

<b>OREGON INSTITUTE OF TECHNOLOGY &amp; LINN-BENTON COMMUNITY COLLEGE</b> <b>Dual Enrollment Process Guide</b>		
Benefits	<ul style="list-style-type: none"> <li>• Specific program articulation</li> <li>• Traditional benefits for transfer students</li> <li>• Optimize credit transfer</li> <li>• Advising at both institutions</li> <li>• Seamless pathway</li> <li>• Coordinated Financial Aid &amp; Scholarships</li> </ul>	Partnership Information at OIT: <a href="http://www.oit.edu/dual-enrollment">www.oit.edu/dual-enrollment</a> Admission Requirements: <a href="http://www.oit.edu/admissions">www.oit.edu/admissions</a> Partnership Information at LBCC: <a href="#">Dual Enrollment</a>
Application Process	Online application only. Steps for dual enrollment: 1. Students must be currently admitted at either college. 2. Fill out the OIT dual application ( <a href="http://www.oit.edu/apply">www.oit.edu/apply</a> ). Students can be dually enrolled with multiple colleges at a time, but can only use credits from OIT and one dual partner to count toward enrollment for financial aid.	
Re-enrolling Process	Students who have not attended OIT in 4 or more terms must fill out OIT’s re-enrolling form ( <a href="https://www.oit.edu/admissions/returning-student">https://www.oit.edu/admissions/returning-student</a> ). Submit transcripts for other colleges attended after leaving OIT. Linn-Benton Community College transcripts will automatically be sent to OIT.	
Deadlines & App. Fee	Completed applications are due 3 weeks before the term starts.  We require a \$50 application fee at the time the application is submitted unless the student has an application fee waiver. We also require a confirmation of attendance and \$100 enrollment deposit, which goes towards their tuition and fees when they take classes and is non-refundable after certain dates, depending on the term.  Also, if a student applies to OIT and does not take classes in the term they are admitted, they must re-apply.	
Financial Aid	<ul style="list-style-type: none"> <li>• OFAX will be used for transmission of enrollment and grade information.</li> <li>• Students cannot have financial aid that pays out from more than one institution.</li> <li>• The “home” institution (the college that pays the financial aid) shall be determined by the student’s immediate degree objective. For example, if the student’s immediate degree objective is a bachelor’s degree, then OIT will be designated as the “home” institution. Should the student be pursuing Associate degree prior to completing a bachelor’s degree, LBCC will be designated as the “home” institution. Once a student has earned an Associate degree, then OIT will be the home institution. Once a student has earned an AA or AAS, then OIT will become the home institution.</li> <li>• Students must take at least 6 credits from their home institution to qualify for or receive financial aid.</li> </ul>	

Disability Services	<ul style="list-style-type: none"> <li>Register with disability services at either institution where accommodations are needed. Each institution is responsible for providing accommodations in courses for its campus.</li> <li>LBCC and OIT will consult on appropriate accommodations. Students must sign a release to OIT.</li> </ul>
Articulations	AAS in Accounting Technology AAS in Animal Technology AAS in Automotive Technology AAS in Criminal Justice AAS in Culinary Arts AAS in Heavy Equipment and Diesel Technology AAS in Industrial Pipe Trades: Fitting and Welding AAS in Machine Tool Technology AAS in Mechatronics and Industrial Automation Technology AAS in Network and Systems Administration AAS in Occupational Therapy Assistant AAS in Visual Communication AAS in Welding and Fabrication Technology AS in Business Administration For updated articulations: <a href="http://www.oit.edu/articulations">www.oit.edu/articulations</a>

## CONTACTS

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### Linn-Benton Community College

Admissions	General Inquiries	<a href="mailto:admissions@linnbenton.edu">admissions@linnbenton.edu</a>	541.917.4811
Dual Enrollment Office	General Inquiries	<a href="mailto:dpp@linnbenton.edu">dpp@linnbenton.edu</a>	541.917.4237
Financial Aid	General Inquiries	<a href="mailto:faoffice@linnbenton.edu">faoffice@linnbenton.edu</a>	541.917.4850
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