

# ADMISSIONS

Central Oregon Community College is an open-door, equal-access institution. Enrollment Services is located in the Boyle Education Center. Services include admission, registration, student payment, financial aid, veterans' benefits, transcript evaluation, degree/certificate evaluation, student records, grade and transcript requests. Most services are also available at COCC's Redmond, Madras and Prineville Campuses.

COCC students can register for classes online and in person at specific dates during each term. Registration dates and times are available online and will be emailed to current students approximately three weeks prior to the beginning registration date. For a step-by-step guide to registration, see [cocc.edu/getting-started](http://cocc.edu/getting-started).

## ADMISSION CRITERIA

### New students

To qualify for admission, students must be 18 years of age or older, or possess a high school diploma or GED. Applications are available on the College website, [cocc.edu](http://cocc.edu), or at any campus. All new students (those who have never taken credit courses at COCC) are required to submit a \$25 non-refundable application fee at the time of application. Applications will not be processed without this fee.

### Students returning after an absence

Students who have attended COCC but have been absent for four quarters or more must submit a new application as early as possible in order to receive timely registration information. No application fee is required.

### Transfer students

First time COCC students transferring from another college or university must submit an application for admission and a \$25 application fee. In addition, all official transcripts from previous institutions must be submitted prior to advising and/or registration.

### Students not seeking a certificate or degree

Many students take college credit courses at COCC, yet are not planning to earn a certificate or degree. Such students apply through the regular application process and are required to take the placement test prior to registration. Some students may be exempt from the placement test; see the College website for exemption criteria. Non-certificate/non-degree-seeking students are not required to participate in advising but are welcome to do so.

## APPLICATION DATES

COCC accepts applications on a continuing basis. Prospective students are encouraged to apply early in order to receive early, new-student registration information. For new student advising and registration dates, check the College website, [cocc.edu](http://cocc.edu). The application deadline for each COCC term is the Wednesday

before the start of courses. COCC reserves the right to close admission prior to the application deadline. Students are strongly encouraged to apply early.

## RESIDENCY POLICY

Determination of residency for purposes of tuition will be made according to the following definitions. Students applying to COCC's nursing program must satisfy in-district residency requirements, as outlined in the nursing program application packet, prior to the application deadline.

### In-district residency

An individual who, for one full year prior to beginning taking credit classes has either: a) owned property (or if under the age of 24, whose parent/guardian owns property); or b) maintained a permanent and continuous residence in the district will be classified as an in-district resident. The COCC District consists of all of Deschutes, Crook and Jefferson counties, the northern portions of Klamath and Lake counties, and the Warm Springs Indian Reservation in Jefferson and Wasco counties.

### Out-of-district (in-state) residency

An individual who, for one full year prior to beginning taking credit classes has either: a) owned property (or if under the age of 24, whose parent/guardian owns property); or b) maintained a permanent and continuous residence in the state of Oregon (but outside the COCC District) will be classified as an out-of-district resident. The student will remain an out-of-district student for two calendar years after the term in which the student began courses; at that time, the student will convert to in-district residency.

### Out-of-state residency

#### (CA, ID, NV, WA residents see exemption below)

An individual who has not maintained a permanent and continuous residence in the state of Oregon during the year prior to the beginning of the first term of enrollment will be classified as an out-of-state resident. The student will remain an out-of-state student for two calendar years after the term in which the student began courses; at that time the student will convert to in-district residency.

### Exemption

Per Oregon Administrative Rules, residents of California, Idaho, Nevada and Washington will be charged in-state (out-of-district) tuition.

### Verification

Residency of each applicant for college credit courses is determined from information provided at the time of application. When there appears to be an inconsistency, the College staff may require documentation to verify residency.

### Transferring to another Oregon institution

In-state residency classifications are different at Oregon community colleges than at Oregon public universities and can affect tuition rates. Students are encouraged to check residency classifications before beginning their education in Oregon to avoid surprises later.

Oregon public universities often classify people who move to Oregon to go to school as non-residents even if they have resided in the state for a year, attended a community college as an in-state resident, have registered to vote and own property in this state.

### Military personnel

Military veterans who have been discharged from service under honorable conditions will be assessed tuition as follows:

- Students who were in-district residents prior to serving in the military will be charged the in-district tuition rate.
- Students who were in-state/out-of-district/border state residents prior to serving in the military will be charged the non-resident veteran tuition rate.
- Students who were not Oregon residents prior to serving in the military will be charged the non-resident veteran tuition rate. The non-resident veteran tuition rate is calculated as the in-district tuition rate plus 50 percent of the difference between COCC's in-district rate and out-of-district/border state rate.

In order to receive these benefits, veteran students must have submitted all required paperwork to the COCC Veteran Certifying Official by the Friday prior to the term's start. Requests received after this date will be considered for the following term. Per the College's standard residency policy, a non-resident veteran student will be classified as an in-district resident after two years of enrollment.

### Native American students

Students who are enrolled members of federally recognized tribes of Oregon or of a Native American tribe that had traditional and customary tribal boundaries that included part of Oregon or which had ceded or reserved lands within the state of Oregon shall be charged in-state/out-of-district tuition regardless of their state of residence. Residents of the Confederated Tribes of Warm Springs are automatically charged in-district tuition. For a listing of eligible tribes, visit COCC's website at [cocc.edu/admissions/tuition-fees-payment/residency-policy](http://cocc.edu/admissions/tuition-fees-payment/residency-policy). Note that students must provide a copy of tribal enrollment documents prior to starting courses.

### Residency appeals

Students may appeal their residency status by completing a residency petition, available through the Admissions and Records office. Residency petitions and supporting documentation must be submitted within 30 days of receipt of letter of admission or the Friday prior to the start of the term, whichever is sooner. Petitions received after the deadline will be considered for the following term. Any change in residency status will not be retroactive.

## TUITION WAIVER FOR STUDENTS 65 YEARS OF AGE AND OLDER

Students 65 years of age and older are eligible for a tuition waiver for COCC credit classes based on the following conditions:

- The student must be a resident of Oregon.
- The student must have a current term application on file in order to register. The application deadline is the Wednesday before the term begins. Under certain circumstances, COCC may close admission prior to this deadline. Students are encouraged to apply early.
- The student must be 65 years or older at the beginning of the term in which the course is offered.
- Space is available in the course(s). Student may add courses under this policy only during the first two weeks of the term; instructor permission is required.
- The tuition waiver is valid for eight or fewer credits per term.
- The student is auditing the course(s).
- The student is responsible for all fees (application fee, student fees, course fees, etc.).
- Tuition Waiver forms will not be accepted after the tuition due date of the term.

Students requesting a tuition waiver must register in person and complete a Tuition Waiver form (available in the Admissions and Records office). At the time the Tuition Waiver form is submitted, students must show photo identification that includes date of birth and an Oregon address. All fees must be paid in full by the tuition deadline in order to avoid late payment fees.

## HIGH SCHOOL STUDENTS

Students who are still attending high school, but wish to take credit courses at COCC, have these options:

### Special admission/Concurrent enrollment

High school students 15 years and older are eligible to register in up to 19 credits at COCC. High school students who register at COCC are fully responsible for complying with all the policies and procedures of the College as outlined in the Special Admission Information for High School Students form. This form is sent to each high school student upon admission to COCC and is also available on the COCC website. It is important to note that parents cannot access student records (grades, class schedule, attendance, etc.) without written permission from the student. Although members of the College staff can provide academic advising, they cannot interpret high school requirements or act in a supervisory role. The student is responsible for all tuition, fees, books and related expenses.

### College Now

COCC works with area high schools to offer students the opportunity to earn college credit for certain career and technical education and general education transfer courses, which they complete at their schools. Courses offered vary by high school and are designed for high school juniors and seniors. The fee is \$15 per college credit. General education transfer courses

may be used to meet COCC certificate or degree requirements as well as for transfer to most Oregon community colleges and universities. Students should check with all colleges about their policies for transferring college credits earned in high school. For complete details and a listing of courses offered by high schools, contact the appropriate high school counselor, call COCC's College Now office at 541.504.2930, or visit the College Now webpage at [cocc.edu/college-now](http://cocc.edu/college-now).

### Expanded options

High school students have the opportunity to take credit courses at COCC with no charge to them for tuition, fees, supplies and books (transportation to and from COCC not included). Students interested in the Expanded Options program must submit an Intent to Enroll form to their high school counselor and meet the high school's participation requirements. Check with the high school counselor or ASPIRE coordinator for more information on eligibility requirements.

## STUDENTS UNDER AGE 15

Students under the age of 15 must meet with the director of admissions/registrar or designee to assess readiness for college-level work prior to applying for admission. Students must meet minimum placement test scores, provide a statement of support from their school counselor and obtain permission from each instructor every term. If admission is approved, the student must submit a Special Admission form at the time of registration. See [cocc.edu/high-school-options](http://cocc.edu/high-school-options) for complete details.

Students under age 15 who register at COCC are fully responsible for complying with all policies and procedures of the College. As such, parents cannot access student records (grades, class schedule, attendance, etc.) without written permission from the student. Although College staff members can provide academic advising, they cannot interpret high school requirements or act in a supervisory role.

