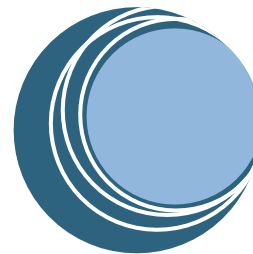
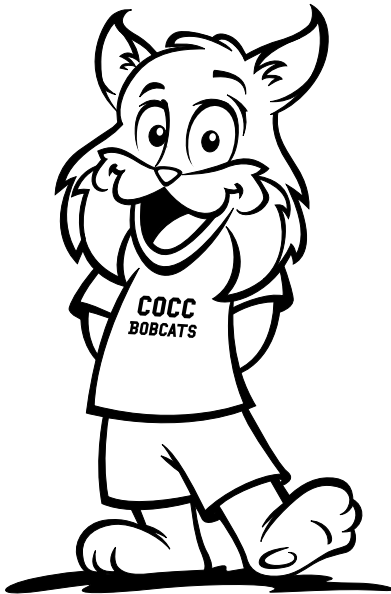


MY PATH TO SUCCESS

# New Student Workbook

2013—2014



**CENTRAL OREGON**  
community college

## DIRECTORY

<b>Adult Basic Skills</b>	541.504.2950
<b>Admissions/Enrollment Services</b>	541.383.7500
<b>Bookstore</b>	541.383.7570
<b>CAP Center</b> Careers, Academic Advising and Personal Counseling	541.383.7200
<b>Cashier</b>	541.383.7229
<b>Community Learning</b> noncredit classes	541.383.7270
<b>Computer Labs</b>	541.383.7722
<b>Disabled parking information</b>	541.383.7775
<b>Disability Services</b>	541.383.7583
<b>Financial Aid/Enrollment Services</b>	541.383.7260
<b>Instructional Deans Office</b>	541.383.7283
<b>Information Office</b>	541.318.3746

<b>Library</b> Barber Library	541.383.7560
<b>Madras Campus</b>	541.550.4100
<b>Prineville Campus</b>	541.447.9233
<b>Records/Enrollment Services</b>	541.383.7500
<b>Redmond Campus</b>	541.504.2900
<b>Student Government</b>	541.383.7595
<b>Student Life</b>	541.383.7590
<b>Tutoring and Testing</b>	541.383.7539
<b>Oregon State University — Cascades</b>	541.322.3100



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

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

The information contained in this publication reflects an accurate picture of Central Oregon Community College at the time of publication. However, conditions can and do change. The College reserves the right to make any necessary changes in the policies and procedures contained herein.

The bobcat was officially adopted as COCC's mascot in 1964.  
Bobcat illustrations by Chuck Moser.

# 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 **On Your Mark!** during your advising session.

Plan to complete **Get Set!** on your own before school begins.

Complete **Go!** during the first two weeks of the term.

Begin **Get Ready for the Next Term!** mid-term (the fourth week of the term).



### TODAY: On Your Mark!

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

**Get Registered:** walks you through the steps to register for those classes.

### BEFORE CLASSES BEGIN: Get Set!

**Next Steps:** helps you complete the steps needed to get ready for school.

### FIRST TWO WEEKS OF THE TERM: Go!

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

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

### MID-TERM: Get Ready for Next Term!

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

### Appendix: Did You Know?

**Did You Know?** provides a lot of information you might need to know.

## 2013–2014 ACADEMIC CALENDAR — IMPORTANT DATES

### *Fall Term 2013*

July 17	Advising and registration begins for degree-seeking new or readmitted students
August 1	For students attending fall term, Financial Aid will give priority consideration to those students completing their requirements by August 1
August 30 and September 2	Holiday – College is closed
September 11	Registration begins for non-degree seeking students
September 27	Bobcat Orientation
September 27, 5 p.m.	Last day of automatic enrollment from existing waitlists for full-term classes. Last day to add to a wait list for full-term classes
September 30	Classes begin
October 4	Last day to begin attendance in a new class
October 11, 5 p.m.	Tuition due and end of refund period
October 14	Late payment and registration fees begin
November 11	Holiday – College is closed
November 15*	Last day to drop full-term classes with no grade on transcript. Last day to change to/from audit or add classes
November 18*	Beginning date for required instructor approval to drop classes
November 20	Tuition payment plan due
November 28 and 29	Holiday – College is closed
December 4, 6 p.m.*	Last day to withdraw from classes
December 9–13	Finals week
December 13	Deadline to submit Application for Certificate/Degree for Spring 2014
December 19	Fall term grades posted online

### *Winter Term 2014*

November 18–22	Registration begins for degree-seeking current priority students
December 2	For students attending winter term, Financial Aid will give priority consideration to those students completing their requirements by December 2
December 9	Registration begins for degree-seeking new or readmitted students
December 18	Registration begins for all non-degree seeking students
January 3	Bobcat orientation
January 3, 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 6	Classes begin
January 10	Last day to begin attendance in a new class
January 17, 5 p.m.*	Tuition due and end of refund period
January 20	Holiday – College is closed
January 21	Late payment and registration fees begin
February 21*	Last day to drop full-term classes with no grade on transcript. Last day to change to/from audit or add classes
February 24*	Beginning date for required instructor approval to drop classes
February 26	Tuition payment plan due
March 12, 6 p.m.*	Last day to withdraw from classes
March 17–21	Finals Week
March 21	Deadline to submit Application for Certificate/Degree for Summer 2014
March 27	Winter term grades posted online

\*Courses not spanning full term will have different deadlines

\*Courses not spanning full term will have different deadlines

## 2013—2014 ACADEMIC CALENDAR — IMPORTANT DATES

### *Spring Term 2014*

March 1	For students attending spring term, Financial Aid will give priority consideration to those students completing their requirements by March 1
March 3–7	Registration begins for degree-seeking current priority student
March 17	Registration begins for degree-seeking new or readmitted students
March 26	Registration begins for all non-degree seeking students
March 28	Bobcat orientation
March 28, 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
March 31	Classes begin
April 4	Last day to begin attendance in a new class
April 11, 5 p.m.*	Tuition due and end of refund period
April 14	Late payment and registration fees begin
May 16	Last day to drop full-term classes with no grade on transcript. Last day to change to/from audit or add classes
May 19*	Beginning date for required instructor approval to drop classes
May 21, 6 p.m.	Tuition payment plan due
May 26	Holiday – College is closed
June 4, 6 p.m.*	Last day to withdraw from classes
June 9–13	Finals week
June 13	Deadline to submit Application for Certificate/Degree for Fall 2014
June 14, 10 a.m.	Commencement
June 19	Spring term grades posted online

\*Courses not spanning full term will have different deadlines

### *Summer Term 2014*

April 21–25	Registration begins for degree-seeking current priority students
May 9	Registration begins for degree-seeking new or readmitted students
June 1	For students attending summer term, Financial Aid will give priority consideration to those students completing their requirements by June 1
June 18	Registration begins for all non-degree seeking student
June 20	Bobcat orientation
June 20, 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 23	Classes begin
June 27	Last day to begin attendance in a new class
July 3, 5 p.m.*	Tuition due and end of refund
July 4	Holiday – College is closed
July 7	Late payment and registration fees begin
August 8	Last day to drop full-term classes with no grade on transcript. Last day to change to/from audit or add classes
August 11*	Beginning date for required instructor approval to drop classes
August 13, 6 p.m.	Tuition payment plan due
August 20, 6 p.m.*	Last day to withdraw from classes
August 31	Summer term ends
September 4	Summer term grades posted online

\*Courses not spanning full term will have different deadlines

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# On Your Mark!

## ADVISING & REGISTRATION

### Select Your Educational Goal

To help you select your educational goal, think about the career that you are interested in. Based on your career interest you will select a major or program. Some of you may be undecided or exploratory, and that is just fine. We have resources to help you choose a path.

#### > MAJOR OR PROGRAM

A major or program is the specific subject or field that you would like to study and eventually work in. The major or program you are interested in may give you the option to complete all of your education at COCC, earning a Certificate or Associate degree in a career and technical education program. Alternatively, you may be able to begin your studies at COCC, and then transfer to a university to earn a Bachelor's degree.

#### > DEGREE OR CERTIFICATE

You earn a degree or certificate by completing the courses for your major or program. At COCC there are two predominant academic paths:

**Transfer preparation** prepares you to transfer to a Bachelor's degree program at a college or university:

- > AAOT – Associate of Arts Oregon Transfer
  - Most transfer students use this option; meets the lower-division general education requirement for all Oregon public universities and some private colleges.
  - Exploratory/Undecided students often use the AAOT degree; it gives you room to explore different subjects while completing general education classes.
- > AS – Associate of Science
  - A transfer degree designed for a few specific majors, colleges and universities; discuss with your advisor.

**Career and Technical Education (CTE)** prepares you to enter the workforce in a specific field with specific skills:

- > AAS – Associate of Applied Science
  - Students earn an Associate degree while training in specific technical areas; prepares the student for immediate employment upon graduation.

### Select My Educational Goal

#### MAJOR OR PROGRAM

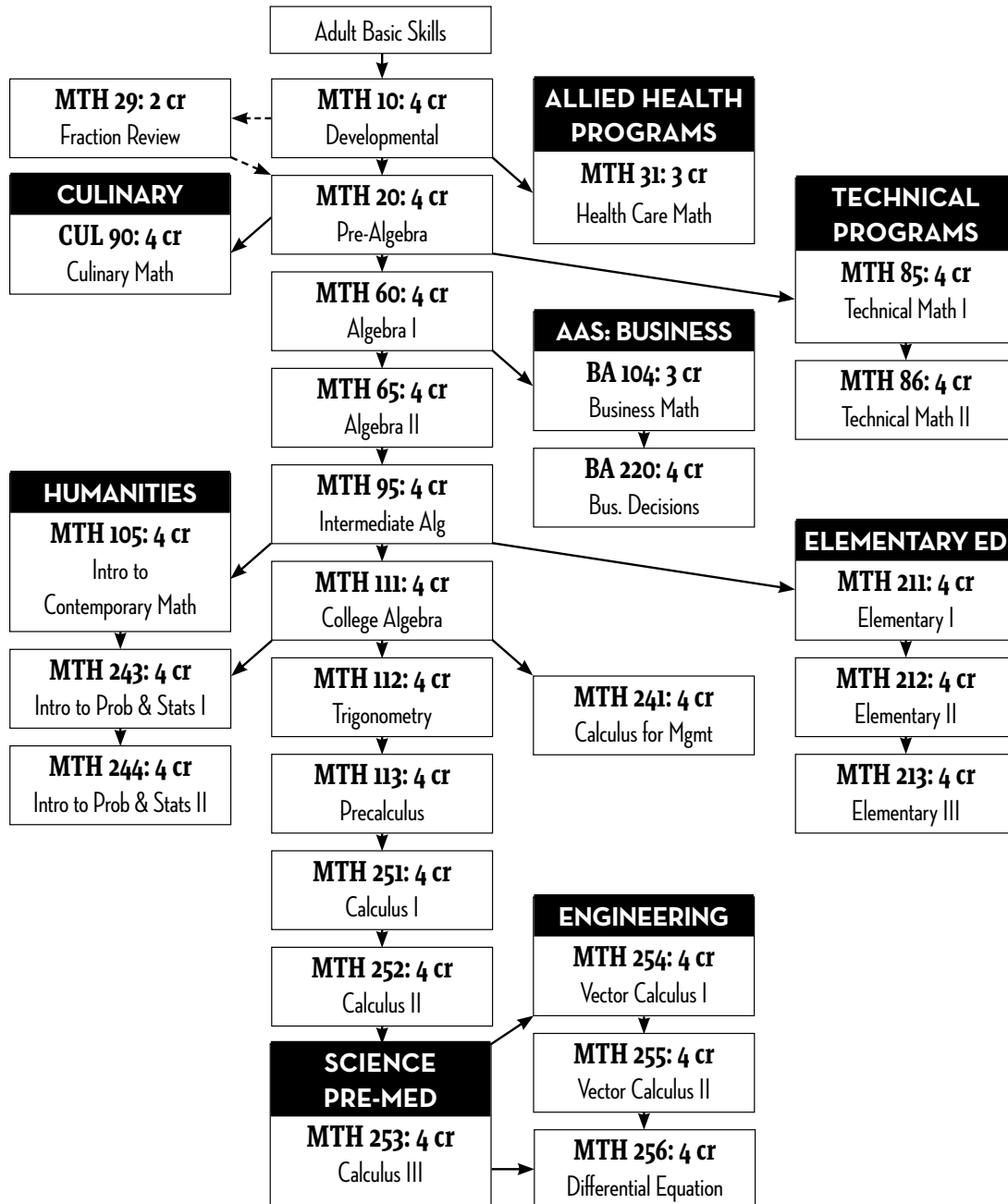
- ☐ I am an Undecided/Exploratory student
- ☐ I would like to major in: \_\_\_\_\_  
Catalog page \_\_\_\_\_
- ☐ I am considering several different majors:  
Catalog page \_\_\_\_\_  
Catalog page \_\_\_\_\_  
Catalog page \_\_\_\_\_
- ☐ I cannot find the major I want in the Catalog. It is:  
\_\_\_\_\_
- ☐ Other \_\_\_\_\_

How long do I want to attend school for?

- ☐ I am not sure yet
- ☐ One year or less – Certificate
- ☐ One to two years – Certificate or Associate Degree
- ☐ Two to three years – Associate Degree
- ☐ Three to six years – Associate and/or Bachelor's Degree

# Math and Writing Course Sequence

## Math Course Sequence



Notes

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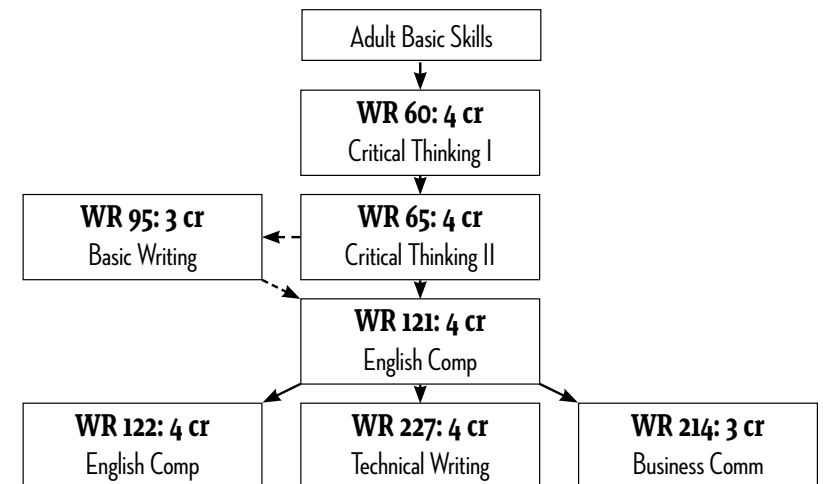
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## Writing Course Sequence





- > Certificate of Completion
  - Provides hands-on training in a variety of technical areas, and gives the students the skills needed for various technical jobs.

Information on COCC's programs and their requirements can be found in the COCC **Catalog** on pages 47–174. The catalog is available on the COCC website at [www.cocc.edu/Admissions/Catalog](http://www.cocc.edu/Admissions/Catalog).

## Select Your Courses

Now that you have identified your educational goal, you will need to select suitable courses to take your first term. You can use the program description in the catalog to see what courses your program requires.

There are a few definitions you will need to know:

**Prerequisite:** a course that must be completed before enrolling in the selected course.

**Corequisite:** a course which must be completed prior to, or while, attending the selected course.

**Recommended preparation:** skill or course which is recommended before enrolling in the selected course.

Additional definitions you may find useful can be found under Definitions/Glossary on page 21 of the **Catalog**.

### > MATH AND WRITING COURSES

All degrees and most certificates require that students meet some level of writing and math skills.

The **Math and Writing Course Sequence chart** on the opposite page is a tool to help you understand the courses you will need as you work towards your degree requirement. Your **placement tests** or **transcript evaluation** will tell you where you need to start. Your **Catalog Program Description** will tell you where you need to end. You will follow the sequence to complete the courses, in order, from start to finish.

### > COMPUTER SKILLS COURSES

Computer skills are necessary for your success in the classroom and to navigate your student online accounts. COCC expects you to have keyboarding and basic computer skills. If needed, please take CIS 10 and CIS 70 your first term at COCC.

## Select My Courses

### MATH AND WRITING COURSES

I should start with:

Math \_\_\_\_\_ Writing \_\_\_\_\_

My degree requires me to get to:

Math \_\_\_\_\_ Writing \_\_\_\_\_

### COMPUTER SKILLS COURSES

I need keyboarding skills:

☐ CIS 10 – Keyboarding

I need basic computer skills:

☐ CIS 70 – Intro to Computers

I am ready for:

☐ CIS 120 – Computer Concepts

Does my program require CIS 120?

☐ Yes

☐ No

Does my program let me take the Computer Competency Exam instead of CIS 120?

☐ Yes

☐ No

I have college-level computer skills and my program allows me to test out of CIS 120:

☐ I am considering taking the Computer Competency Exam. See **Appendix** for more information.

### CIS 10 – Keyboarding

Learn to type with all 10 fingers with speed and accuracy

### CIS 70 – Basic Computer Skills

> Learn how to:

- Copy/paste text from a web page to a document
- Save a document to the desktop
- Rename a saved file
- Create a new folder within the My Documents folder
- Move a file from one folder to another folder without opening the file
- Recognize filename extensions and icons

If you have all of those basic computer skills, you are ready for college-level computer skills, which are taught in CIS 120.

CIS 120 is required for many career, technical and transfer programs. Some programs allow students to take the **Computer Competency Exam** instead of taking CIS 120. Please refer to your program's requirements and see the **Appendix** for more information.

## > CAREER PLANNING, EXPLORATORY AND INTRODUCTORY COURSES

There are a variety of courses offered at COCC that can introduce you to specific programs and majors. COCC also offers courses that can help you choose your major or career.

Take a look at the lists on the right and continuing on the next page. Do any of those programs/majors interest you? Do you have a program/major that you are interested in that is not listed? Your advisor may be able to recommend an appropriate introductory course.

**Process of Choosing a College Major** is a free non-credit class to help you understand the role your interests, skills, and values have in determining your college major. For more information, contact the CAP Center – Barber Library lower level, Bend campus, 541-383-7200.

## > STUDY SKILLS AND LIBRARY RESEARCH COURSES

You can benefit greatly from taking classes that help you gain additional study and library research skills. These courses can help you make the most of your study time. Learn how to work smarter, not harder!

## > LEARNING COMMUNITIES

Students can increase their success by joining a Learning Community. A Learning Community is composed of a group of students who enroll in two or more classes together. A Learning Community makes it is easier to make new friends, get to know your professors, and learn skills around a particular topic.

## CAREER PLANNING COURSES

- ☐ Career Planning; HD 110 – Career Planning
- ☐ Process of Choosing a College Major – a free non-credit class

## EXPLORATORY AND INTRODUCTORY COURSES

- ☐ AH 100 – Intro to Health Occupations
- ART 101 – Intro to the Visual Arts
- ☐ AUT 106 – Automotive Orientation
- ☐ AV 101 – Intro to Aviation
- ☐ BA 101 – Intro to Business
- ☐ BAK 100 – Want to be a Pastry Chef?
- ☐ CIS 178 – Internet in Depth
- ☐ CJ 100 – Survey Criminal Justice System
- ☐ CUL 100 – Want to be a Chef?
- ☐ ED 200 – Intro to Education
- ☐ ED 140 – Intro to Early Childhood Education
- ☐ ENG 104 – Intro to Literature: Fiction
- ☐ ENG 105 – Intro to Literature: Drama
- ☐ ENG 106 – Intro to Literature: Poetry
- ☐ FA 101 – Intro to Film
- ☐ GE 101 – Engineering Orientation
- ☐ HHP 131 – Intro to Exercise/Sport Science
- ☐ FOR 100 – Forestry Program Orientation
- ☐ FOR 111 – Forestry Perspectives
- ☐ GS 104 – Physical Science: Physics
- ☐ GS 105 – Physical Science: Chemistry
- ☐ GS 106 – Physical Science: Geology
- ☐ GEOG 100 – Intro to Geography

## Plan For Success

Before you create your class schedule, you need to consider other factors that will affect your ability to be successful in college.

There are many factors in your life which impact your success as a student, including your responsibilities to your family and your employer. Students are more successful if they have carefully considered their personal responsibilities as they plan their school schedule. It is also important to discuss your academic plans with your family and employer before the term begins, and to ask for their support.

### > TIME COMMITMENTS FOR SCHOOL

Having enough time for your classes and homework is a big contributing factor to your success, especially as you learn how much time each class will take. The majority of the work for your class will be completed outside of class. You can estimate the amount of time you will need for each credit by using the following formula:

1 credit hour = 1 hour in class + 2–3 hours of homework outside of class = 4 hours of class work per credit hour each week.

Thus, a 4 credit class = 4 hours in class + 8–12 hours of homework outside of class = 12–16 hours per week.

### > TIME COMMITMENTS OUTSIDE OF SCHOOL

Consider all of the time commitments you have outside of school, including your job, time required to commute to your job or school, grocery shopping, cooking, laundry, and any other household or family responsibilities. Add up all of the time committed each week to fulfill those personal commitments. Next, take and look at the amount of credit hours we recommend you start with:

If your weekly personal commitment hours are:

We recommend you start with:

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

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

### > FINANCING SCHOOL

Attending college is also a financial commitment. It is important that you have a clear idea of the cost of tuition, books and supplies for your program.

The cost of tuition and fees is currently \$87 per credit hour for in-district students.

Additionally, there may be extra costs associated with your program, such as uniforms or tools.

**TODAY: On Your Mark!**

- ☐ GEOG 265 – Intro to GIS
- ☐ HS 100 – Orientation to Human Services
- ☐ MUS 101 – Music Fundamentals
- ☐ MUS 201 – Understanding Music
- ☐ MFG100 – Intro to Manufacturing
- ☐ LMT 101 – Intro to Massage Therapy Careers
- ☐ OL 111 – Intro to Outdoor Leadership
- ☐ PSY 201 and 202 – Introduction to Psychology (Mind and Brain and Mind and Society)
- ☐ SOC 201 – Intro to Sociology
- ☐ SFS 101 – Intro to Emergency Services
- ☐ WS 101 – Intro to Women's and Gender Studies

## STUDY SKILLS AND LIBRARY RESEARCH COURSES

- ☐ 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

## LEARNING COMMUNITIES

- ☐ I would like more information about Learning Community Courses.

Information on extra costs can be found in your program description in the catalog and/or on the program website.

COCC advises full-time students to budget \$450 for books per term.

Many students use **Financial Aid** to pay for their education. Financial Aid can include grants, loans, and work-study. You can be a part-time student and get Financial Aid. Additionally, you can be an undecided/exploratory student and get Financial Aid.

Apply for Financial Aid by completing the FAFSA on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### > SATISFACTORY ACADEMIC PROGRESS

To remain eligible for **Financial Aid** you must:

Maintain a 2.0 gpa  
and

Complete 66.67% of your attempted credits

Additional Financial Aid information is available in the **Appendix** and at:  
[www.cocc.edu/Financial-Aid/](http://www.cocc.edu/Financial-Aid/).

### > PLAN FOR SUCCESS

As you decide how many classes or credits you would like to take your first term, consider all of your responsibilities and time commitments, in and outside of school.

### > PULL IT ALL TOGETHER ON THE FLAP

The back cover of this book has a flap; please extend it and you will see a checklist. Please transfer the requested information and possible course selections you have made onto the flap. Your advisor will ask to see this flap when you meet.

## *Build Your Class Schedule*

You have already started to select courses that are of interest to you and that work towards your degree. Next, you will build your class schedule for your first term at COCC.

On the COCC website you will find courses listed by term, location, subject and course number. Once you find the course you are looking for, you can start looking for the specific class section (by day, time and location) that will best fit your needs.

### > SELECT YOUR CLASSES AND BUILD A SCHEDULE

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

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

## *Plan For Success*

### RESPONSIBILITIES OUTSIDE OF SCHOOL

To have the support needed to be a successful student, I have:

- ☐ Talked with my employer about my educational plans
- ☐ Talked to my family and asked for their support
- ☐ Set up daycare, including back-up daycare
- ☐ Prioritized my additional activities- hobbies, volunteer work, etc.
- ☐ Checked on my financial aid or have the funds to pay for school

### MY PLAN FOR SUCCESS

I think I can be successful as a:

- ☐ Full-time student and take 12–19 credits
- ☐ Part-time student and take 6–11 credits
- ☐ Very part-time student and take 1–5 credits

Click on the appropriate term.

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

> When selecting your classes, pay attention to:

- CRN: you will need this number to register for the class.
- Meeting times: days, times and locations.
- Seat Availability: maximum, remaining and wait-list.
- Location: classes are offered in Bend, Redmond, Prineville and Madras.
- Prerequisite: the computer will not allow you to register if you have not completed the prerequisite(s).
- Recommended Preparation: skills or courses recommended prior to registering for the class.
- Footnotes: important information such as department or instructor approval required, special supplies, modified class dates, etc.
- Format: Before you can register into an **Online** or **Hybrid** class, you must complete the free **Online Orientation**. See **Appendix – Course Formats** for information.

To help you track your classes as you select them, use the provided **Weekly Planner**. As you select your classes, write the start time, end time, course number and CRN on the form. You can download additional copies of the **Weekly Planner** at [www.cocc.edu/CAP/Advising/Advising-Forms-and-Worksheets/#1](http://www.cocc.edu/CAP/Advising/Advising-Forms-and-Worksheets/#1).

### > ADVISOR APPROVAL

After you have selected all of your classes, transfer the course numbers and CRN's from the **Weekly Planner** onto a blue **Registration Add/Drop Form**. Have an **Advisor** review and sign the **Registration Add/Drop Form**. Then you can proceed to the **Computer Lab** to register for your classes.

## Register For Classes

Registration is the process of signing up for specific classes. You are registered only after your classes are entered into COCC's computer system. The earlier you register for classes, the more options you will have to get classes that fit your schedule.

### > CHECK IN AT THE COMPUTER LAB

Check-in with the **Computer Lab Attendant**, and then sit down at a computer. If you leave the campus before checking-in with the Computer Lab Attendant, you will not be able to register.

## Build My Class Schedule

### BUILD A SCHEDULE

- ☐ Complete **Weekly Planner**

### SELECT YOUR CLASSES

- ☐ Select specific class section(s)

Pay attention to:

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

### ADVISOR APPROVAL

- ☐ Transfer class information to **Registration Add/Drop Form**
- ☐ Obtain **Advisor** signature



## > LOGIN TO YOUR BOBCAT WEB ACCOUNT TO REGISTER

Go to **www.cocc.edu**.

Click on *My 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 and 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 **Student Detail Schedule**.

## > WAIT LISTED COURSES

If a seat becomes available, you will automatically be taken off the wait list and registered into the course.

Notification will be sent to your **COCC Email**.

If you do not wish to be registered in the course, you must drop the course prior to the tuition deadline.

Failure to drop the course in time may result in paying tuition and earning a failing grade in a course you did not attend. See **Adjust your Schedule** in the **Appendix** for more information.

If you have not been automatically registered into the class prior to the start of the term, you may still attend the first class. If a seat 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 course, on the first day of the term log into **Blackboard** and check into the online class. Complete the “attendance” requirement. Also, check your **COCC Email**. Your instructor may have emailed instructions to you.

## Register For Classes

### REGISTER FOR CLASSES

- ☐ Check-in at **Computer Lab**
- ☐ Register for classes in **Bobcat Web Account**
- ☐ Print Student **Detail Schedule**

### ONLINE AND HYBRID COURSES

- ☐ I would like to sign up for the **Online Orientation**

### COCC EMAIL

- ☐ Check my **COCC Email** often

### IF YOU HAVE TIME TODAY:

- ☐ Check on my **Financial Aid**
- ☐ Parking permit and Student ID – see **Get Set! – Before Classes Begin: Next Steps** for information

### WHAT HAPPENS NEXT?

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

Please complete:

- ☐ **Get Set! – Before Classes Begin**
- ☐ **Go! – First Two Weeks of the Term**
- ☐ **Get Ready for the Next Term! – Mid-term**

### > HAVING DIFFICULTY?

> You cannot register if you have a **hold** on your account.

Holds can include:

- Outstanding COCC debt – unpaid application fee, tuition, parking tickets, library fines
- Placement test not yet taken (or outdated) or transcripts not yet received
- Advising Requirement not cleared – at **New Student Advising**, if you leave campus before checking-in at the **Computer Lab**, you will not be able to register

### > NEED HELP REGISTERING?

For assistance, contact **Enrollment Services – Admissions and Records**

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



### > ADJUST YOUR SCHEDULE

After you register, you can adjust your schedule as needed before the start of the term – see **Adjust My Schedule** in the **Appendix**.

### > LOGIN TO YOUR COCC EMAIL ACCOUNT

You may have important communications from the **Financial Aid Office**. Check your email regularly.

Go to **www.cocc.edu**.

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

Click on *Web Email*.

Enter your **User name** – Follow instructions.

Enter your **Password**. Your original password can be found in your **Bobcat Web Account**: Click on *Personal Information*, then *Email Addresses*.

Click on **Login**.



## BEFORE CLASSES BEGIN

# Get Set!

## NEXT STEPS

### > ADJUST YOUR SCHEDULE

Do you need to add or drop a class?

See **Appendix – Adjust Your Schedule** for information.

### > STUDENT ID CARD AND PARKING PERMIT

Available at:

Information Office, Boyle Education Center, Bend Campus

Enrollment Services, Redmond Campus, Building 3

See **Appendix** for more information.

### > DISCOUNTED CASCADES EAST TRANSIT (CET) BUS PASSES

Where can you buy a pass?

*Zone 1 Pass (fixed routes within Bend)*

Information Desk, Campus Center, Bend Campus (located in upstairs hallway by elevator)

Information Office, Boyle Education Center, Bend Campus

*Zone 2/3/4 Pass (within the cities of Redmond, Prineville, Sisters, Madras or La Pine)*

Enrollment Services, Redmond Campus, Building 3

Madras Campus

*Multi-zone (fixed routes within Bend and between Bend, Redmond, Prineville, Sisters and La Pine)*

Information Office, Boyle Education Center, Bend Campus

Enrollment Services, Redmond Campus, Building 3

Madras Campus



## BEFORE CLASSES BEGIN

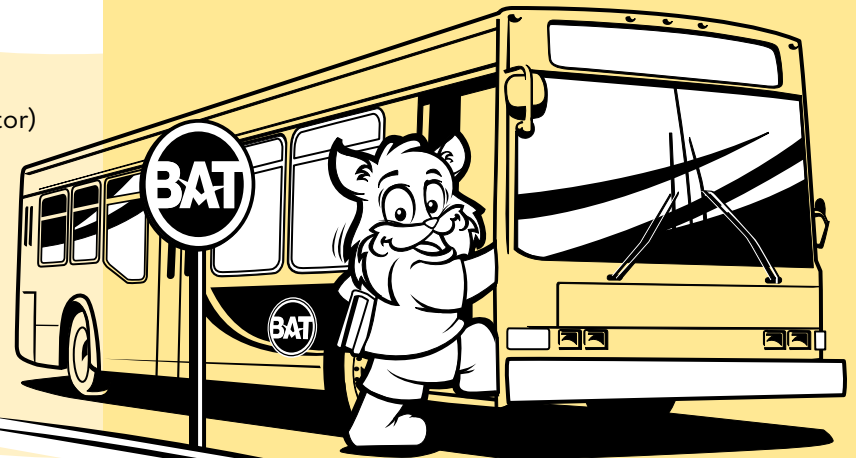
### STUDENT ID CARD, PARKING PERMIT AND BUS PASS

I need to pick up a:

☐ Student ID Card

☐ Parking Permit

☐ CET Bus Pass





## > BOOKSTORE

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 the **Appendix** for more information.

See **Go! – Pay for School** for information on using your Financial Aid to pay for your textbooks and supplies.

## > STUDENT ACCOUNTS/COMPUTER LABS

**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 final 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 your current term grades.

*A fifth optional account is also available:*

### **COCC Student Jobs**

Look for employment (including work-study positions)

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

## BOOKSTORE

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

### > **CAP CENTER — CAREER SERVICE**

**CAP Center**, Barber Library, lower level, Bend Campus  
541-383-7200

[www.cocc.edu/CAP-Center](http://www.cocc.edu/CAP-Center)

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 dial 7-1-1

Video Phone 541-647-6416

[www.cocc.edu/Disability-Services](http://www.cocc.edu/Disability-Services)

In advance of College events, persons needing accommodation or transportation because of a physical or mobility disability, contact Joe Viola: 541-383-7775. For accommodation because of other disability such as hearing impairment, contact Annie Walker: 541-383-7743.

### > **ATTEND A BOBCAT ORIENTATION**

The Bobcat Orientation will better prepare you for a smooth start to the term that leads to early academic success in the classroom!

Space is limited. Reservations preferred. Call a COCC campus now!

Bend: 541-383-7500

Redmond: 541-504-2900

Prineville: 541-447-9233

Madras: 541-550-4100

### **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

### **BOBCAT ORIENTATION**

I would like to:

- ☐ Make a reservation

## FIRST TWO WEEKS OF THE TERM

# Go!

### ACADEMIC SUCCESS AND PAY FOR SCHOOL

#### *Attend Classes and Evaluate Course Load*

##### > 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**.

##### > 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. Write down all of your assignments for all of your courses. The **Term Planner** can be found on the web at:

[www.cocc.edu/CAP/Advising/Advising-Forms-and-Worksheets/#1](http://www.cocc.edu/CAP/Advising/Advising-Forms-and-Worksheets/#1)

##### > REALITY CHECK

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

See **Appendix – Adjust Your Schedule** for information.

##### > 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.

## FIRST TWO WEEKS

## OF THE TERM

#### *Attend Classes and Evaluate Course Load*

##### MANDATORY ATTENDANCE

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

##### COMPLETE MY TERM PLANNER

- ☐ Complete my **Term Planner**

##### REALITY CHECK

- ☐ Drop a class before the tuition deadline – if needed

##### ACADEMIC ADVISING

- ☐ Attend Drop-in **Academic Advising** the first week of term – if needed

## Get Help With Your Studies

### > INSTRUCTOR OFFICE HOURS

All COCC faculty and instructors have office hours available to meet with students and answer their questions. Office hours are listed in your class syllabus and online in the Campus Directory located in the upper right-hand corner at [www.cocc.edu](http://www.cocc.edu)

### > TUTORING

Free tutoring services are available for currently enrolled COCC students.  
Seek assistance early!

#### *Testing & Tutoring Center*

Barber Library, lower level, Bend Campus  
Building 1, Rooms 112 and 113, Redmond Campus  
Room 105, Madras Campus  
Prineville Campus  
541-383-7534  
[www.cocc.edu/Tutoring-and-Testing](http://www.cocc.edu/Tutoring-and-Testing)

## Monitor Your Grades

Monitor your grades throughout the term online 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 – Admissions and Records**.

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*

Click on *Student Records*

Click on *Final Grades*

## Get Help With My Studies

### INSTRUCTOR OFFICE HOURS AND TUTORING

- ☐ Go to my instructor's office hours – if needed
- ☐ Visit the **Testing & Tutoring Center** – if needed

## Monitor My Grades

- ☐ Check my grades every week in **Blackboard**, or discuss my progress with my instructor
- ☐ Check my final grades a week after final exams in my **Bobcat Web Account**

## Pay For School

The **Tuition Payment Deadline** can be found on the **Important Dates** page at the back of this workbook or online at: [www.cocc.edu/Admissions/Degrees-Classes/Academic-Calendar](http://www.cocc.edu/Admissions/Degrees-Classes/Academic-Calendar).

### > HOW MUCH DO YOU OWE?

You can see how much you owe in your **Bobcat Web Account**:

Click on *Student Services & Financial Aid*.

Click on *Tuition/Fees and Online Payment*.

### > SELF-PAY

You may pay your tuition:

**In-person** at Enrollment Services – located in Boyle Education Center on the Bend Campus, Building 3 on the Redmond Campus, and on the Madras and Prineville Campuses.

**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 and 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, and pay a \$20 administrative fee. The first payment of one-third of tuition and fees must be paid 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.

## Pay For School

### TUITION PAYMENT DEADLINE

☐ Pay my tuition by the Tuition Payment Deadline, which is \_\_\_\_\_

### HOW MUCH DO I OWE?

☐ I owe \$ \_\_\_\_\_

### > FINANCIAL AID AND SCHOLARSHIPS

Grants and loans are available.

You must apply once each year.

Apply Early! Apply in January of each year.

The **Financial Aid Year** begins Summer term and runs until the following Spring term.

Applications are available 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** webpage at:

[www.cocc.edu/Financial-Aid](http://www.cocc.edu/Financial-Aid)

### > 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.

### DOES MY FINANCIAL AID COVER ALL OF MY TUITION AND FEES?

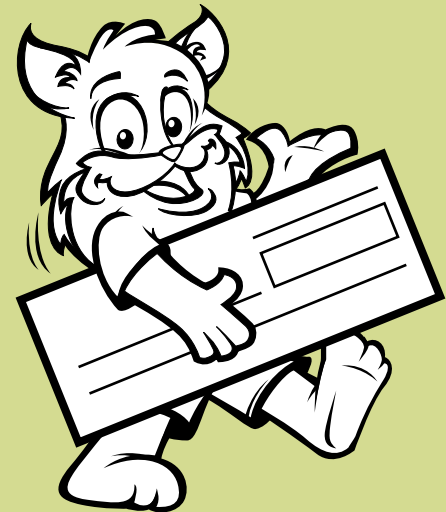
☐ Yes

☐ No, I will need to pay the difference before the **Tuition Payment Deadline**.

### WORK-STUDY FINANCIAL AID

I have Work-Study funding.

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



### > FINANCIAL AID AND BUYING BOOKS

Most students eligible for **Financial Aid** are given a **Bookstore Credit** to purchase books. You can see if you have a **Bookstore Credit** approximately two 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 deduct your **Bookstore Credit** from your **Financial Aid Disbursement** 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

[www.cocc.edu/Financial-Aid](http://www.cocc.edu/Financial-Aid)

### > CHECK YOUR COCC EMAIL

All communication from faculty, staff and Financial Aid will come to your COCC Email. Check it at least twice a week. Every day is even better!

### FINANCIAL AID AND BUYING BOOKS

Do I have a **Bookstore Credit**?

☐ Check my **Bobcat Web Account**

### CHECK MY COCC EMAIL

☐ At least twice a week. Every day is even better!

# Get Ready for Next Term!

## ADVISING AND REGISTRATION

### Prepare for Your Academic Advising Appointment

**Academic Advising** is required **every term** for all degree-seeking students. The purpose of academic advising is to guide students toward achieving their educational goals and to help students become self-reliant in understanding College policies and practices.

Schedule an appointment with your **Advisor** as soon as possible because early advising appointments lead to good schedules. Plan to see your advisor early so you can register on time.

To register on time for:	See your advisor by:
Fall term	Cinco de Mayo – May 5
Winter term	Halloween – October 31
Spring term	Valentine's Day – February 14
Summer term	April Fool's Day – April 1

### > ONLINE COURSES

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

See **Appendix – Course Formats** for more information.

### > MAKE YOUR ADVISING APPOINTMENT

Your **Advisor** assignment will be sent to your **COCC Email** account the third or fourth week of the term. Your **Advisor's** name and contact information will also be posted to the **Can I Register?** page in your **Bobcat Web Account**.

Login to your **Bobcat Web Account**

Click on *Student Services & Financial Aid*

Click on *Registration*

Click on *Can I Register?*

Schedule your appointment by email or visit your **Advisor** during office hours. Your **Advisor's** COCC email, office hours and location are listed online in the **Campus Directory**, which is located in the upper right-hand corner at **www.cocc.edu**. Email your **Advisor** from your **COCC email** account. Emails from other email accounts may be sent to your **Advisor's** junk mail and may never be seen. Be sure to verify the location when you make your advising appointment.

Unable to reach your **Advisor**? Contact the **CAP Center** for assistance by calling 541-383-7200.

### Advising Appointment

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

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

Location \_\_\_\_\_



## Before Your Advising Appointment

### ☐ **EVALUATE YOUR CURRENT TERM**

- Check your grades in **Blackboard**.
- Talk with your instructors about how you are doing in class.
- Evaluate the major you have chosen. Is it a good fit for you? Do you like it? If it does not fit, you can change your major by calling the **CAP Center** at 541-383-7200. You may also be assigned a new advisor.

### ☐ **REVIEW YOUR PROGRAM REQUIREMENTS**

- Read the program description for your major in the **Catalog**.
- Check the COCC program web site for updated information on your major.
- Check your **Degree Audit** in **Grad Tracks** – see **Appendix**.
- Complete a course plan for two to three terms on a **Three Year Planner**.

### ☐ **PREPARE TO TRANSFER TO ANOTHER COLLEGE OR UNIVERSITY, IF APPLICABLE.**

- Review that school's website.
- Print a list of transfer requirements to bring with you to your appointment.

### ☐ **SELECT YOUR COURSES**

- Look at the online **Credit Class Schedule** and make a list of classes you would like to take next term.
- Check for required prerequisites or instructor/department approval.
- Complete a **Weekly Planner** for next term; be sure to include the CRN of the courses you select.

### ☐ **MAKE A LIST OF QUESTIONS AND BRING YOUR THREE YEAR PLANNER, WEEKLY PLANNER AND THIS WORKBOOK TO YOUR ADVISING APPOINTMENT.**

Weekly Planners and Three Year Planners are available at the CAP Center, Library Lower Level, Bend Campus and online at:

[www.cocc.edu/CAP/Advising/Advising-Forms-and-Worksheets/#1](http://www.cocc.edu/CAP/Advising/Advising-Forms-and-Worksheets/#1)

## During Your Academic Advising Appointment

### **WORKSHEET**

Bring this with you to your advising appointment. Topics for discussion may include:

### ☐ **REVIEW CURRENT TERM PERFORMANCE**

- Grade policies – drop, deadlines, withdraws, incompletes
- Review course load and work/life/school balance
- Financial, personal counseling and tutoring referrals

### ☐ **DISCUSS PROGRAM AND DEGREE REQUIREMENTS**

- Student's career goals and how they align with selected program
- **Career and Technical Education** vs. **Transfer** options
- **Grad Tracks** degree audit
- Transition from college to workforce (internships, job shadowing, etc.)

### ☐ **REVIEW TRANSFER PLANS, IF APPLICABLE**

- AAOT vs. Baccalaureate Core
- Transfer prerequisites

### ☐ **REVIEW COURSE SELECTIONS**

- Confirm appropriate course selection
- Verify understanding of course sequencing and prerequisites

### ☐ **ADDRESS STUDENT'S QUESTIONS AND OTHER CONCERNS**

- Review **Financial Aid** eligibility requirements – **Satisfactory Academic Progress** and **Maximum Credits**
- Confirm that student is utilizing **COCC email** and other student accounts appropriately
- Confirm that Student has accessed disability services, if needed

### ☐ **ADVISOR LIFTS ADVISING HOLD**

Notes

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## After Your Advising Appointment

After meeting with your Advisor, take a few minutes to verify that you are ready to register.

☐ CHECK YOUR CAN I REGISTER? PAGE

- Did your **Advisor** lift your **Advising Hold**?
- Do you have any other holds?
- Do you have the instructor/department approval if needed?
- Registration date and time is: \_\_\_\_\_

☐ FOLLOW UP ON ADVISOR'S RECOMMENDATIONS☐ REGISTER FOR NEXT TERM

Register on your assigned date and time in your online **Bobcat Web Account**.

Select your classes, build a schedule in a **Weekly Planner**, and have your CRN's ready to go beforehand.

The **Weekly Planner** can be found on the web at: [www.cocc.edu/CAP/Advising/Advising-Forms-and-Worksheets/#1](http://www.cocc.edu/CAP/Advising/Advising-Forms-and-Worksheets/#1)

## Notes

[illegible]

# Appendix

## DID YOU KNOW?

### Changing or Adjusting Your Schedule

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 course 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 course you did not attend.

### > ADDING CLASSES

**Before the term starts:** You may add or waitlist classes in your online **Bobcat Web Account** before the term starts. We stop accepting additions to classes with wait lists at 5 p.m. the Friday before the term starts. 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 if you are on the wait list. Please arrive early and stay the entire class.

**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 spot in the class:** Have the instructor sign in the **Add** section of a blue **Registration Add/Drop Form** if you are offered you a spot in the class. You must turn the **Add/Drop Form** into **Enrollment Services** within 48 hours. Failure to do so will result in not being added to the class.

### > DROPPING CLASSES

**Before the term starts:** You may drop classes before the term starts in your online **Bobcat Web Account**.

**First two weeks of the term:** You can drop a course 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 courses 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 courses 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 **Catalog** or **Enrollment Services** for information regarding **Add/Drop** of short-term courses.

**Impact on Financial Aid:** Dropping courses 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.

## 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**, Library Lower Level, Bend Campus

Monday, Tuesday, Thursday, Friday 9 a.m.—4:30 p.m.

Wednesday 9 a.m.—5:30 p.m.

541-383-7200

Redmond, Madras and Prineville Campuses

Call for Drop-in, first week hours

541-383-7200

## 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 \$25 each per term (plus books) 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

## Bookstores

**Bookstore**, Bend Campus, Newberry Hall

541-383-7570

**Bookstore**, Redmond Campus, Building 1, Room 111

541-504-2929

The Bend Campus **Bookstore** sells:

Textbooks, class materials and supplies, gifts, convenience food and beverage items.

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*.

Note: If you will be using a **Financial Aid Bookstore Credit** to purchase your books and supplies, you must make your purchase at the **Bookstore**. You cannot use your **Financial Aid Bookstore Credit** to purchase books online.

*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.

## 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 course has a credit value.

The credits determine:

- The cost of the course.

- 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.

Associates Degrees require a minimum of 90 credits.

A Bachelor's Degree 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.

## Computer Competency Exam

The Computer Competency Exam demonstrates that a student has achieved a defined skill level regarding the use and knowledge of computers. Some programs allow students to demonstrate computer competency by successfully passing two of the three IC3 Exams. Passing two IC3 Exams proves basic competency **ONLY** and does not confer course credit or cover all the material included in CIS 120. Passing all three IC3 Exams is highly encouraged and gives the student the internationally recognized IC3 Certification. Those students wanting to challenge a CIS course (to receive credit) must contact the CIS Department Chairperson to discuss those requirements. The IC3 Exams are an international standard of basic computer competency and may be accepted at other institutions. Additional information is available at: [www.cocc.edu/Tutoring-and-Testing/Testing/Computer-Competency-Exam](http://www.cocc.edu/Tutoring-and-Testing/Testing/Computer-Competency-Exam).

## 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
Barber 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 Courses

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 3–4 credit online course must:

- Participate at least 2–3 times and 9–12 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, save, and attach word documents to emails.

- Submit documents online, participate in online forums and communicate via email.

### Hybrid Courses

Hybrid courses 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 courses.

## 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%

Depending on enrollment, expected family contributions of \$3,301 or higher may not calculate with the above percentages.

\*\*Annual OOG Less than \$800 will not pay if student is enrolled in less than full time.



## *Financial Aid: Maximum Credit Policy*

**Financial Aid** limits the number of credits you may take. For example, Associates Degrees usually require completion of 90 credits. **Financial Aid** requires students to complete their degree within 135 credits.

If you are seeking an Associate's Degree, you will usually be allowed 45 elective credits beyond those required for your degree. Certificate programs allow fewer electives.

Contact the **Financial Aid Office** for more information:

Boyle Education Center, Bend Campus.

541-383-7260

## *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.

## *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.

Run **What-if** scenarios when considering a change in your major.

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

## *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.

## *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 ID Card and Parking Permits*

Student ID Cards and Parking Permits can be obtained at:

**Information Office**, Boyle Education Center, Bend Campus

541-383-7700

**Enrollment Services Office**, Redmond Campus, Building 3

541-504-2900

Madras Campus (parking permits only)

541-550-4100

*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.

A 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 the left side of your car's rear window or rear 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.

## *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.

### *Nondiscrimination Policy*

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, color, race, religion, sexual orientation or veteran status in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office, 541-383-7216.

Faculty, staff and students are protected from discrimination and harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Persons who, because of a physical or learning disability, need special accommodation should contact ADA Coordinator Gene Zinkgraf, 541-383-7776, in advance of their need for accommodation. Persons who need accommodation for College events because of other disability such as hearing impairment, should contact Annie Walker, 541-383-7743, in advance of the event. Further inquiries may be directed to the Affirmative Action Officer, c/o COCC's Human Resources office, 541-383-7216.

## **My Path to Success**

### **New Student Workbook**

July 2013

Central Oregon Community College

2600 NW College Way

Bend, Oregon 97701

### *Acknowledgments*

This book was developed under the auspices of the **Success from the Start Student Success and Retention Initiative**. Special thanks to the **CAP Center, Enrollment Services** and the **College Relations Office** for their collaboration in its development, and to everyone campus-wide for their support and contributions to the production of this handbook for our students.

### *Coordinators:*

Patricia Cagney, Diana Dickman, Bonnie Jordan  
Academic Advisors, CAP Center

### *Contributors:*

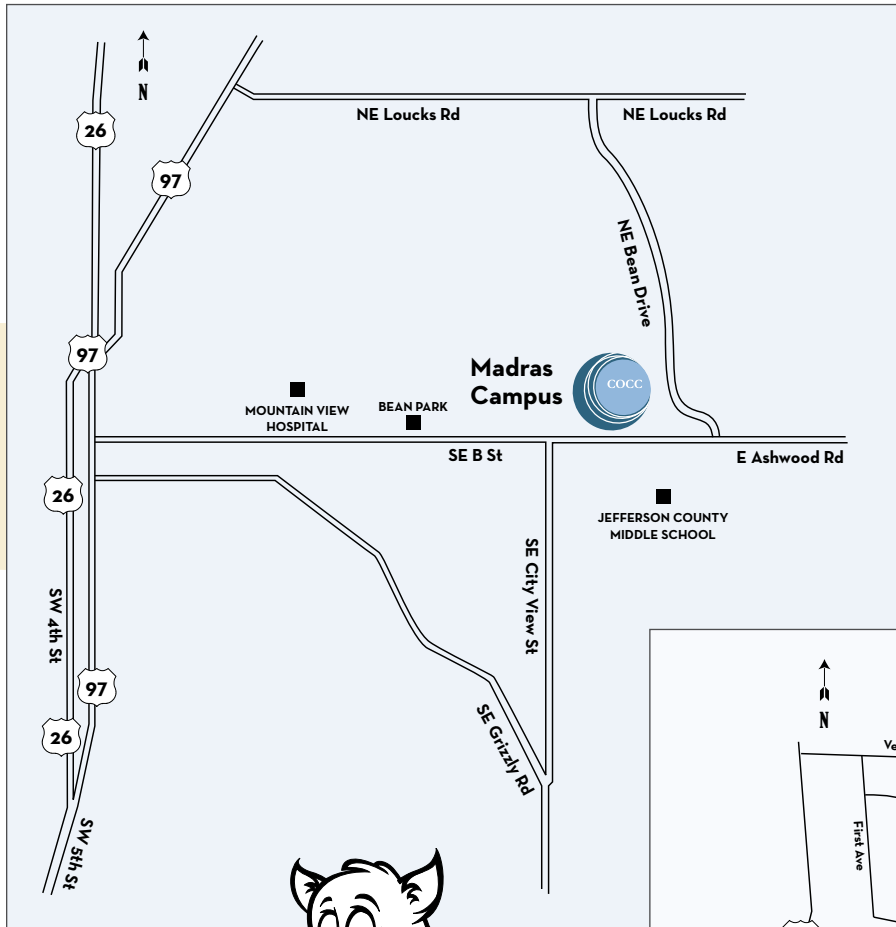
Kristine Elkin  
Shawna Elsberry  
Carrie McCormick  
Aimee Metcalf  
Ron Paradis  
Leslie Parisi  
Chris Rubio



## COCC MADRAS CAMPUS

1170 E Ashwood, Madras, Oregon 97741

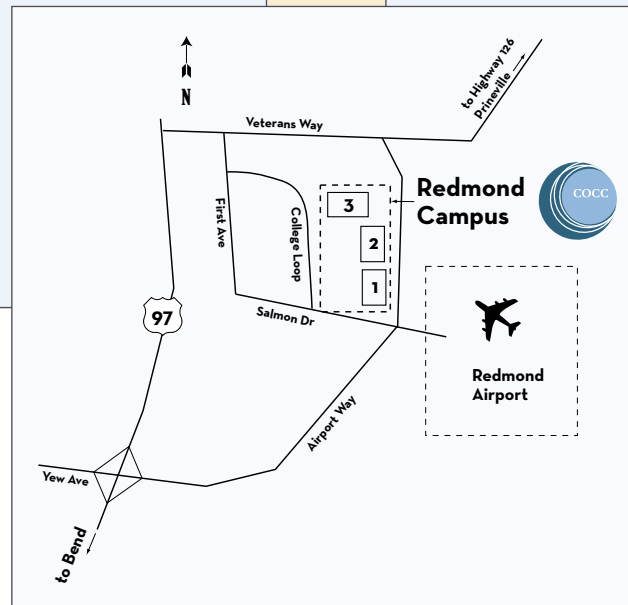
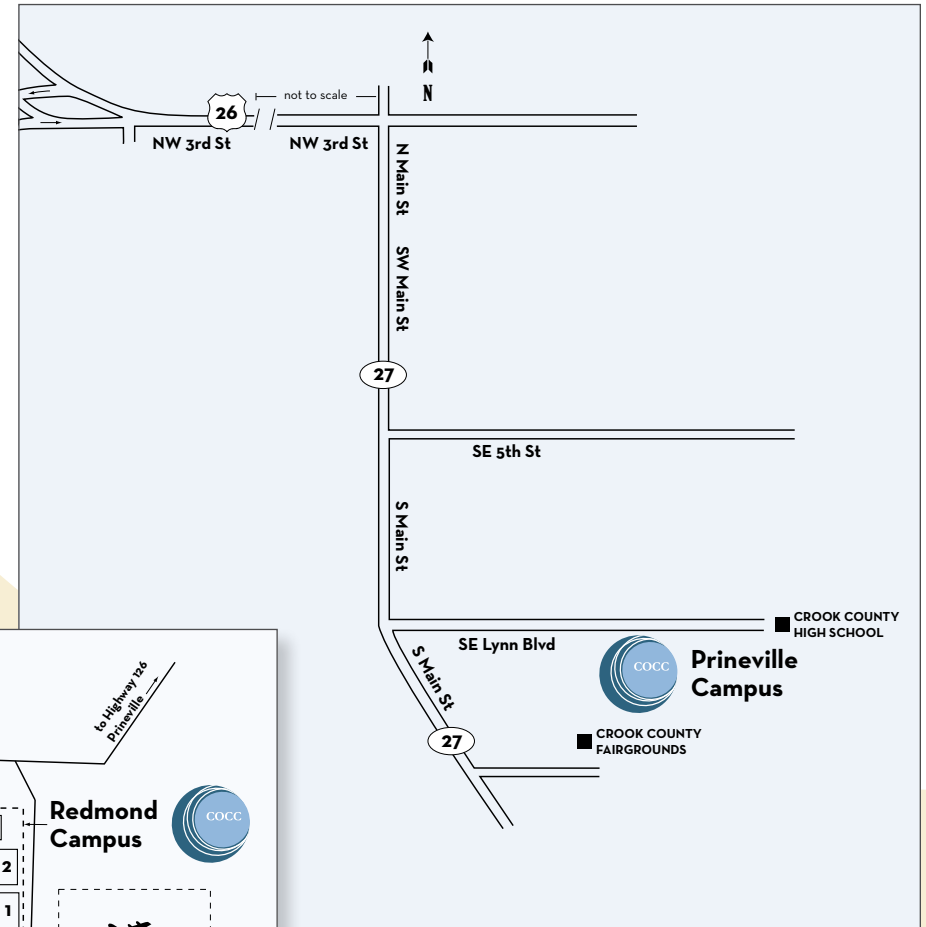
541.550.4100



## COCC PRINEVILLE CAMPUS

510 SE Lynn Blvd., Prineville, Oregon 97754

541.447.9233



## COCC REDMOND CAMPUS

2030 SE College Loop

Redmond, Oregon 97756

541.504.2900

[illegible]

## PULL IT ALL TOGETHER

COCC ID# \_\_\_\_\_

Catalog pg \_\_\_\_\_

☐ Full-time student and take 12–19 credits☐ Very part-time student and take 1–5 credits

Writing \_\_\_\_\_ pg 3

Math \_\_\_\_\_ pg 3

Computer \_\_\_\_\_ pg 3

Career \_\_\_\_\_ pg 4

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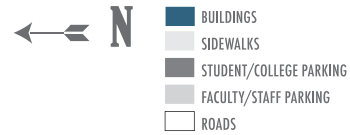
 pg 5

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Other \_\_\_\_\_

cocc.edu



Campus map revised August 2013