

# Welcome to Central Oregon Community College!

*If you want to do something special with your life, COCC is the place to start.*

We are excited to have you on campus and look forward to helping you reach your academic goals. This workbook provides you with the information you need to be successful at COCC.

## How to Use This Workbook

You will work through **Sections One** and **Two** during your advising session.

Plan to complete **Sections Three** and **Four** on your own before school begins.

Complete **Sections Five** and **Six** during the first two weeks of the term.

Complete **Section Seven** mid-term.

## Get Set!

**Section One** — Advising Workshop: guides you through the decisions you need to make as you select classes for your first term.

**Section Two** — Get Registered: walks you through the steps you will need to follow to register for those classes.

## Go!

**Section Three** — Next Steps: helps you navigate your first two weeks of school.

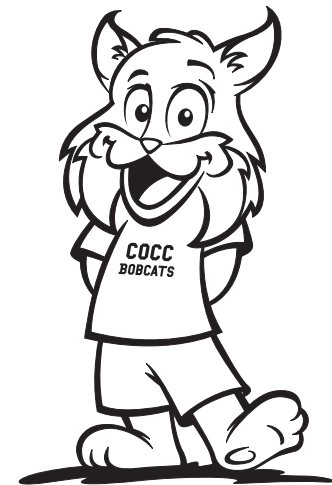
**Section Four** — Adjust Your Schedule: provides information on how and when you can add or drop classes.

**Section Five** — Academic Success: identifies resources that can help you be a successful student.

**Section Six** — Pay for School: guides you through the tuition payment process.

**Section Seven** — Get Ready for Next Term: gives you the steps you need to take to register for your next term.

**Appendix** — provides lots of information you might need to know.



# Important Dates

*The complete Academic Calendar is available at [www.cocc.edu](http://www.cocc.edu).*

## FALL TERM 2012

September 21, 5 p.m.	Last day of automatic enrollment from existing wait lists for full-term classes. Last day to add to a wait list for full-term classes.
September 24	Classes begin
September 28	Last day to begin attendance in a new class
October 5, 5 p.m.	Tuition due and end of refund period.
October 8	Late payment and late registration fees begin
November 9	Last day to drop full-term classes with no grade on transcript. Last day to change to/from audit or add classes.
November 13	Beginning date for required instructor approval to drop classes
November 14, 6 p.m.	Tuition payment plan due
December 5, 6 p.m.	Last day to withdraw from classes
December 10 to 14	Finals Week

## WINTER TERM 2013

November 26 to 30	Registration begins for degree-seeking current priority students
January 4, 5 p.m.	Last day of automatic enrollment from existing waitlists for full-term classes. Last day to add to a waitlist for full-term classes.
January 7	Classes begin
January 11	Last day to begin attendance in a new class
January 18, 5 p.m.	Tuition due and end of refund period
January 22	Late payment and late registration fees begin
February 22	Last day to drop full-term classes with no grade on transcript. Last day to change to/from audit or add classes.
February 25	Beginning date for required instructor approval to drop classes
February 27, 6 p.m.	Tuition payment plan due
March 13, 6 p.m.	Last day to withdraw from classes
March 18 to 22	Finals Week

## SPRING TERM 2013

March 4 to 8	Registration begins for degree-seeking current priority students
March 29, 5 p.m.	Last day of automatic enrollment from existing waitlists for full-term classes. Last day to add to a waitlist for full-term classes.
April 1	Classes begin
April 5	Last day to begin attendance in a new class
April 12, 5 p.m.	Tuition due and end of refund period
April 15	Late payment and late registration fees begin
May 17	Last day to drop full-term classes with no grade on transcript. Last day to change to/from audit or add classes.
May 20	Beginning date for required instructor approval to drop classes
May 22, 6 p.m.	Tuition payment plan due
June 5, 6 p.m.	Last day to withdraw from classes
June 10 to 14	Finals week

## SUMMER TERM 2013

April 22 to 26	Registration begins for degree-seeking current priority students
June 21, 5 p.m.	Last day of automatic enrollment from existing waitlists for full-term classes. Last day to add to a waitlist for full-term classes.
June 24	Classes begin
June 28	Last day to begin attendance in a new class
July 5, 1 p.m.	Tuition due and end of refund period
July 8	Late payment and late registration fees begin
August 9	Last day to drop full-term classes with no grade on transcript. Last day to change to/from audit or add classes.
August 12	Beginning date for required instructor approval to drop classes.
August 14, 6 p.m.	Tuition payment plan due
August 21, 6 p.m.	Last day to withdraw from classes
September 1	Summer term ends

# Welcome to COCC New Student Advising

## Get Set!

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## ► Midterm — Halfway There!

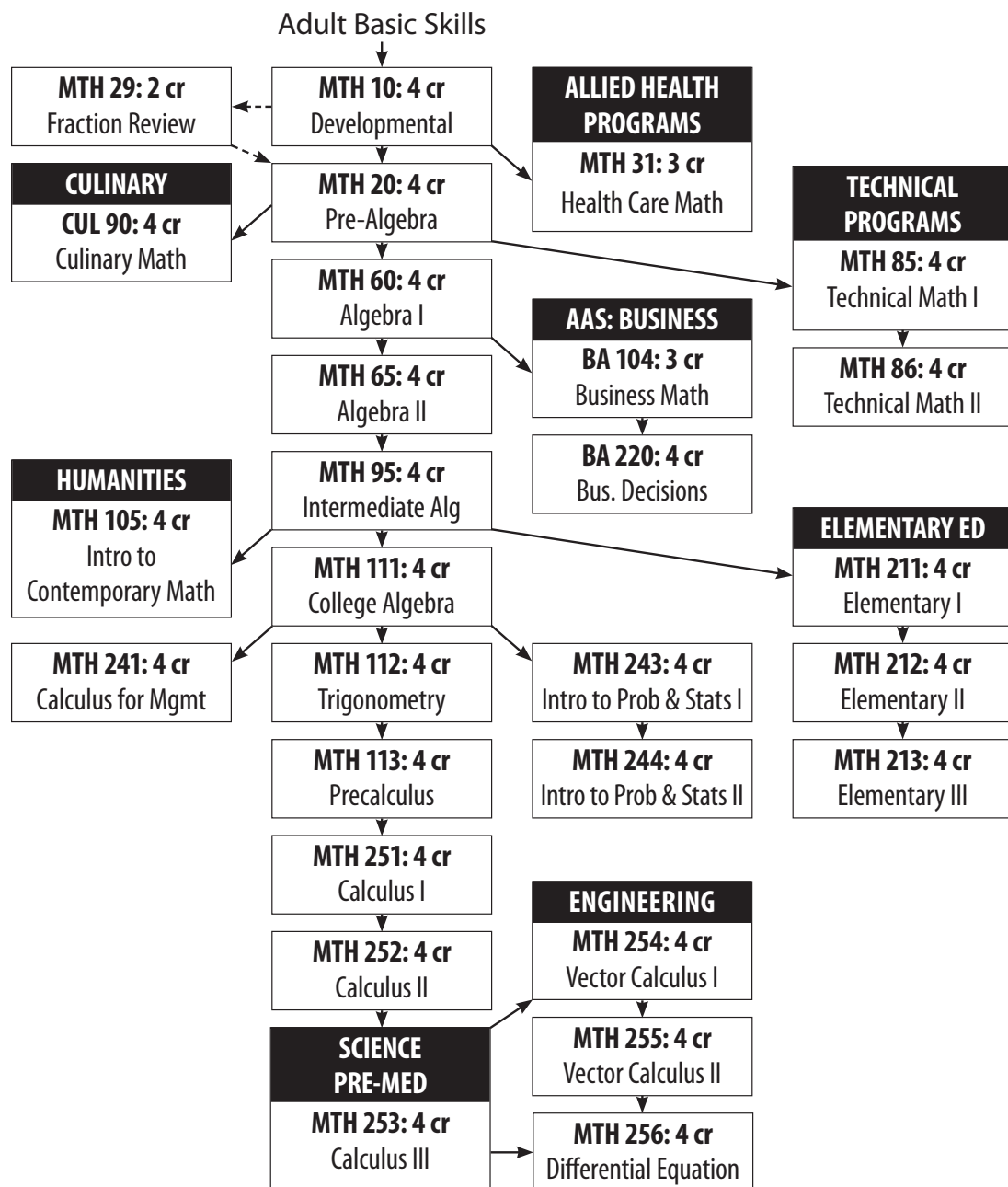
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## Math and Writing Course Sequence

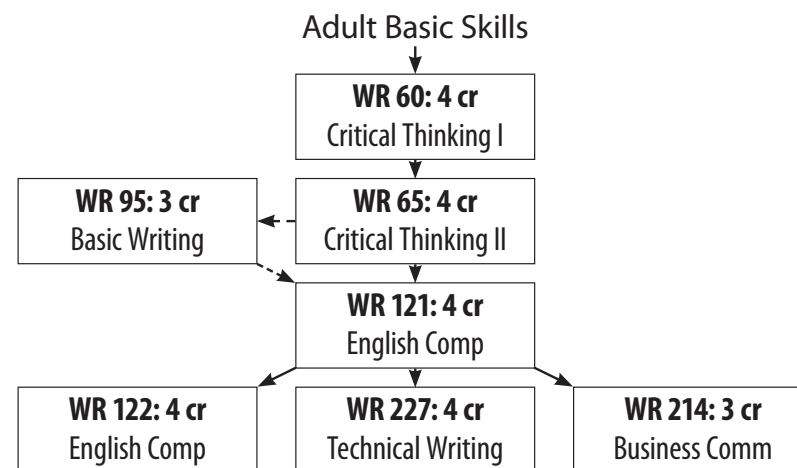
## MATH COURSE SEQUENCE



## Notes

[illegible]

## WRITING COURSE SEQUENCE



## SECTION ONE

# Get Set!

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

### Educational Goal ►

- ☐ Undecided/Exploratory
- ☐ I would like to study \_\_\_\_\_

### I would like to earn a:

- ☐ Certificate: most are 1 to 4 terms
- ☐ Associate degree: 6 to 8 terms or 2 to 3 years (about 90 credits)
- ☐ Bachelor's degree: 4 to 5 years (about 180 credits)
- ☐ I am not sure yet



### Career Planning ►

Having trouble choosing a career? Undecided on your major?  
These classes can help you with your decision.

#### HD 110 Career Planning

*Credit class that helps you begin the process of choosing a career*

#### Process of Choosing a College Major

*Free non-credit class to help you understand the role your interests, skills, and values have in determining your college major*

- For information contact the CAP Center:  
Barber Library lower level, Bend campus  
541.383.7200

### Writing and Math ►

My placement test or transcript evaluation indicates which classes I should start with.

### Adult Basic Skills (ABS) ►

These courses help students improve their reading, writing, and math skills to prepare for college level work. ABS writing and math courses cost \$20 to \$60 per term and are not eligible for financial aid. **See the Appendix for more information.**

## Action List for Today

### ◀ Educational Goal

- ☐ I am an Undecided/Exploratory student

I will begin with the AAOT Foundational Requirements  
on page \_\_\_\_\_ in the COCC catalog.

- ☐ My program is \_\_\_\_\_

Information is on page \_\_\_\_\_ in the catalog.

### ◀ Career Planning

I would like to take the credit class:

- ☐ HD 110 Career Planning

I would like to take the free class:

- ☐ Process of Choosing a College Major

### ◀ Writing and Math

I should start with: Writing \_\_\_\_\_ Math \_\_\_\_\_

### ◀ Adult Basic Skills (ABS)

My placement recommended that I take:

- ☐ ABS Writing
- ☐ ABS Math

## Computer Skills ►

### Do I have keyboarding skills?

- ☐ I can type with all 10 fingers without looking.

### Do I know:

- ☐ How to copy/paste text from a web page to a document?
- ☐ How to save a document to the desktop?
- ☐ How to rename a saved file?
- ☐ How to create a new folder within the My Documents folder?
- ☐ How to move a file from one folder to another folder without opening the file?
- ☐ What is a filename extension?
- ☐ What is an icon?
- ☐ What symbol (not text or period) is always in an email address?
- ☐ What is the difference between application software and system software?

### I know/have all of those basic computer skills

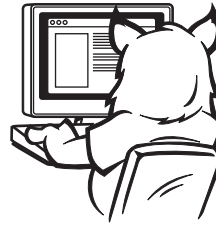
- ☐ I am ready for CIS 120 if my program requires it (college level computer course).
- ☐ I want to learn more about the Computer Competency Exam
- ☒ For information contact the Tutoring and Testing Center  
Barber Library lower level, Bend campus  
541.383.7639

## Study Skills and Library Research ►

These courses can help you make the most of your study time. Learn how to work smarter, not harder!

### To be a successful student I would like help with:

- ☐ Developing successful study skills and personal characteristics
- ☐ Procrastination and motivation
- ☐ Test taking fear or anxiety
- ☐ Time management skills
- ☐ Study strategies
- ☐ Identifying my motivators and developing a life plan
- ☐ Improving my reading speed and ability
- ☐ Learning how to find information on the web
- ☐ Learning how to find information in the library



## ◀ Computer Skills

### If not, I need to take:

- ☐ CIS 10 Keyboarding

### If not, I need to take:

- ☐ CIS 70 Intro to Computers

### I am ready for:

- ☐ CIS 120 Computer Concepts
- ☐ I am considering taking the  
Computer Competency Exam

## ◀ Study Skills and Library Research Classes

### I would like to take:

- ☐ HD 100CS College Success
- ☐ HD 100PM Procrastination & Motivation
- ☐ HD 100TT Test Taking
- ☐ HD 100TM Time Management
- ☐ HD 101 Study Strategies
- ☐ HD 100VC Values Clarification
- ☐ RD 117 College Reading
- ☐ LIB 100 Intro to Finding Information
- ☐ LIB 127 Information Research Skills

## Exploratory/Introductory Classes ►

Considering a specific career? These classes allow you to check it out!

### I am considering a major in:

- ☐ Automotive
- ☐ Aviation
- ☐ Business
- ☐ Criminal Justice
- ☐ Education
- ☐ Early Childhood Education
- ☐ Emergency Medical Services/EMT/Paramedic
- ☐ Engineering
- ☐ Exercise/Sport Science
- ☐ Forestry
- ☐ Geography
- ☐ Health Career
- ☐ Massage Therapy
- ☐ Outdoor Leadership
- ☐ Structural Fire Science

## Learning Communities ►

Learning Communities are composed of groups of students who enroll in two or more of the same classes. They make the transition to college smoother and more rewarding because it is easier to make new friends, get to know your professors, and learn skills to succeed in your goals.

## ◀ Exploratory/Introductory Classes

### I would like to take:

- ☐ AUT 106 Automotive Orientation
- ☐ AV 101 Intro to Aviation
- ☐ BA 101 Intro to Business
- ☐ CJ 100 Survey Criminal Justice System
- ☐ ED 200 Intro to Education
- ☐ ED 140 Intro to Early Childhood Education
- ☐ EMT 175 Intro to Emergency Services
- ☐ GE 101 Engineering Orientation
- ☐ HHP 131 Intro to Exercise/Sport Science
- ☐ FOR 100 Forestry Program Orientation *and*
  - ☐ FOR 111 Forestry Perspectives
- ☐ GEOG 100 Intro to Geography
- ☐ AH 100 Intro to Health Occupations
- ☐ LMT 95 Intro to Massage Career
- ☐ OL 111 Intro to Outdoor Leadership
- ☐ SFS 101 Intro to Emergency Services

## ◀ Learning Communities

### I would like more information about:

- ☐ Learning Community Classes

### Plan for Success — My Responsibilities ►

Are you working? Do you have other significant time commitments?

Will you have a long commute to campus?

Does your family support your education plan (emotionally and financially)?

Are the support systems you need to be a successful student in place?



### Plan for Success — Financial Aid

You can be a part-time student and get financial aid.

You can be an exploratory student and get financial aid.

You must maintain a 2.0 GPA and complete 66.67% of your courses to keep your financial aid.

Financial aid limits the number of credits you may take.

See the *Financial Aid* section in the *Appendix* for more information.

### My Plan for Success ►

Putting all of that together, how many classes or credits should I take my first term?

### ◀ Plan for Success

I would like to have the support systems in place needed to be a successful student:

- ☐ Financial aid
- ☐ Family: I need their support
- ☐ Employer: allows flexible work hours
- ☐ Day-care, including back-up plans for when the kids are sick

### ◀ My Plan for Success

I would like to take about \_\_\_\_\_ credits.

## SECTION TWO

# Get Registered for Classes



### Selecting Classes ►

Use the *Credit Class Schedule* link on the COCC Web page.

If a computer is not available, you will be using a printed class list.

Go to [www.cocc.edu](http://www.cocc.edu).

Click on *Credit Class Schedule* — located under *Quick Links* in the lower left page column.

Click on the appropriate term.

Click on *Complete Credit Schedule* and select by subject area.

### Build a Schedule ►

Select a class — note the pre-requisites and read the fine print.

COCC offers classes in multiple formats including On Campus, Online and Hybrid.

See *Appendix* for more information.

Write the start time, end time, course number and CRN on the **Weekly Planner**.

Repeat until all classes are selected and an advisor approves your plan.

Transfer course number from the **Weekly Planner** onto **Registration Add/Drop** form.

Have an advisor review and sign the **Registration Add/Drop** form.

### Check in at the Computer Lab, then Register for Classes

Registration is the process of signing up for specific classes.

You will register in your **Bobcat Web Account** after you meet with your advisor.

You are registered ONLY after courses are entered into COCC's computer system.

You CANNOT register if you have a hold on your account.

Holds include outstanding COCC debt, parking tickets, library fines, placement, test not yet taken (or outdated), or an unmet advising requirement.

The earlier you register for classes, the more options you will have to get classes that fit your schedule.

You can adjust your schedule if needed after today: see *Section Four — Adjust My Schedule*.

## Action List for Today

### ◀ Selecting Classes

Refer to my possible class list on back cover flap.

- ☐ Select specific class section

Pay attention to:

- Location
- Class dates/times
- Pre-requisites
- Department/Instructor approval
- Special supplies
- Online orientation requirement

- ☐ Build my schedule on the **Weekly Planner**
- ☐ Transfer info to **Registration Add/Drop** form
- ☐ Obtain advisor signature
- ☐ Check-in at Computer Lab

## Login to your Bobcat Web Account to Register

Go to [www.cocc.edu](http://www.cocc.edu).

Click on *Student Login* located in upper right hand corner.

Click on *Bobcat Web Account*.

Enter your **COCC Student ID number** and your **PIN**.

Your initial **PIN** is your date of birth (MMDDYY).

Click on *Students Services & Financial Aid*.

Click on *Registration*.

Click on *Add/Drop Classes*.

Select appropriate term and click on *Submit Term*.

Scroll down to **Add Classes Worksheet** and enter CRNs for all classes.

Click *Submit Changes*.

Scroll down and check for registration errors.

To wait list, you must place **Action Menu** on **Waitlist** and click *Submit Changes*.

Click *Student Detail Schedule*.

Print schedule.

## Wait Listed Courses

If a space becomes available you will automatically be taken off of the wait list and registered into the class. Notification will be sent to your COCC email.

If you do not wish to be registered in this class, you must drop the class prior to the tuition deadline. Failure to do so could result in paying tuition and earning a failing grade in a class you did not attend.

**See Section Four — Adjust your Schedule for more information.**

If you have not been automatically registered into the class prior to the start of the term, you may attend the first class. If a space is available, the instructor will sign a **Registration Add/Drop** form. You must turn that form into Enrollment Services within 48 hours to register for the class.

If you are wait listed in an online class, on the first day of the term log into **Blackboard** and go to your online class. Complete the “attendance” requirement. Also, check your **COCC email**. Your instructor may have emailed instructions to you.

## Need Help Registering?

- For assistance, contact Enrollment Services  
Bend campus, Boyle Education Center: 541.383.7500  
Redmond campus, Building 3: 541.504.2900  
Prineville Crook County campus: 541.447.9233  
Madras Education Center: 541.550.4100

## ◀ Register for Classes

- ☐ Register for classes
- ☐ Print Student Detail Schedule

## Login to your COCC Email Account ►

Go to [www.cocc.edu](http://www.cocc.edu).

Click on *Student Login* located in upper right hand corner.

Click on *Web Email*

Enter your **User Name**

Enter your **Password**

Your **Password** is your initials capitalized, followed by your date of birth (XXMMDDYY)

Click on *Logon*

## ◀ COCC Email

☐ Check my COCC email

If you have time today:

☐ Parking permit and Student ID — *see Section Three — Next Steps for information*

### What's Next?

The next five sections of this workbook will guide you through your first term.

Please complete:

☐ Sections Three and Four

**before classes start**

☐ Sections Five and Six

**during the first two weeks of the term**

☐ Section Seven

**during the third and fourth weeks of the term**

## Next Steps

### **Student ID Card and Parking Permit ▶**

Obtain at the Information Office, Boyle Education Center, Bend campus or Enrollment Services, Redmond campus, Building 3.

See *Appendix* for more information.

### **Purchasing Books and Required Supplies ▶**

Books and supplies can be purchased online or at the Bend or Redmond campus Bookstores. Bring your class schedule with you to the bookstore because textbooks and course packs are shelved by subject and CRN.

See *Appendix* or the *Bookstore website* for additional information.

See *Section Six — Pay for School* for information on using your Financial Aid to pay for your textbooks and supplies.

### **Computer Labs and Student Accounts ▶**

Drop-In Computer Labs are available free of charge for student use.

Lab attendants are available for assistance.

See *Appendix* for more information.

All students are given four personal computer accounts:

**Computer Network** — log on to campus computers in labs and classrooms.

**Bobcat Web Account**

Register and pay for classes

Look up grades and order transcripts

Change your address or phone number

Order textbooks

Access **Financial Aid** information

Access **GradTracks** — COCC's degree audit system.

**Email** — you are required to check your COCC email at least twice a week. Every day is even better! Use your COCC email to communicate with COCC faculty and staff.

**Blackboard** — Access online course material and monitor the status of your course progress.

A fifth optional account is also available:

**COCC Student Jobs** — look for employment (including work-study jobs).

[www.coccstudentjobs.com](http://www.coccstudentjobs.com)

## *Action List Before Classes Begin*

### **◀ Student ID Card and Parking Permit**

I need to pick up my:

☐ Student ID Card

☐ Parking Permit

### **◀ Purchasing Books and Required Supplies**

I need to buy:

☐ Textbooks and supplies

### **◀ Student Accounts/Computer Labs**

I need to:

☐ Check my COCC email at least twice a week.  
Every day is even better!

I would like a job:

☐ Open a **COCC Student Jobs** account

### **Online Orientation for Online Courses ▶**

You must complete the free **Online Orientation** before you can register into an online class. You only have to complete it once; you do not need to repeat it every term. See *Appendix* for more information.

### **CAP Center — Career Services ▶**

- CAP Center, Barber Library lower level, Bend campus  
541.383.7200

Services offered include:

Career exploration, student employment and job search resources.  
Credit and non-credit classes on Career Planning, Job Search and  
Process of Choosing a College Major  
Individual Career Advising appointments.

Appointments are available on the Bend and Redmond campuses.  
Resources are available in the CAP Center or online.

### **Services for Students with Disabilities ▶**

Ensures equal access to students with qualifying documented disabilities.

- Boyle Education Center, Bend campus  
541.383.7583  
Oregon Relay Service: 800.735.1232, or simply call 7-1-1  
Video Phone 541.647.6416

### **◀ Online Courses**

For online classes I need the:

- ☐ Online Orientation

### **◀ Career Services**

I would like to take:

- ☐ Process of Choosing a College Major

I would like to:

- ☐ Meet with the Career Advisor

### **◀ Services for Students with Disabilities**

I need to:

- ☐ Contact Services for Students with Disabilities

# How to Adjust Your Schedule

## How to Change Your Schedule (if needed)

See *Section One — Registration for Enrollment Services* locations

**Keep all copies** of the Credit Class Schedule that you receive when you Add/Drop a class.

**Mandatory attendance first week.** You may be **Administratively Withdrawn** from a class for non-attendance the first week of the term, but not attending classes DOES NOT guarantee that you will be automatically withdrawn from a course.

**Not attending class does not constitute a drop.** You must complete a **Registration Add/Drop** form and turn it into Enrollment Services or drop the class in your online **Bobcat Web Account**. Failure to do so could result in paying tuition and earning a failing grade in a class you did not attend.

## Adding Classes

**Before the term starts,** you may add or waitlist classes in your online **Bobcat Web Account**. The Friday before the term starts at 5 p.m. we stop accepting additions to classes with wait lists. You may continue to add classes that have space available over that weekend.

**First week of the term,** you can add classes that have space available in your online **Bobcat Web Account** up until 7 a.m. the day the class starts.

**If you are on the wait list,** you must attend the class. Please arrive early and stay the entire class if asked to do so by the instructor.

**If you are not on the wait list,** you may still attend the class during the first week of the term and ask the instructor to add you to the back of the wait list.

**If the instructor offers you a space in the class,** have the instructor sign in the **Add** section of a blue **Registration Add/Drop** form. You must turn the Add/Drop form into Enrollment Services within 48 hours.

## Dropping Classes

**Before the term starts,** you may drop classes in your online **Bobcat Web Account**.

**First two weeks of the term,** you can drop a class in your online **Bobcat Web Account** or by completing the **Drop** section of the **Registration Add/Drop** form and turning it into Enrollment Services.

**Third to seventh weeks,** full-term classes dropped by the student between the third week and the seventh week of the term will not appear on the transcript. There is no tuition refund. You must complete the **Drop** section of the **Registration Add/Drop** form and turn it into Enrollment Services. Classes may be dropped via phone in emergency situations by calling Enrollment Services.

**Eighth week and beyond,** full-term classes may be dropped from the eighth week of the term through the Wednesday before finals week with the instructor's permission. You will be given a "W" grade (withdrawal). There is no tuition refund. You must obtain the instructor's signature on the **Registration Add/Drop** form and turn it into Enrollment Services. Alternatively, the instructor may submit his/her signature electronically. The student must then bring a completed Registration Add/Drop form to Enrollment Services. Add/Drop forms may not be mailed, faxed or left with an instructor. You are responsible for taking the signed Registration Add/Drop form to Enrollment Services to drop the class.

**Short-term courses,** please consult the COCC catalog or Enrollment Services for information regarding Add/Drop of short-term classes.

**Impact on Financial Aid.** Dropping classes can sometimes alter your financial aid award or affect your ability to receive aid in the future. Students may owe a repayment if they completely withdraw from courses. Consult with the Financial Aid Office before making changes to your schedule after the second week of the term.

## SECTION FIVE

# Academic Success

*Get started right from the very beginning!*

### **Mandatory Attendance ▶**

You must attend **all** classes the first week of the term. If you do not attend, the instructor may drop you from the class and give your spot to another student. Allow plenty of time for parking! Attend online classes the first day of the term in **Blackboard**.

### **Drop-In Academic Advising ▶**

Need help getting classes? Confused?

Drop-in, first-come, first-served Academic Advising is available the first week of the term.

See *Appendix* for more information.

### **Complete Your Term Planner ▶**

Each instructor will provide a syllabus for the course. Use that syllabus to plan your term by making a **Term Planner** study calendar with all of your assignments for all of your courses.

### **Reality Check ▶**

Did you take on too much? Do you need to drop a class before the tuition deadline?

### **Need Help With Your Studies? ▶**

Free tutoring services are available for currently enrolled COCC Students.

- Seek assistance early!
  - Tutoring and Testing Center
  - Barber Library lower level, Bend campus and
  - Building 1, Rooms 112 and 113, Redmond campus
  - 541.383.7539

## *Action List for First Two Weeks of Term*

### **◀ Mandatory Attendance**

I will:

- ☐ Attend all my classes the first week
- ☐ Be on time!

### **◀ Academic Advising**

I can:

- ☐ Attend Drop-in Academic Advising the first week of term (if needed)

### **◀ Complete Your Term Planner**

I need to:

- ☐ Complete my Term Planner

### **◀ Reality Check**

I need to:

- ☐ Drop a class before the tuition deadline —see *Section Four — Adjust Your Schedule*

### **◀ Tutoring**

If I need help in a class, I can:

- ☐ Visit the Tutoring and Testing Center
- ☐ Go to my instructor's office hours

## Monitor Your Grades ►

Monitor your grades throughout the term in **Blackboard**.

Not all instructors post grades online — speak to your instructor if you have questions. Mid-term grades of “D” or “F” are posted in your **Bobcat Web Account** by the sixth week of the term.

You will also receive an email notification to your **COCC email** from Enrollment Services.

Final grades are posted in your **Bobcat Web Account** by the Thursday after finals.

Verify that the grade posted is the grade you expected.

Click on *Student Services & Financial Aid*, then *Student Records*, then *Final Grades*.

## GradTracks ►

**GradTracks** is COCC’s online **Degree Audit** tracking system.

See what you have completed towards your degree.

See what you need to take to complete your degree.

Plan your schedule term by term.

Run “What-ifs” when considering a change in your major.

See your transcript evaluation.

To see your GradTracks Degree Audit, log into your **Bobcat Web Account**.

Click on *Students Services & Financial Aid*.

Click on *GradTracks*.

Need help with **GradTracks**?

- For assistance, contact the CAP Center  
Barber Library lower level, Bend campus  
541.383.7200

## ◀ Monitor My Grades

I need to:

- ☐ Check my grades every week in **Blackboard**
- ☐ Check my final grades a week after final exams in my **Bobcat Web Account**

## ◀ GradTracks

I need to:

- ☐ Take a look at **GradTracks**

## SECTION SIX

# Pay for School

The Tuition Payment Deadline can be found on the Important Dates page at the front of this workbook.



### Self-Pay ►

You may pay your tuition:

**In-person** at Enrollment Services

Boyle Education Center, Bend campus

Building 3, Redmond campus

**On-line**, in your **Bobcat Web Account** by check or credit card.

Click on *Student Services & Financial Aid*

Click on *Tuition/Fees and Online Payment*

**By mail**, make check payable to COCC; include your **COCC Student ID number** on the check.

Mail to: COCC Cashier's Office, 2600 NW College Way, Bend, OR 97701.

Check must arrive by the tuition deadline to avoid a late fee.

### Tuition Payment Plan

A Tuition Payment Plan is available. You must be registered in six or more credits, pay a \$20 administrative fee, plus one-third of tuition and fees (by 5 p.m. on the tuition due date). There is a \$1000 limit to the payment plan. To initiate a payment plan, contact Enrollment Services prior to the tuition deadline.

### Financial Aid

Grants and loans are available. You must apply once each year.

Apply Early! Apply in January or February of each year.

The Financial Aid Year begins summer term and runs until the following spring term.

Applications are available in the Financial Aid Office in Boyle Education Center or online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).

Make copies of all financial aid paperwork to keep as a reference.

Watch your COCC email for communication from the Financial Aid Office and respond immediately to any requests.

Scholarship information is available on the COCC Financial Aid Web page.

See *Appendix* for more information.

## Action List for First Two Weeks of Term

### ◀ Pay for School

I need to:

☐ Pay my tuition by \_\_\_\_\_

Does my financial aid cover all of my tuition and fees?

☐ Yes

☐ No, I will need to pay the difference before the tuition deadline

## Work-Study Financial Aid ►

Work-Study funding is granted through the Financial Aid Office.

For eligibility, check your Financial Aid Award Letter.

Login into your **Bobcat Web Account**.

Click on *Student Services & Financial Aid*.

Click on *Financial Aid*.

Click on *My Award Letter*.

If you have been awarded Work-Study funding, check the COCC Student Jobs website. Most jobs are posted in August, although others may be posted throughout the year.

## Buying Books with Your Financial Aid

Most students eligible for Financial Aid are given a Bookstore credit to purchase books.

You can see if you have a Bookstore credit approximately 2 weeks before the term starts.

Login to your **Bobcat Web Account**.

Click on *Student Services & Financial Aid*.

Click on *Financial Aid*.

Click on *Overall Status*.

Click on *Active Messages*.

## Financial Aid Payment

(also called Financial Aid Disbursement)

The amount of financial aid disbursed is based on your enrollment at 5 p.m. on Friday of the second week of each term.

Classes must be taken for credit to count toward financial aid.

Classes taken as audit will not be covered by financial aid.

The Financial Aid Office will pay your tuition and bookstore bills at the end of the second week.

Any remaining funds left after your bills are paid will be sent to you the third week of the term.

If your financial aid does not cover your entire tuition, you are responsible for paying the balance by 5 p.m. on Friday of the second week of each term to avoid a late fee.

## Need help with your financial aid?

- Contact the Financial Aid Department  
Boyle Education Center, Bend campus  
541.383.7260

## ◄ Work-Study Financial Aid

I have Work-Study funding. I need to:

- ☐ Look for jobs on [www.coccstudentjobs.com](http://www.coccstudentjobs.com)

## SECTION SEVEN

# Get Ready for Next Term

### Changing Your Major ►

Have you decided to change your major?  
Please call the CAP Center at 541.383.7200.  
You may also be assigned a new advisor.

### Get Ready for the Next Term ►

Wow! Already?

### Academic Advising Requirement

Academic advising is required at COCC for all degree-seeking students, and is required every term. Your advisor assignment will be sent to your COCC email account the third or fourth week of the term. Schedule an appointment with your advisor as soon as possible. Early advising appointments lead to good schedules.

### How to Connect with your Advisor

Check the Campus Directory (upper right hand corner of COCC's Web page) for your advisor's COCC email address, office hours and office location.

Schedule your appointment by email or visit your advisor during office hours.

Email your advisor from your COCC email account (emails from other email accounts may be sent to your advisor's junk mail where it will never be seen).

Please verify location when you make your advising appointment.

Unable to reach your advisor? Contact the CAP Center for assistance by calling 541.383.7200.

### Before your Advising Appointment

Read the program description for your major in the COCC catalog.

Check the COCC program website for information on your major.

Check your **Degree Audit in GradTracks**.

Students preparing to transfer to another college should review that school's website.

Bring a list of transfer requirements with you to your advising appointment.

Look at the online Credit Class Schedule and make a list of classes you would like to take next term. If possible, look 2 to 3 terms ahead and write your planned classes on your

**Three Year Planner**.

Check for pre-requisite or instructor/department approval requirements.

## Action List for Mid-Term

### ◀ Change Your Major

I need to:

- ☐ Call the CAP Center to change my major

### ◀ Get Ready for the Next Term

I need to:

- ☐ Watch my COCC email for my advisor assignment

I need to:

- ☐ Schedule an appointment with my advisor around the fourth week of term

Advisor's name \_\_\_\_\_

Appointment Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Before my advising appointment, I need to:

- ☐ Review the catalog and program web site
- ☐ Check my **Degree Audit in GradTracks**
- ☐ Complete a class plan for 2 to 3 terms on my **Three Year Planner**

I need to get department or instructor approval for:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Meet with your Advisor

Your advisor will review your academic plan and may have valuable suggestions.  
Your advisor will then remove your **Advising Hold** from your **Bobcat Web Account**.

## After your Advising Appointment

Confirm that your advisor removed your **Advising Hold**.

Login to your **Bobcat Web Account**.

Click on *Student Services & Financial Aid*.

Click on *Registration*.

Click on *Can I Register?*

## Register On Time! ►

Register on your assigned date and time in your online **Bobcat Web Account**.  
Select your classes, build a schedule, and have your CRN's ready to go beforehand.

## Academic Advising

Please contact your assigned advisor for any assistance you may need.

- If you have not been assigned an advisor, or if your advisor is unavailable, please contact the CAP Center for assistance:  
CAP Center, Barber Library lower level, Bend campus.
- Academic advising is also available by appointment at:  
Redmond campus/Building 3  
Prineville Crook County campus  
Madras Education Center
- Appointments for all locations are made by calling 541.383.7200.

## Personal Counseling ►

Free personal counseling appointments are available to assist you in resolving personal issues that may be preventing you from achieving your potential at COCC. Counseling appointments are available only on the Bend campus and are free to enrolled students.

- Call or visit the CAP Center, Barber Library lower level, Bend campus, to schedule an appointment. 541.383.7200

## Career Services ►

We offer career exploration, student employment and job search resources.  
We offer credit and non-credit classes include Career Planning, Effective Job Search and Process of Choosing a College Major.

Individual Career Advising appointments are also available.

- Appointments are available on both the Bend and Redmond campuses.  
Call or visit the CAP Center, Barber Library lower level, Bend campus, to schedule.  
541.383.7200.

After meeting with my advisor, I need to:

☐ Check my **Can I Register?** page \_\_\_\_

Did my advisor remove my **Advising Hold**?

Do I have any other holds?

Do I have the instructor/department approval I need?

When is my registration date and time?

Register On Time!

☐ I register on:

Date \_\_\_\_\_ Time \_\_\_\_\_

## ◀ Personal Counseling

I would like to:

☐ Meet with a personal counselor

## ◀ Career Services

I would like to:

☐ Meet with the career advisor

# Did You Know?

## Adult Basic Skills (ABS)

These courses help students improve their reading, writing, and math skills to prepare for college level work.

ABS writing and math courses cost \$20 to \$60 per term and are not eligible for financial aid.

**Tip:** you can take ABS courses while taking credit courses part-time and still be eligible for partial financial aid.

Classes are offered in Bend, Redmond, Prineville, Madras and La Pine.

ABS Administrative Office  
Bend campus, Metolius 203  
541.504.2950

## Academic Advising

Need help getting classes? Confused? Drop-in, first-come, first-served Academic advising is available the first week of the term.

### First week drop-in academic advising hours:

- CAP Center, Barber Library lower level, Bend campus  
Monday, Tuesday, Thursday, Friday: 9 a.m. to 4:30 p.m.  
Wednesday: 9 a.m. to 5:30 p.m.  
541.383.7200
- Redmond, Madras and Prineville campuses  
Call for drop-in, first week hours  
541.383.7200

## Closure Announcements

The philosophy of Central Oregon Community College is that classes will be held except under extreme adverse conditions. We realize that there are times when road conditions on campus are acceptable, yet travel from some parts of the District may be inadvisable. We expect individual students to make whatever decisions are necessary for their own safety. If conditions are questionable, College officials will attempt to make a decision by 6 a.m. as to whether or not to hold morning classes or close the College. If conditions change during the course of the day, decisions on later classes will be made as early as possible.

With all decisions, announcements will be made through the College's Emergency Notification System (ENS). The COCC ENS phone recording 541.383.7777) and COCC switchboard 541.383.7700 message will be updated as soon as a decision is made; a message will be put on the COCC website and all media outlets will be notified.

The College may make separate decisions for the Bend, Redmond, Madras and Prineville campuses. Unless specified, however, any announcement about the College shall be interpreted to mean all campuses. Any decision made for one of the campuses will impact all classes (COCC and OSU-Cascades) and all events on that campus.

## College Credits

Every class has a credit value.

The credits determine:

- The cost of the class.
- An estimate of the hours spent in class each week.
- An estimate of how much time the instructor expects you to spend studying each week.

Associate degrees require a minimum of 90 credits.

Bachelor's degrees requires a minimum of 180 credits.

To complete a bachelor's degree in four years (assuming a student does not attend in the summer and starts with college-level courses) a student would need to average 15 credits a term. This load would require a commitment of 45 to 60 hours a week for school.

### If your weekly work hours or other commitments are:

40+ hours  
30–39 hours  
20–29 hours  
11–19 hours  
Less than 10 hours

### We recommend:

6–7 credits  
8–9 credits  
10–12 credits  
12 credits  
15 credits

## Computer Labs

Drop-In Computer Labs are available free of charge for student use. Lab attendants are available for assistance.

### Drop-In Computer Lab Locations/Phones

*Hours vary—call for current hours*

- Bend campus
  - Cascade Hall 102 541.322.3121
  - Library 118 541.330.4377
  - Pioneer 200 541.383.7722
- Redmond campus
  - Building 3 Room 324 541.447.9233
- Prineville campus 541.447.9233
- Madras campus 541.550.4100

## Course Formats

### Online Classes

You must complete the free **Online Orientation** before you can register into an online class. You only have to complete the **Online Orientation** once; you do not need to repeat it every term.

To be successful, students taking a 3 to 4 credit online course must:

- Participate at least 2 to 3 times and 9 to 12 hours per week.
- Be self-disciplined and able to work independently.
- Be comfortable doing a lot of reading and writing on the computer.
- Recognize that these courses are NOT self-paced.
- Be aware that fully online courses are not recommended for most first term students.
- Be able to create and save word documents, attach documents to emails.
- Submit documents online, participate in online forums, and communicate via email.

### Hybrid Classes

Hybrid classes are a blend of face-to-face classroom instruction with online instruction resulting in a reduction of classroom seat-time.

To be successful, you need the same skills and dedication needed for fully online classes.

## Educational Records/Directory Information

Enrollment Services/Records maintains all official academic records of enrolled students including transcripts, registration forms, transfer credit and degree evaluations. For record-keeping purposes, the College considers Web registration as part of a student's official record. Enrollment Services—Financial Aid maintains all student aid and scholarship records.

Central Oregon Community College follows the Federal Health Education and Welfare Guidelines for the Family Education Rights and Privacy Act of 1974 — Pell-Buckley Amendment (FERPA), which gives students attending post-secondary institutions the right to inspect their educational records. **See the *College Catalog* for complete information.**

## Emergency Notification System (ENS)

Central Oregon Community College has established an Emergency Notification System (ENS) that enables the College to communicate with students, faculty and staff quickly in the event of an emergency. All faculty and staff employed at least half time and all credit students registered for two or more credits have automatically been placed into the system. Part-time faculty and temporary staff, along with students signed up for fewer than two credits, have the option to “opt in” to the system. For those with a text capable number registered with ENS, a welcome/confirmation message will be sent within 24 hours.

When used, COCC's ENS system will send messages to your COCC email and the phones registered to you. The email will say it is coming from Emergency@COCC.edu; phone messages will come from COCC Emergency Alert at phone number 541.383.7777.

## Financial Aid Full-Time or Part-Time Status?

If you take 12–19 credits per quarter, you are a full-time student.

If you take 11 or fewer credits per quarter, you are a part-time student and may still be eligible for significant financial aid — see below.

Financial Aid payment schedule for **less than** full time enrollment

	1–5 credits	6–8 credits	9–11 credits
Direct Stafford Loans	–	100%	100%
Pell Grants*	25%*	50%	75%
Oregon Opportunity Grant (OOG)	–	50%**	50%**
Supplemental Education Opportunity Grant (SEOG)	100%	100%	100%
COCC Foundation Scholarship	–	50%	75%
Honors Scholarship	–	50%	75%

## Financial Aid Satisfactory Academic Progress

To maintain eligibility for Financial Aid, a student must have a cumulative: GPA (grade point average) of 2.0 **and** Completion rate of 66.67%

**See the *Financial Aid* website for more information.**

## Financial Aid Maximum Credit Policy

Financial Aid limits the number of credits you may take. For example, most associate degrees usually require completion of 90 credits. Financial Aid requires most associate degree-seeking students to complete their degree within 135 credits. If you are seeking an associate degree, you will probably be allowed no more than 45 elective credits beyond those required for your degree. Certificate programs allow even fewer electives.

- Contact the Financial Aid Office for more information:  
Boyle Education Center, Bend campus  
541.383.7260

## Photographs

As a student at COCC, your photo may be taken by our staff photographer either in class or while you move about the campus. The College may use these photographs in its promotional efforts. If you object, please let the photographer know.

## Purchasing Books and Required Supplies

- Bookstore, Bend campus, Newberry Hall  
541.383.7570  
The Bend campus Bookstore sells:  
Textbooks, class materials and supplies, gifts, convenience food and beverage items.
- Bookstore, Redmond campus, Building 1, Room 111  
541.504.2929  
The Redmond campus Bookstore sells:  
Textbooks, class materials and supplies.

Textbooks and course packs are available for purchase three weeks prior to the start of term. Bring your class schedule with you to the Bookstore because textbooks and course packs are shelved by subject and CRN.

Textbooks can be ordered online 24 hours a day in your

### Bobcat Web Account:

Click on *Student Services & Financial Aid*, and then *Order Textbooks On-line*.

Payment options:

- Cash
- Personal check\*
- Financial Aid Bookstore Credit\*
- Credit Card\*
- Third Party charges such as Trade Act, Veterans Account or COIC\*

*\*Student will need to show a student ID card or driver's license.*

## Smoking Policy

Smoking is banned in all of the buildings of COCC. Smoking or the use of smokeless tobacco is limited to campus parking lots. During high fire danger periods, smoking will be banned completely.

## Student Rights and Responsibilities

In order to provide for the maximum comfort, convenience and well-being of the total College community, certain standards of behavior have been established at Central Oregon Community College. Upon admission to the College, you accept an unqualified commitment to adhere to such standards and to conduct yourself in a manner appropriate to an educational environment, one which reflects respect for yourself and the College. **See the *College Catalog* for more information.**

## Student ID Card and Parking Permits

### Student ID Cards and Parking Permits can be obtained at:

- Information Office, Boyle Education Center  
541.383.7700
- Enrollment Services Office, Redmond campus, Building 3  
541.504.2900

Student ID cards and parking permits are free.

Bring your class schedule and your driver's license or other photo ID.  
Bring your vehicle license plate number.

Current parking permit is required on the Bend and Redmond campuses for automobiles, motorcycles, and scooters.  
No permits are required in Prineville or Madras.

Display the permit on your car's back left window or bumper;  
park only in student lots.

Parking tickets will be issued if a permit is not displayed after the first week of the term. Parking tickets will result in fines, and holds on registration and transcripts.

### You need a COCC student ID card to:

Check out books, or use reserved books/materials at the Barber Library.

Use the Mazama Fitness Center (\$16 facility fee if not enrolled in an HHP class).

Print in the COCC computer labs.

Obtain discounts at campus activities and at many area businesses.

## My Path to Success

# Student Workbook

July 2012

Central Oregon Community College  
2600 NW College Way  
Bend, OR 97701

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