check list as a reference.

You must meet the following criteria to have a complete application process and to be considered for the program. Review the following steps carefully.

- _____ **1. Email Account.** You will need to obtain and maintain an email address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use this email address to send information. It is your responsibility to set your "spam filter" system to accept mail addresses containing @lanecc.edu
- _____ **2. Admission to Lane as a credit student.** If you are not currently a credit Lane student, complete Lane's college admission process and obtain a student "L" number at <http://www.lanecc.edu/esfs/admissions>. Make sure to complete all "[Steps to Enroll in Credit Classes](#)" including testing if needed.
- _____ **3. Advising.** Meet with a Health Professions counselor or advisor. See **Section 1, Program Counseling & Advising**.
- _____ **4. Oregon Resident.** You must be a current resident of Oregon to apply. Verify your current Oregon address in *myLane* (Homepage, Personal Information channel).
- _____ **5. Submit Non-Lane Official Transcripts to Enrollment Services.** All courses used as prerequisites must be recorded on your official transcript and received by Lane Enrollment Services prior to application close date.
- _____ **6. Request Course Equivalency Evaluation (if needed).** Courses taken at other colleges may be eligible for use in the application process. It is your responsibility to initiate the process early and make sure it has been completed by the application deadline. Go to the Enrollment Services website <http://www.lanecc.edu/esfs/general-information-transferring-credits>
- _____ **7. Attend one Mandatory Application Review Session.** You **must** attend one session to apply to the program. Sessions will be in Building 30/Room 219 (see dates/times in Section 2B). At the review session, have the presenter sign **Form 3 - Mandatory Application Review Session Attendance**.
- _____ **8. High School or GED diploma.** Be on track to complete one of these prior to the Fall entry to the program. Attach proof of high school or GED diploma (web or scanned copy) in the email with your application point sheet **or** submit proof prior to the Fall entrance to the program
- _____ **9. Complete the Conditions for Application, Form 1.**
- _____ **10. Complete Form 2: Application Point Petition Sheet.** Complete all application course requirements as described Form 2 Point Petition sheet. Only courses which have been completed and transcribed may be used for points. **Extra points will NOT be awarded if you do not complete the Points Petition Sheet.**
- _____ **11. Make a Personal Copy of Application Documents** for your files. Your documents will not be returned to you.

4. FALL 2015 ENROLLMENT ACADEMIC REQUIREMENTS

Fall Term 2015 Enrollment Academic Requirements. Complete prior to Fall term 2015.

- **BI 233 (4 CR), letter grade of C- or better** completed Fall 2008 or later. Pass, No-pass, or lower than C- will not be accepted.

5. FALL 2015 PROGRAM ENROLLMENT REQUIREMENTS

If accepted or considered standby to the program, you must complete the following. Failure to do so will result in forfeiture of program eligibility.

- **Attend the Mandatory Program Orientation. 3-5 p.m., June 10, 2015.**
- **Attend the Clinical Site Orientation sessions (TBA at Program Orientation)**
- **Attend the Mandatory Technology Training Session. 9a.m.-12 p.m., September 22, 2015.**
- **Documentation of program and/or clinical requirements (to be paid by student) which will include the following. Wait until you have been accepted into the program to complete the following requirements.** Specifics will be included in program notification and discussed at the Mandatory Orientation. All forms and necessary materials will be sent by email to you after you have indicated your program acceptance

6. APPLICATION SUBMISSION CHECKLIST

Submit the Application Packet to HPApplicationCenter via email.

- ☐ Form 1 Conditions for Application (fillable PDF)
- ☐ Form 2 Point Petition Sheet (fillable PDF)
- ☐ Form 3 Attendance of Mandatory Application Review Session (scanned)
- ☐ Course Equivalency/Substitution forms (if applicable)
- ☐ Supporting documentation for Health Care points (if applicable)
- ☐ Proof of high school or GED Diploma (if applicable)

Complete the RC Program You will be charged a **\$50 non-refundable application fee.** *Use the 2015-2016 Health Professions Online Program Admissions Application and Payment Instructions to complete this process.*

Before you begin the Program Online Application and Payment

- ☐ You must have a student "L" number to complete this process.
- ☐ You must have an email address to complete this process.
- ☐ You must have a Visa or Mastercard card to pay the application fee.

7. AMERICANS WITH DISABILITIES ACT

To request assistance or accommodations related to disability, contact Disability Resources at (541) 463-5150 (voice), 711 (TTY), disabilityresources@lanecc.edu (email), or stop by Building 1, Room 218.

FORM 3 - Proof Mandatory Application Review Session Attendance

IMPORTANT You must attach this form to your application packet.

1. Enter your L# and name as indicated in myLane.
2. Print this page and bring it with you to Mandatory Application Review Session
2. Make sure presenter signs form.
3. Scan the signed page and attach with your Forms 1 & 2 in email to HPApplicationCenter@lanecc.edu

Respiratory Care Fall 2015 Application Review Session

Type name as indicate in myLane

L# _____ First _____ Last _____

Session Date _____

To be signed by presenter: Presenter Signature _____

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.DispLoginNew?in_id=&cpbl=&newid=&wapp=Y7
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”	<p>Make sure you have all the required documents you need to complete this Online Application and Payment process.</p> <ul style="list-style-type: none"> • 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) • Form 3 Mandatory Review Session Proof • Name of School and completed or expected date of Diploma or GED • 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”	<p>As you enter the required information in a section, a checkmark will appear to indicate you have completed that section:</p> <ul style="list-style-type: none"> • Follow instructions provided on each screen • Start with “Name – RC • 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.