OREGON TECH & LINN-BENTON COMMUNITY COLLEGE **Dual Enrollment Process Guide**		
Benefits	• Specific program articulation • Traditional benefits for transfer students • Optimized credit transfer • Advising at both institutions • Seamless pathway • Coordinated Financial Aid and Scholarships	Partnership Information at OT: www.oit.edu/dual-enrollment Admission Requirements: www.oit.edu/admissions Partnership Information at LBCC: Dual Enrollment
Application Process	Online application only. Steps for dual enrollment: 1. Students must be currently admitted at either college. 2. Fill out the OT dual application (www.oit.edu/apply). Students can be dually enrolled with multiple colleges at a time, but can only use credits from OT and one dual partner to count toward enrollment for financial aid.	
Re-enrolling Process	Students who have not attended OT in 4 or more terms must fill out OT's re-enrolling form (https://www.oit.edu/admissions/returning-student). Submit transcripts for other colleges attended after leaving OT. Linn-Benton Community College transcripts will automatically be sent to OT.	
Deadlines & App. Fee	Completed applications are due 3 weeks before the term starts. Cost is $50, payable to OT. No cost if student is already admitted to OT.	
Financial Aid	• OFAX will be used for transmission of enrollment and grade information. • Students cannot have financial aid that pays out from more than one institution. • 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 OT 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 OT will be the home institution. Once a student has earned an AA or AAS, then OT will become the home institution. • Students must take at least 6 credits from their home institution to qualify for or receive financial aid.	
Disability Services	• Register with disability services at either institution where accommodations are needed. Each institution is responsible for providing accommodations in courses for its campus. • LBCC and OT will consult on appropriate accommodations. Students must sign a release to OT.	
Articulations	1. AAOT Criminal Justice Plan to Applied Psychology 2. AAOT Education Plan to Applied Psychology 3. Criminal Justice to Applied Psychology 4. Education to Applied Psychology	

	5. Apprenticeship State-wide Consortium to Operation Management 6. Apprenticeship State-wide Consortium Programs to BAS Technology & Management 7. Automotive Technology to BAS Technology and Management 8. Business Admin. Specialty Accounting to Management—Accounting Option 9. Business Admin. Specialty Management to Management—Small Business Option 10. Diesel Technology to BAS in Technology and Management 11. Education to Applied Psychology For updated articulations: www.oit.edu/articulations

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Linn-Benton Community College			
Admissions	General Inquiries	admissions@linnbenton.edu	541.917.4811
Dual Enrollment Office	General Inquiries	dpp@linnbenton.edu	541.917.4237
Financial Aid	General Inquiries		541.917.4850