



HSC-Student Agreement

*****YOU CANNOT BEGIN COURSEWORK UNTIL this agreement is signed by both you and your parent and returned to the College. Mail, email, fax, or deliver the signed form to this address:**

Adult Basic Skills/College Prep, Central Oregon Community College, 2600 NW College Way, 97701.

COCC offers this high school course to help you acquire the credits you need. Please review your responsibilities below. If you are sure that you can adhere to them, sign the agreement and return it with your registration materials. If you cannot agree to them, you may want to find another resource for these credits.

1. Completing this course must be a priority; other activities cannot interfere with your scheduled progress.
2. You are responsible for your learning, and you must keep track of your progress and materials. You must be able to read critically, follow written directions accurately and be self-motivated. The instructor is available to help, but you must communicate the need for help.
3. Students have until the second Friday of the term to drop the course with a 100% tuition refund. After the first two weeks of the course, there is no refund. Also, there is no refund if registration occurs within the last 2 weeks of the last day to register (see schedule).
4. You must email completed assignments to hsc@cocc.edu and communicate with the instructor before taking tests. Communication is through your COCC email account. Communication from other email accounts will not be accepted.
5. You must complete the course within the current term to earn credit. If the course is not finished by the end of the term, and an Incomplete is issued (Instructor approval required), the course must be completed by the end of the following term. During orientation, the high school advisor will work with you to complete the Course Contract Statement so that the course can be finished on time.
6. You must complete the activities on the Record Sheet in sequence. You may not submit a new chapter or unit assignment until you have passed all the work in the prior chapter or unit.
7. Instructors will respond to assignments and tests within two working days.
8. You must show academic progress (a "C" or better on each assignment) according to the schedule prepared with the instructor. It is your responsibility to communicate difficulties and concerns. If study does not prepare you to pass the tests, projects, and assignments, then you must consult with the instructor for assistance with study practices.
9. To stop the course during the current term and start again at a later date:
 - You **MUST** notify the instructor by sending an email to hsc@cocc.edu. The instructor assigns a grade of "I" for Incomplete. **You must complete the remaining requirements within one quarter after the end of the term of the original course.** If the work is not completed in that quarter, the grade becomes an "F."
 - If you discontinue communication and the term runs out, you earn an "F" in the course. Should you decide to return, you would need to pay the fee again, and restart the coursework.
10. This is a COCC course, and adult behavior is expected. Cheating and academic dishonesty will not be tolerated. If the instructor suspects cheating, a student may be asked for a written explanation. If a student cannot satisfactorily explain the suspected violation, the instructor will begin disciplinary processes according to college procedure, which may result in reprimand, probation, suspension or expulsion.

I have read, understand, and agree to comply with the Agreement guidelines.

Student's Signature

Student's Printed Name

Parent or Guardian's Signature

Date