

REGISTRATION & PREPARING FOR CLASSES

PLACEMENT

All COCC students taking credit classes must provide writing and math placement information to COCC before they can register for classes. Students may meet the placement requirement in one of the following ways:

- Take the placement test: COCC uses the College Board's ACCUPLACER. This test uses a computer-based format with unlimited time and immediate scores. The placement test assesses academic skills and helps place the student into the right level of courses and may meet a program/course prerequisite. Placement scores are valid for two years.
- Complete a college level reading, writing and math course with a "C" or better at another regionally accredited college and have submitted transcripts prior to advising and registration.
- Provide placement scores/placement from another college within the last two years and have submitted a copy of the placement prior to advising and registration; or
- Have an associate, bachelor's or higher-level college degree.

Students are not required to show placement if they are planning to take only HD 110 Career Planning, HD 190 Latino Leadership, studio art, world language, computer skills, music performance or HHP activity courses.

Visit the COCC website, cocc.edu, for more information about the placement process, how to prepare, how to schedule a placement testing appointment and other important placement information.

ADVISING

Once placement is provided, all certificate- and degree-seeking students meet with an academic advisor. For new students, dates and times of group advising options are available on the COCC website. Current students should contact their advisor directly to schedule an advising appointment. Students can confirm the name of their advisor by contacting the CAP Center (located in the lower level of the Barber Library) or by logging in to their Bobcat Web Account. All students who participate in group advising sessions will be emailed the name of an individual academic advisor, based on the major stated on their admission application, shortly after the start of each term. Students can change their advisor by contacting the CAP Center, at 541.383.7200.

Note: Current students may choose to be self-advised, which means that the advising requirement is waived and students are responsible for choosing their courses and making sure that those courses fit their degree goal. To apply for and review the requirements for receiving self-advising status, visit the COCC advising website, cocc.edu/CAP.

REGISTRATION

After submitting an application for admission, providing placement and meeting with an advisor (if degree-seeking), students may register for courses based on the dates and times listed on the COCC website. The registration schedule for credit students is based on enrollment status and number of credits earned at COCC. Degree-seeking students who have attended credit classes at COCC in Fall, Winter or Spring terms are eligible for priority registration. Transfer credits may meet some program requirements but are not counted toward "earned credits" for registration purposes. Students may view the priority registration schedule at cocc.edu/registration-home. Students wishing to pursue a cohort program without a selection process must meet the basic prerequisite competencies and will be placed in the program according to seat availability on a first-come, first-served basis according to the priority registration schedule.

Student registrations are complete only when courses are web or data-entered into COCC's computer system. A student may not register if a debt is owed to the College. Students must be registered in order to attend class. Students may not take more than 19 credit hours per term without permission from Admissions and Records.

Students will be withdrawn from a course if they have not completed the prerequisite course(s) with a "C" grade or better from a prior term.

ADDING AND AUDITING COURSES/ WAIT LISTS

Courses may be added until 7 a.m. on the first day of the first class session. After this time, an instructor's permission is required to add a course. Students may add courses via their Bobcat Web Account (with electronic instructor approval) or in person at the Boyle Education Center, or at the Redmond, Madras and Prineville Campuses.

Students may not begin attendance in a new class after the first week of the term.

Note that students may not register for two sections of the same course. If students wish to register for courses that overlap in time, they must receive permission from both course instructors.

Auditing courses

Full-term courses may be changed to/from audit through the seventh week of the term. Such changes must be done in person or by calling Admissions and Records. Audited courses do not apply toward financial aid. Note: Different deadlines exist for short-term courses; contact Admissions and Records, 541.383.7500, for details.

Wait lists

Students who are on a wait list for a course will automatically be registered into the course if a seat becomes available. The automated wait list registration process turns off at 5 p.m. the Friday prior to term start. (For information on short term classes, please contact Admissions and Records.) Students will receive a message in their COCC email account notifying them they have been registered for the course and are now responsible for applicable tuition/fees. Students who are not automatically registered in the course and remain on the wait list can take a registration form to the first class session. If a seat is available, the instructor must sign the registration form. The student submits the form in person to Admissions and Records up to two business days after signature, to enroll in the class. Following that time, the form is no longer valid. Alternatively, the instructor can submit electronic instructor approval so the student can add the class via the student's Bobcat Web Account.

ATTENDANCE/ ADMINISTRATIVE WITHDRAWAL

In order to assure that all available class seats are filled with students—both registered students and students from the waiting lists—COCC enforces an attendance policy during the first week of the term.

To maintain enrollment in each class, the student must attend the first class meeting and 100 percent of the first week's class and lab meetings. Students in online classes must complete the attendance requirement outlined in the syllabus. For classes that do not span the entire term the student must attend the first class session. Students who do not do so, will be administratively withdrawn from that class by the instructor at the time class roll is taken. If this results in a tuition refund, the refund will be processed within three weeks. If students are unable to attend a session within the first week due to extenuating circumstances, they must contact the instructor by phone, email or in person prior to the first class meeting if they wish to avoid administrative withdrawal. Allowing students to remain in the course is solely at the discretion of the instructor.

The College is not responsible for liabilities associated with the administrative withdrawal of students.

The administrative withdrawal policy does not relieve students from full responsibility for officially dropping a course within the given deadline to not incur tuition charges and to not receive a grade for the course.

DROPPING COURSES/ COMPLETE WITHDRAWAL

Students registered in courses are considered to be in attendance. Students who stop attending class but do not drop the class will receive a grade for that course and will owe all tuition and fees. This grade will be a permanent part of the student's academic record.

To drop one or more courses, students should complete the drop section on a registration form and submit it in person at the Boyle Education Center or at the Redmond, Madras or Prineville Campuses. Or students may call Admissions and Records, 541.383.7500, to drop a course over the phone.

Short-term courses

- For a refund or credit for courses with only one, two or three class meetings, students must submit drop a course at least seven days before the first class meeting.
- For a refund or credit for courses with four or more class meetings, but which do not span the full term, students must drop the course prior to the start of the second class.

Full-term courses

Students may drop a course during the first two weeks of the term and receive a full refund, and no grade will appear on the student's transcript. Between the third week and the end of the seventh week of the term, students can drop a course; no refund is available, but no grade will appear on the transcript. No withdrawals will be accepted after this time or after a course has ended. Students who wish to withdraw from a full-term course between the eighth week of the term and the Wednesday before finals week must receive instructor approval. A "W" will appear on their transcript and no refund is available. Students should communicate with the instructor and refer to the course syllabus to determine the conditions under which a "W" can be granted. See the academic calendar on COCC's website for specific dates.

Complete withdrawal

Students receiving federal financial aid may owe a repayment if they completely withdraw from courses. See the Financial Aid section for details.

Withdrawing due to Active Military Duty

Active duty, guard and reserve military personnel (Army, Navy, Air Force, Marines and Coast Guard) who are enrolled at Central Oregon Community College and whose academic progress is interrupted due to deployment or activation mid-term may withdraw without tuition penalty. A student currently in a course will not be charged for the course and the registration will be voided with no indication on the transcript. Students must submit a copy of their military duty assignment orders verifying deployment or activation along with their request to withdraw from the course to Admissions & Records. Copies of the orders must also be submitted to the COCC VA Certifying Officer if any military benefits are being used. If the service member intends to return to school, the person will be readmitted with the same academic status as when last attended. This policy does not apply to retired military personnel or dependents.

Cancelled classes

The College reserves the right to cancel or postpone a class. However, every effort will be made to cancel the class well in advance of the intended start date allowing students to reschedule or make other arrangements. Students registered in classes that are cancelled will be notified via their COCC email account and issued a full refund.