EOP/ALO Diploma & Degree Program

EOP (Extended Learning Option)

ALO (Alternative Learning Option)

Student & Family Handbook

Start here: What is EOP/ALO?

CLHS: EOP (Extended Learning Option)
FLEX: ALO (Alternative Learning Option)

These Central Linn alternative learning pathways help students plan high school graduation and college coursework together. Some students may take approved courses through Linn-Benton Community College (LBCC).

Being accepted into an EOP/ALO program does not automatically enroll you in any college, approve a course, or award a degree. Your individual plan must identify what you need to finish.

PART 1 | For everyone: Apply to and receive approval from Central Linn

Every family starts here, regardless of which community college the student hopes to attend. Meet with the Central Linn Academic Advisor before choosing or registering for any college course. Central Linn has an Academic Advisor, not a separate high school counseling office for this process.

1. Contact the Central Linn Academic Advisor and ask to discuss the EOP/ALO Diploma & Degree pathway. A parent or guardian should participate as appropriate.
2. Review the student's current credits, graduation requirements, academic readiness, and educational goals. Bring a transcript or prior college-course information if available.
3. Work with the Academic Advisor to develop an individual high school and college course plan. The plan should identify the proposed college, courses, term, high school credit use, and any degree goal.
4. Complete the Central Linn EOP/ALO application/participation forms and provide any information the district requests to determine eligibility and program placement.
5. Wait for Central Linn to communicate its acceptance/placement decision and approve the proposed courses and funding in writing. A college acceptance is not the same as district approval.
6. After district approval, follow the separate instructions for the approved college. The college makes its own admission, registration, placement, and accommodation decisions.
7. Meet with the Academic Advisor again before each new college term to review courses, graduation progress, funding, and deadlines.

What does "approved" mean? It means Central Linn has reviewed the student's participation and the particular courses or costs.

Do not assume a class or textbook will be paid for just because a college allows the student to register. District decisions and college admission decisions are separate.

Your responsibilities in EOP/ALO

EOP/ALO students must continue to meet Central Linn's individual learning plan, daily instructional engagement/contact, and required work-submission expectations in addition to their college classes. The Academic Advisor will explain how college work fits the high school plan. College classes follow the college's calendar, even when Central Linn is on break.

PART 2 | Program Enrollment

Step 1 | CLSD will refer you to LBCC

Central Linn sends the student's information to the LBCC Campus High School Programs (CHSP) team. CHSP is the part of LBCC that helps students who are taking college classes while still in high school. The district will provide the student's name, graduation year, personal email, planned first term, and a few details needed to coordinate enrollment.

You might have an LBCC student number (X Number) from a previous college class at LBCC.

You need to tell Central Linn about ANY LBCC classes you have taken (Including Driver Ed.).

You may not need a new application.

If you do not have an ID number for LBCC, you need to apply for an ID (X Number)

APPLY HERE - CHSP Application

Do not submit repeated applications unless LBCC asks you to.

Step 2 | Activate your LBCC student email (with 2 step Google verification).

FIRST, activate your LBCC Gmail account and turn on Google two-step verification. This adds a second security check when you sign in. After that you will get an email with a Claim Code to set up your "My LB" login.

LBCC may send your student number (often called an X-number), college email address, and an account claim code at different times. That is normal. Keep the messages in a safe place and do not share your passwords.

THEN activate your "My LB" account, which is the student system used for college records and registration, and complete its verification steps.

If you do not get an email with a password, your password could be your birthday (mm,dd,yy) OR (mm-dd-yyyy). If those do not work, reach out for help.

Step 3 | Activate your "My LB" account, which is the student system used for college records and registration, and complete its verification steps.

Go to https://linnbenton.edu/ and set up your "My LB" student account (student portal). NOTE: The **STUDENT** must complete the account setup personally. A parent or guardian may sit beside the student and help. For technical directions, visit https://www.linnbenton.edu/current-students/student-tech-support/index.php For technical help, email student.helpdesk@linnbenton.edu or call 541-917-4630.

Step 4 | Attend the required online orientation

Once your accounts work, the Academic Advisor will invite you to an Orientation Session at CLHS. As a group you participate in a virtual meeting where LBCC explains how to use college systems, register for classes, and get assistance.

Attend the full meeting with your laptop. A parent may be nearby, but the student should join using the student's own account. Do not register before completing orientation; LBCC may remove a registration made too early.

Step 5 | Advising, placement, and choosing classes

The Central Linn Academic Advisor meets with students to review their high school graduation plan, choose appropriate LBCC courses, and obtain district approval before registration. LBCC college advising is a separate requirement.

LBCC's advisor provides additional LBCC-specific support during the term.

If you are younger than 16 when the term starts, LBCC requires its own underage approval form and advising before the term as well as during the term. Ask the CHSP team for the current official form; this handbook does not replace it.

Central Linn has communicated that participating students need a math assessment even if they are not planning to take math right away. An assessment helps determine which math courses are appropriate; it is not automatically a pass-or-fail admission test. Central Linn will explain how to complete it.

Before registration, have Central Linn confirm the exact course, course number, term, and funding. A CRN (course reference number) identifies a particular class section. Two sections of the same course may have different schedules and CRNs.

Step 6 | Register and prepare for the first day

After orientation and the required approvals, follow LBCC's instructions to register. Look at the class format: in person, online, or a combination. An online class is still a college class

with deadlines and assignments. Find the course syllabus, which is the instructor's guide to class rules, assignments, grading, and due dates.

Check LBCC email frequently, even when you are on a high school break. College dates may differ from Central Linn's school calendar. Know the first day, final day, and deadlines to add, drop, or withdraw from a class.

Step 7 | Get books and online course materials

Use the LBCC Campus Store: https://campusstore.linnbenton.edu/home . For materials that Central Linn has approved for payment, select campus pickup (Albany, Lebanon, or Corvallis) and the third-party agency payment option as directed. Do not assume home shipping will be reimbursed.

Some courses provide digital materials through Direct Digital Access (DDA). If the district is paying for the approved material, do not opt out without first checking with Central Linn. If you opt out, you could lose the material needed for class.

A rental book may require a student payment card as security even when the district covers the approved rental cost. Do not buy from outside "From the Web" sellers or purchase supplies, art materials, or access codes expecting reimbursement unless the district approves the purchase first. For bookstore questions: orders@linnbenton.edu.

Step 8 | How grades and progress checks work

College instructors give assignments and grades according to their syllabi. Your LBCC grade is part of your college record, so missing assignments or withdrawing from a class can have consequences beyond this school year.

At the beginning of week five of each LBCC term, email EACH instructor and ask them to complete Central Linn's online progress report. Put the course name and CRN in your email subject. The instructor submits the form directly to Central Linn; the student does not print or turn in the form.

Progress report form for instructors:
https://docs.google.com/forms/d/e/1FAIpQLSfn_V67_L5m1gUUlT8b5c1nETU-DQsuWPnGaYa9hhO8llRFXw/viewform

Example email:

"Hello Professor, I am a Central Linn student in [course and CRN]. Would you please complete the Central Linn week-five progress form by [district deadline]? Here is the link: [form link]. Thank you."

If you are struggling, tell your instructor and Central Linn immediately. Do not wait until the progress report or final grade.

Step 9 | What if I need to change or drop a class?

A drop or withdrawal means leaving a course after registration. Different deadlines can affect tuition, your transcript, and whether a grade or withdrawal mark appears. Do not stop attending and assume you are no longer enrolled.

Contact Central Linn before making a change so the district can review your graduation plan and any approved funding. Then follow LBCC's actual registration process and deadlines.

Telling Central Linn is not the same as withdrawing at LBCC. Ask about financial consequences before making a decision; you do not want to have to reimburse the District.

LBCC: Who can help?

LBCC Campus High School Programs: Jeanine Howell, howellje@linnbenton.edu, 541-917-4236. LBCC student technology support: student.helpdesk@linnbenton.edu, 541-917-4630.

For high school course approval and graduation planning, contact Dr. Kim Tyskiewicz (Tz) the Central Linn Academic Advisor.

PART 3 LBCC Textbooks and Course Materials

Obtaining Textbooks and Course Material

Students enrolled in Linn-Benton Community College (LBCC) courses through an approved Central Linn School District (CLSD) high school program must follow the procedures below to obtain textbooks and other required course materials paid for by the district.

These procedures apply only to LBCC courses for which CLSD has approved payment of textbooks and required access codes. Students are responsible for purchasing materials for any courses they are taking independently or for which district funding has not been approved.

A. Determine Which Materials Are Required

Students should check their required course materials through the LBCC Campus Store.

1. Open the LBCC Campus Store website.
2. Select Course Materials.
3. Enter each LBCC course to view the required materials.
4. Review all listed materials carefully. Some courses require more than one item.
5. Check the instructor's syllabus for additional information.

Important Information:

- Not every course requires a textbook.
- Some courses use materials that are not available through the LBCC Campus Store.
- If no textbook is listed, or the listing indicates **OER (Open Educational Resources)** without a price, there is no textbook to purchase from the Campus Store. The instructor will explain how to obtain the required materials, either in the syllabus or during class.
- Some courses use **Direct Digital Access (DDA)** materials. These are automatically charged to the student's account. The instructor will explain how to access them after classes begin.
- **DO NOT OPT OUT OF DIRECT DIGITAL ACCESS (DDA)** for district-funded courses.

B. Ordering Textbooks Online

Students may order approved textbooks through the LBCC Campus Store website.

1. Visit the LBCC Campus Store.
2. Click **Sign In**.
3. If you do not have a Campus Store account, select **Create an Account**. This is a separate account used for bookstore purchases and is not connected to your other LBCC student accounts.
4. Select the required textbooks and materials for your district-approved courses.
5. Proceed to checkout.

C. Shipping Method

Select **Campus Pickup**. Students may choose from the following locations:

- Albany Main Campus
- Lebanon HOC Center
- Corvallis Benton Center

There is no charge to transfer bookstore orders between these LBCC locations.

Do not select shipping to your home. CLSD does not pay home shipping charges unless the school has specifically authorized an exception. Students who select home shipping without authorization are responsible for the shipping fee.

D. Payment Method

Select **3rd Party Agency** at checkout.

This allows eligible textbook charges to be placed on the student's LBCC account and subsequently billed to the high school.

If the checkout process requests a debit or credit card, check whether:

- You have selected a rental textbook. A debit or credit card is required as security in case the rental is not returned. The card is charged only if the materials are not returned.
- You have selected materials from a seller other than the LBCC Campus Store. These purchases are not covered by the high school.

Students must not assume that selecting 3rd Party Agency makes every purchase eligible for district payment.

E. Purchasing Textbooks in Person

Students may obtain their approved textbooks directly from the LBCC Albany Campus Store instead of ordering online.

When visiting the store:

1. Tell the bookstore employee that you are enrolled through a **High School Program**.
2. Provide your LBCC class schedule.
3. Provide your LBCC student identification number (X#).
4. Present a photo ID.

Bookstore staff can assist students in identifying and obtaining the required materials.

F. Picking Up Textbooks

For online orders, textbooks are generally available:

- **Albany Campus Store:** The next business day after the order is completed.
- **Lebanon HOC Center or Corvallis Benton Center:** Approximately two business days after the order is completed.

Students should allow time for processing and confirm that their order is ready before traveling to pick it up.

Only the student may order or pick up materials charged to the student's account.

If someone else must pick up the order, the student **must email the bookstore in advance** to arrange authorization. Another person cannot order or pick up textbooks on the student's account without prior arrangements.

G. What CLSD Will and Will Not Pay For

CLSD payment is limited to eligible materials for courses approved for district funding.

Materials Eligible for District Payment

- Required textbooks obtained directly through the LBCC Campus Store.
- Required course access codes obtained through the LBCC Campus Store.
- Required Direct Digital Access (DDA) materials for district-funded courses.
- Certain art supplies, depending on the course, **only when prior approval has been obtained**.

Materials Not Covered by District Payment

- Textbooks or materials purchased from outside vendors, including Amazon, RedShelf, or other sellers listed under **From the Web**.
- Textbooks for courses that the student is paying for independently.
- General school supplies, including binders, paper, pencils, markers, and similar items.
- Home shipping charges unless specifically authorized by CLSD.
- Other materials not available for purchase directly through the LBCC Campus Store.

Important: Even when an outside vendor is listed on the LBCC Campus Store website, CLSD will not pay that vendor. Students selecting these materials must purchase them using their own payment method.

Students who need art supplies for a particular course must request approval before purchasing them. Approval is not automatic.

H. Courses That Are Not District-Funded

Students may be enrolled in both district-funded and self-pay LBCC courses during the same term.

Students **may not charge textbooks or materials for self-pay courses to their high school bookstore account**.

Textbooks and materials for self-pay courses must be purchased separately using the student's own funds.

I. Bookstore Account Setup and Delays

LBCC must establish the appropriate bookstore billing arrangements before students can charge approved textbooks to their high school program.

- Some bookstore accounts may not be active immediately when ordering begins.
- Students who have recently registered may need to allow an additional business day for their accounts to be established.
- If the 3rd Party Agency payment option does not work as expected, students should not substitute personal payment for district-approved materials without first requesting assistance.

Students experiencing account problems should contact the LBCC High School Programs representative responsible for their enrollment.

J. Questions and Assistance

LBCC Campus Store

Email: orders@linnbenton.edu

When contacting the bookstore, students must include:

- Full name
- LBCC student identification number (X#)
- Name of their high school
- A description of the question or problem

Central Linn School District Academic Advisor

Students should contact the CLSD Academic Advisor for questions about district funding approval, eligible courses, or materials requiring special authorization.

LBCC High School Programs

Students should contact their LBCC High School Programs representative for assistance with bookstore account setup or high school program billing arrangements.

Student Responsibilities

Students are responsible for reviewing the materials required for each course, obtaining them in time for instruction, following LBCC ordering and pickup procedures, and ensuring that only district-approved expenses are charged to the high school.

Students must obtain prior approval before purchasing any materials they expect CLSD to pay for when those materials are not included in the standard approved textbook and access-code arrangements.

PART 4 Questions families often ask

Can I register before Central Linn approves my courses?

No. Meet with the Academic Advisor and receive the district's approval before registering or making purchases that you expect the district to pay.

Does approval by Central Linn mean the college must admit me?

No. LBCC decides whether a student can enroll and what its admission, placement, and course requirements are.

Will any college class count toward graduation?

Not automatically. The Academic Advisor must review how each approved course applies to the student's high school graduation plan.

Do college credits automatically produce an associate degree?

No. LBCC awards degrees only when its own degree requirements are satisfied. Your plan should identify the degree requirements and how the approved courses apply.

Who do I contact if I am confused?

Start with the Central Linn Academic Advisor for district approval, high school credit, and funding. Contact the college for its account, registration, and instructor questions.

Before every term: your checklist

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□ Meet with the Central Linn Academic Advisor.

□ Complete application, account, orientation, advising, and placement requirements.

□ Stick to the approved, courses and programs.

□ Be aware of any costs NOT covered by CLSD

□ Understand the college calendar, course workload, and progress reporting requirements.

□ Know whom to contact before changing a class or buying materials.