CENTRAL OREGON
community college

Adult High School Student Guide

2013-2014

Stay close. Go far.

http://www.cocc.edu/Adult-Basic-Skills/Programs/Adult-High-School/

Adult High School

COCC offers an Adult High School program that helps students obtain their High School Diploma in two ways. Whether you are currently attending High School or no longer attending, see below for options that may be just right for your education needs.
For more information please contact:
Susie Neubauer sneubauer@cocc.edu 541-504-2952

High School Credit Program (HSC)*

This program is designed for students 16 years and older, who are currently enrolled in a Central Oregon High School, and need to either make up credits to graduate or want to take additional credits to graduate early from their high school. All courses are conducted online with an online instructor. Cost is $110 per half-credit course plus the cost of books, and may take up to one term to complete. (Price subject to change.)

Adult High School Diploma Program (AHSD)**

This program is designed for students no longer attending high school, are a few credits short of graduating, and in need of a High School Diploma. This program is also designed to improve your skills to college level for the future training and education you are seeking. Students can choose from our online High School courses, or pre-approved COCC credit classes to fulfill their remaining credit requirements.

*HSC - How to get started in the High School Credit Program

1. Meet with your high school counselor to fill out the Counselor Referral Form. This is the agreement between the high school and COCC that ensures the high school will accept and transcript in, the credit from the online course. Your counselor will select a course from the Course Descriptions to add to the form.
2. Thoroughly read the Student Agreement Form, obtain appropriate signatures and give to your counselor.
3. Counselor then faxes completed Referral Form and Student Agreement Form to the ABS office at 541-317-3071. (Attention-Susie/ABS)
4. A High School Programs coordinator will email a registration packet to you.
5. Pay $110 per half-credit course and buy your textbook. (Price subject to change.)
6. Meet with your online instructor for an orientation to your COCC email and Blackboard accounts and complete and sign a Course Completion Contract Statement.
7. Submit assignments through your COCC email account and take tests in Blackboard.
8. Throughout your time in a course, COCC will send email updates to your high school counselor with your progress.
9. When you finish a course, COCC will send a Grade Form to your high school's counseling office.

** AHSD - How to get started in the Adult High School Diploma Program

1. Call the ABS Office at 541-504-2950 and ask to speak with a high school diploma advisor.
2. Fax your most current high school transcript to the ABS office at 541-317-3071 (Attention-Susie/ABS) or submit your high school transcript for our evaluation and $10 to the ABS office at 2600 NW College Way, Bend, OR 97701.

3. Meet with the COCC high school diploma advisor to plan your classes and take competency tests in reading, writing, and math.
4. Registration for online High School courses can be completed during your meeting with your high school diploma advisor or later over the phone.
5. Registration for COCC college credit classes can be done by following the Getting Started steps from here: http://www.cocc.edu/Future-Students/
6. Complete your remaining credit requirements through distance learning courses with an online instructor, or by taking college classes here at COCC. You will need access to a computer with Internet connection to submit assignments and take tests.

Adult High School Diploma Program Outcomes

The Adult High School program is designed for students to obtain either a COCC Adult High School Diploma or their own high school diploma in order to succeed in higher education, training, work, and life.
Learners will:

1. Read to effectively comprehend, summarize, analyze, and interpret in a variety of texts and subject areas.
2. Write to effectively communicate in a variety of contexts and subject areas.
3. Think critically to solve problems, to analyze information and resources, and to select appropriate strategies to apply knowledge.
4. Use technology effectively as a tool for communication, problem solving, and information processing.
5. Make informed education- and career-related decisions.

Adult High School Student Status

Adult High School is a unique program that doesn't require official admission to the college. To be officially admitted to COCC a student is required to fill out a COCC application and pay a $25 application fee.
To complete admissions requirements at COCC go to http://www.cocc.edu/Future-Students/

Adult High School Online High School Courses Grading Policy and Grading Scale

All of our online HS courses are graded based on proficiency. Most courses include text reading and assignments, an internet based project, and a test on Blackboard. For each activity, you must score at least 80%. Any activity with a score below 80% must be redone until it meets the criteria for 80%.

You must pass each test with a score of at least 80%. If you do not score 80%, you must take an alternative form of the test at a later date.

The final grade will be computed as an average of all graded assignments. The grading scale for all assignments, tests, and the final grade is:

94-100%	A
87- 93%	B
80- 86%	C

Below 80% is failing.

Students taking online HS courses and unable to finish the course within the term, will be given an Incomplete Grade Contract by the instructor. More information may be found here:
http://www.cocc.edu/Admissions/Grades-and-Student-Records/Grade-Options-and-Policies/
Students withdrawing from an online HS course will be subject to the online HS courses Registration Schedule found below:

Adult High School online courses Registration/Drop Deadlines Schedule
2013 - 2014

REGISTRATION INFORMATION:	**Summer 2013**	**Fall 2013**	**Winter 2014**	**Spring 2014**
First day to Register	May 28	September 3	December 2 (2013)	March 3
Course Start Date	June 14	September 30	January 6	March 31
Last Day to Register/ Fee Due Date	July 12	October 11	January 17	April 11
DROP DEADLINES:				
100% Refund/No grade, 2nd Friday of term	July 5	October 11	January 17	April 11
No Refund/No grade, 7th Friday of term	August 9	November 15	February 21	May 16
No Refund/"W" grade for Withdrawal, Wednesday before Finals week	August 21	December 4	March 12	June 4
Last Friday of Term	August 30	December 13	March 21	June 13

Adult High School College Classes Grading Options and Policies

Adult High School students taking college credit to count towards their High School diploma follow all college class requirements for grades. Check here for complete information:
http://www.cocc.edu/Admissions/Grades-and-Student-Records/Grade-Options-and-Policies/
When using college credit classes to meet high school diploma requirements, student must earn a grade of C or above to earn credit in the AHS program.

How to Get Started at COCC to take College Credit Classes

http://www.cocc.edu/Future-Students/
http://www.cocc.edu/getting-started/
Calendar information: http://www.cocc.edu/Degrees-Classes/Calendar/

How to find out your COCC Student ID Number

Every student who takes a class at COCC is issued a 9-digit unique identification number.
Go to https://ariel.cocc.edu/studentidlookupcredit/ and follow the steps.

How to access your Bobcat Web Account (student services account)

https://selfservice.cocc.edu/Banner_MSTR/twbkwbis.P_WWWLogin
Page for all logins: http://www.cocc.edu/student-login/

How to check your email account
http://www.cocc.edu/Student-Email-Login/

How to log onto Blackboard (Bb)
http://www.cocc.edu/Instruction-Technology/Blackboard/Bb-for-Students/Bb-for-Students/

How to get help with your student accounts
http://www.cocc.edu/ITS/Computer-Labs/Student-Accounts-Assistance/

Book store information
http://bookstore.cocc.edu/

How to Request a Transcript if you are a Past Adult High School Diploma Grad
If you graduated from our program in past years, you can request a transcript by going here: http://www.cocc.edu/Adult-Basic-Skills/Programs/ADULT-HIGH-SCHOOL-DIPLOMA-PROGRAM-%28AHSD%29/ Look for the Transcript Request Form link, print it, and follow the directions on the form.

How to Check COCC College Credit Grades and Print Unofficial Transcripts
End of term grades are available via the student's Bobcat Student Services account and will not be mailed. Grades are available approximately five days after the end of each college term. You may also print an unofficial transcript from your Bobcat Online Services account. www.cocc.edu/Grades-and-Student-Records/.

How to Request a COCC "Official" College Credit Transcript
Students may request an official transcript via their Bobcat (Student Online Services) account or in writing. To request a COCC transcript, please include the information and payment as per form instructions…print the Transcript Request form, www.cocc.edu/Admissions/Grades-and-Student-Records/Request-a-Transcript/ fill out and mail or fax to the address/telephone number given on form.

Visitation Events
Each year COCC hosts several visitation events for high school students and community members. Please visit http://www.cocc.edu/Future-Students/Visitation-Events/ for a current listing of upcoming visitation events.

Student's Rights and Responsibilities
Please review the Student's rights and responsibilities set forth in http://www.cocc.edu/Student-Life/Rights_and_Responsibilities/ to learn more about what it means to be a student at COCC.