



# RESPIRATORY CARE FALL 2014 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](mailto:RCProgram@lanecc.edu).

An [Academic Advising Resource](#) is available to all students. To access this go to [www.lanecc.edu](http://www.lanecc.edu) choose "Moodle." Select "Academic Advising" and then choose "Academic Advising Resources – Respiratory Care." 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 application requirements.**

### **2B. Important 2014 Dates:**

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

Building 30, Room 213

**Thursday March 20<sup>th</sup> at 3-5 p.m.; Monday April 14<sup>th</sup> at 9-11 a.m.; Saturday May 3<sup>rd</sup> at 10 a.m.-12 p.m.**

**Application opens:** ..... **March 26, 2014 at 12:15 a.m.\***

**Application closes:** ..... **May 6, 2014 at 4:00 p.m.\***

**Application notification:** Program status announced..... **May 28, 2014**

**Mandatory Orientation:** Attendance required for accepted or standby status ..... **3-5 p.m., June 25, 2014**

**Mandatory Clinical Site Orientations:** Attendance 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.

## **3. APPLICATION REQUIREMENTS**

To apply to this program, you must complete and submit all of the following by the application close date listed above. Details of requirements are provided in the following sections.

- Be admitted to Lane Community College as a college-[credit student](#) with an assigned L number.
- Submit Non-Lane Official Transcripts, if needed, to Enrollment Services.
- Complete all application course requirements as described Form 2 Point Petition sheet.
- Attend one Mandatory Application Review Session – see dates and times above (2B).

- Submit Forms 1 through 3, and supporting documentation as required.
- Complete the Online Program Admissions Application and Payment process.

#### **4. APPLICATION WORKSHEET & REQUIRED STEPS**

*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 . Do this even if you are currently receiving emails from Lane. We cannot be responsible for notices which are not received due to spam or junk mail handling.

- \_\_\_\_\_ **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/es/admissions.html>. 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 for points must be recorded on your transcript prior to application close date.

- **Do not** submit transcripts from Lane Community College to Enrollment Services or the HP Application Center.
- **Sealed, official,** transcripts from schools other than Lane must be received by application close date. Transcripts may be submitted prior to application open date.  
Lane Enrollment Services, ATTN: HP Transcript  
4000 East 30<sup>th</sup> Ave., Eugene, OR 97405
- **For schools other than Lane, submit UNOFFICAL transcripts** (web or photocopy) with your application point sheet.
- Transcripts received at the Health Professions Application Center will **NOT** be forwarded to Enrollment Services.

- \_\_\_\_\_ **6. Request Course Equivalency Evaluation (if needed).**

Courses taken at other colleges may be eligible for use in the application process. Use the following steps and make sure to consult with a program advisor/counselor.

***DO NOT DELAY. It is your responsibility to initiate the process early and make sure it has been completed by the application deadline. Remember to allow time for college closures and there may be limited faculty available to assist with your request during college breaks including Summer term.***

***IMPORTANT. Equivalencies must meet both Core Program and AAS degree requirements. See program advisor for program requirements.***

1. For colleges other than Lane, submit an official, sealed transcript to Enrollment Services. College transcripts received by Lane’s Enrollment Services may be verified in *myLane*.
2. Go to the Enrollment Services website <http://www.lanecc.edu/es/transferringcredits.html> .
3. Review “General Information for Transferring Credits.”
4. Select “Look up Transferable Credits” to check on transferrable classes. ***If your course(s) are listed with a Lane subject, course number and title, no further action is needed.***
5. If the college/course is not listed:
  - Contact the Lane department or division which teaches the course and request a course equivalency evaluation.

- Submit a syllabus of the course completed with your request for course equivalency.
- Inform the department of the application deadline.
- *Make sure the department/division emails a copy of the approval to you to include with your application.*

*Course equivalencies must be approved and received by the correct department or division and forwarded to Enrollment Services by the application deadline to be eligible for points.*

- \_\_\_\_\_ **7. Attend one Mandatory Application Review Session.** You **must** attend one session to apply to the program. Sessions will be in Building 30/Room 213 (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.** 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.
- \_\_\_\_\_ **12. Submit application packet via email to the [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu) :**
- Form 1: Conditions for Application,
  - Form 2: Point Petition Sheet,
  - Supporting documentation for Course Equivalencies and/or Health Care points, if applicable,
  - Proof of high school or GED Diploma, if applicable,
  - Form 3: Attendance of Mandatory Application Review Session,
- \_\_\_\_\_ **13. Complete the RC Program Online Program Admissions Application and Payment.** You will be charged a **\$50 non-refundable application fee.**  
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.

*Use the 2014-2015 Health Professions Online Program Admissions Application and Payment Instructions to complete this process.*

## **5. NOTIFICATION**

Notification of your application status will be communicated to you via an email sent to the email address submitted in your Program Online Application and Payment and/or in the shown in Personal Announcements section of your myLane portal by the date listed in the *Important Dates* section.

## **6. FALL 2014 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.**

- **Fall Term 2014 Enrollment Academic Requirements.** Complete **prior to Fall term 2014.**
  - BI 233 (4 cr), letter** grade of **C-** or better completed Fall 2007 or later. Pass, No-pass, or lower than C- will not be accepted.
- **Attend the Mandatory Program Orientation.** *Students accepted into the program or given standby status must attend the orientation session - 3-5 p.m., June 25, 2014.* Session will be in Building 30, Room 213.
- **Attend the Clinical Site Orientation sessions.** *Students accepted into the program or given standby status must attend the orientation sessions – July/August, 2014.* Dates and times will be announced at the Mandatory Program Orientation session

- **Attend the Mandatory Technology Training Session.** *Students accepted into the program or given standby status must attend the orientation session – 9a.m.-12 p.m., September 18, 2014.*
- **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.**
  - Physical Examination and Immunization
  - American Heart Association BLS for Health Professionals
  - Proof of health insurance coverage
  - Background Check
  - Drug Testing

*Specifics will be included in program notification and discussed at the **Mandatory Orientation**. All forms and necessary materials will be sent by email or **myLane** to you after you have indicated your program acceptance.*

#### **AMERICANS WITH DISABILITIES ACT**

To request assistance or accommodations related to disability, contact Disability Resources at (541) 463-5150 (voice), 711 (TTY), [disabilityresources@lanec.edu](mailto:disabilityresources@lanec.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](mailto:HPApplicationCenter@lanecc.edu)

### Respiratory Care Fall 2014 Application Review Session

Type name as indicate in **myLane**

L# \_\_\_\_\_ First \_\_\_\_\_ Last \_\_\_\_\_

Session Date \_\_\_\_\_

To be signed by presenter:

Presenter Signature \_\_\_\_\_

