

STUDENT RESOURCES

Central Oregon Community College offers a variety of academic and support services designed to foster student success. All prospective students are encouraged to contact Admissions and Records, 541.383.7500, or cocc.edu, for information and assistance in planning their education at COCC.

ACADEMIC ADVISING (CAP CENTER)

Academic advising at COCC is provided by both the CAP Center (Career services, Academic advising and Personal counseling) and by full time faculty members in each department. 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. Various advising requirements are in place to support this purpose.

Prior to registering for classes, new certificate- and degree-seeking (CDS) students and students who have not attended for more than a year participate in small-group advising sessions. After the first advising session, students are assigned an advisor in their declared major and emailed the advisor's contact information. Students are required to meet with their advisor to develop long-range academic and career plans before the next term's registration. All CDS students are required to meet with an advisor prior to registration if they participated in a group advising session the previous term, or as determined by the advisor and at least once a year.

COCC provides an online tool, GradTracks, to help students and their academic advisor track progress toward graduation. GradTracks allows students to see how completed courses are applied toward their certificate or degree and identifies requirements and courses still needed to graduate. Students can also explore other certificate and degree options. Students can access GradTracks by logging on to their Bobcat Web Account and selecting the Student Services & Financial Aid Tab; clicking on the GradTracks link and again on the GradTracks button. Students must be taking credit classes in order to view information in GradTracks.

Students are responsible for monitoring their advising requirement and for completing the advising steps in a timely manner. COCC recommends that students plan their advising appointments well in advance of the opening of registration. Students who want to find their assigned advisor's name and contact information and see if they have an advising requirement for an upcoming term, should look in their Bobcat Web Account. To do so, go to cocc.edu and select "Student Login." After logging in, select "Student Services and Financial Aid," then "Registration," and then the "Can I Register for Credit Classes?" page.

Students may request a specific advisor or a change in advisors if they change their major. Students not seeking a certificate or degree are not required to meet with an advisor, but are welcome to meet with a CAP Center advisor. Contact the CAP Center, Barber Library lower level, 541.383.7200, for advising options.

ASSOCIATED STUDENTS OF COCC (ASCOCC)

ASCOCC provides students with numerous opportunities for governance, advocacy and social programming. The council is responsible for allocating student fees, appointing students to campus governing committees, advocating for the entire student body and providing diverse social and educational programs and services. The ASCOCC council offers a limited number of paid positions each year.

Contact ASCOCC, 541.383.7595 or visit the website, cocc.edu/ASCOCC, to find out about current activities and how to get more involved with the student council.

BOBCAT WEB ACCOUNT

COCC students will use their online Bobcat Web Account to access account information including balances, financial aid, registration, degree requirements, personal contact information, etc.

BOOKSTORE

The Campus Bookstore, located in Newberry Hall on the Bend campus, sells textbooks, class materials, educational and personal supplies, gifts, convenience food and beverages. Textbooks can be ordered 24 hours a day at bookstore.cocc.edu. For more information about the Bookstore, call 541.383.7570 or visit its website, listed below.

Redmond Campus Bookstore (Building 1, Room 111) sells textbooks, class materials and educational supplies. Please visit bookstore.cocc.edu for hours or call 541.504.2929.

THE BROADSIDE STUDENT NEWSPAPER

The Broadside is a student-run newspaper serving COCC and the larger community. The staff publishes a minimum of 16 issues per school year with a circulation of 1,000 to campus and other locations around Central Oregon. The newspaper provides a forum for student free speech as well as a focus on college news, features and sports. The newspaper's website, TheBroadsideonline.com, offers advertising opportunities and ongoing, updated year-round news information.

Each year The Broadside offers dozens of student employment opportunities in reporting, editing, design and layout, multi-media communications, photography and journalism leadership. All students are welcome to apply for the paid positions. For more information, call The Broadside advisor, 541.383.7252, or email The Broadside editor-in-chief at broadsidemail@cocc.edu.

CAMPUS PUBLIC SAFETY

The COCC department of Campus Public Safety (CPS) provides 24/7 patrol and response services with state-certified public safety officers. Officers respond to calls for assistance, crime reports, traffic accidents, safety escorts, policy violations, medical emergencies and also enforce parking, traffic and policy regulations. The department provides information on crime prevention and personal safety. Crime statistics and annual reports are available on the COCC website (cocc.edu/public-safety/federal-campus-crime-reports) or by calling the CPS office.

Please report all incidents to the department at the numbers below. Active emergencies should be reported first to 9-1-1, then call the appropriate number: **Campus Public Safety can be reached 24 hours each day, 7 days per week at 541.383.7272 or ext. 7272 from campus phones.**

All students who park on campus must register their vehicles and display registration decals. Parking, traffic and other regulations may be found in the Parking and Traffic Regulations handbook available, along with registration decals, in the Boyle Education Center at either the Campus Public Safety office or in the Information Office. There is no charge for parking permits. Certain parking areas on campus are reserved for guests, carpool commuters, staff and vehicles displaying valid disabled parking decals.

Appropriate emergency preparedness and response to critical incidents on campus is a cornerstone of the College's safety program. Posted in classrooms are emergency incident response directions and phone numbers. Emergency assistance phones and towers are located throughout the campus and connect persons directly with the Campus Public Safety department 24/7.

Prevention training opportunities are offered throughout the year to provide students and staff with information on active violence, emergency preparedness, self-defense and more. These programs are advertised through email communications, ASCOCC and other media. The College's emergency preparedness and response plans and directions are located on the Public Safety webpage at cocc.edu/public-safety.

CAP CENTER (CAREER SERVICES, ACADEMIC ADVISING, PERSONAL COUNSELING)

The CAP Center offers a variety of student services to support COCC students in setting and meeting their educational goals. The CAP Center is located in the lower level of the Barber Library. Various services are offered on all four COCC campuses. Call the CAP Center for more information about each of these services, 541.383.7200, or go online, cocc.edu/CAP.

CAREER SERVICES (CAP CENTER)

COCC Career Services assists students with career planning and exploration, developing job search skills and finding full-time and part-time employment (including work-study placement). Local employers can use these services to recruit students and graduates with the specialized knowledge and skills needed in today's workplace. Career Services is part of the CAP Center, located in the lower level of the Barber Library and offers personal appointments, print-based and web-based resources and workshops open to COCC students and alumni. Call the CAP Center, 541.383.7200, or visit cocc.edu/CAP/career-services for more information.

CLUB SPORT/INTRAMURAL AND RECREATION PROGRAMS

The COCC Club Sport/Intramural and Recreation programs offer a wide range of traditional and nontraditional sports and recreational activities along with special events and tournaments for people of all interests and abilities. The spacious Mazama complex features top-flight sports and recreation facilities.

COCC Club Sports provide opportunities for competition, skill development, leadership and recreation. Clubs are organized by students with guidance from coaches, students, faculty, staff and community members. Current clubs include alpine ski racing, baseball, basketball, bowling, cycling, golf, Nordic skiing, rugby, soccer (indoor and outdoor), swimming, volleyball, running and triathlon.

Organized intramural activities are available at convenient times for COCC students, faculty and staff. The emphasis is on having fun, making friends and staying fit. Some activities feature friendly competition while others are purely recreational. Activities include basketball, bench-press tournaments, cycling (recreational and races), indoor soccer, day hikes, dodgeball tournaments, flag football, golf tournaments, running events, soccer (outdoor), softball (coed), swimming, table tennis, tennis and volleyball.

COCC promotes lifetime fitness for everyone. Facilities are available for drop-in use throughout the week for a small per-term user fee. Informal recreational activities and organized sports are available to all students. Passes for local recreation facilities are available to students at no cost (swimming and bowling). Call 541.383.7794 or visit online at cocc.edu/sports for more information.

CLUBS

ASCOCC offers many opportunities for students to participate in campus clubs. Clubs must involve at least four current COCC students, have a faculty or staff advisor and create a budget. Those having questions or ideas about forming a student club or participating in an existing club can contact ASCOCC at 541.383.7595 or visit its website: cocc.edu/student-life/ASCOCC/clubs-and-programs/clubs.

COMPUTER LABS

COCC offers a variety of computing resources to students registered in its credit classes or Community Learning classes.

Drop-in computers are located on the Bend campus in the Barber Library, Pioneer Hall, Boyle Education Center and on the Redmond Campus in Building 3 and the Redmond Technology Education Center. Additionally, the COCC Madras and Prineville Campuses have computer labs that are scheduled for classes and drop-in use. There are computer labs specific to Math, Networking, Computer-Aided Drafting and Design, Science and Geographic Information Systems on the Bend campus and additional computer classrooms located on all campuses. All drop-in computer labs are staffed by student workers who offer assistance logging into student accounts and answering general questions.

Computers at COCC use the Windows operating system and most Microsoft Office programs along with class-specific programs. Drop-in labs are equipped with black-and-white and color laser printers, flatbed scanners and adaptive workstations. All non-classroom printing has a pay-to-print fee. Payment is made by using a COCC student ID card or a COCC print card purchased in one of the computer labs.

COPY CENTER AND MAIL SERVICES

The Copy Center, located in the Bookstore (Newberry Hall) on the Bend campus, is a full-service copy center. Services include black and white as well as color copies, binding and general mail services including UPS. For more information about the Copy Center and/or Mail Services, call 541.383.7579.

COUNSELING (CAP CENTER)

Professional counselors are available at no charge to help COCC students identify and resolve personal issues. Counselors can help with stress management, depression, test anxiety, eating disorders, substance abuse, relationship issues or any other problems that may affect college success. All students who are enrolled in at least one credit or in Adult Basic Skills/English Language Learning courses are eligible to receive short-term counseling at no charge. For further information visit cocc.edu/CAP/personal-counseling. Counseling appointments are confidential and can be made through the CAP Center (Career services, Academic advising and Personal counseling) in the lower level of the Barber Library or at 541.383.7200.

EMAIL ACCOUNT

COCC provides qualifying COCC students with an email account via Microsoft Office 365. COCC's primary means of communicating with students is through their COCC email account. This includes billing statements, registration and wait list information and important announcements. Students are expected to regularly check their COCC email account.

To access your Office 365 email account, visit the COCC homepage at cocc.edu and click the "Student Login" button in the upper right-hand corner. Next, click the "Web Email" button, to access the login page and Cloud 365 information page. Select the COCC email "Login Now" icon on the center left of the page.

Students can find their username and password at cocc.edu by clicking on the "Student Login" button in the upper right-hand corner, then the "Bobcat Web Account" button. Once logged in, select the "Personal Information" link followed by the "View Email Address(es)" link. If a COCC email address has been assigned, it will be displayed on this page, along with a comment, which includes the initial password for campus computers, email and Blackboard. Passwords are case sensitive. If you need help with your password, see cocc.edu/student-email-login.

FOOD SERVICE AND CATERING

Quality food service is available across campus, with the Bend campus dining services available in Coats Campus Center. For details on locations, prices and options, visit the Food Service website at coccdining.com or contact Melissa Miller, the Food Service Director, melissa.miller@sodexo.com.

HEALTH INSURANCE

Central Oregon Community College does not offer student health insurance. At the same time, the College does not require students to have health insurance coverage in order to enroll in courses or to participate in related activities and events.

Students are responsible for their own health insurance coverage. The College does not have a student health clinic on campus. Limited health services are available for free or at a reduced cost in the local community. Links to health resources in the community are available on the Student Health Insurance webpage cocc.edu/student-life/student-resources/student-health-insurance.

HOUSING – ON CAMPUS

COCC's new Wickiup Residence Hall houses 330 students each year in a coed, academically focused, on-campus housing environment. Centrally located near Barber Library, Mazama Gym and the Coats Campus Center, the Wickiup Residence Hall offers four-person suites with either two double bedrooms or four single bedrooms. Each suite includes a common living space, shower and bathroom shared by suitemates. Amenities include local cable, WiFi network access, laundry room, community kitchen, study lounges and recreational facilities along with a full meal plan. Contact the Housing and Residence Life office at 541.383.7545, or visit cocc.edu/housing for more information.

Space in the Wickiup Residence Hall is limited. Students seeking accommodations are encouraged to submit a Housing Application at their earliest convenience. All paperwork and deadline dates are available online. Upon completing a Housing Application, students must be prepared to pay a housing application fee; to guarantee a space in the hall, students will need to sign a Housing Agreement and pay a security deposit as well as down payment. The room and board rates for the 2017-18 academic year (Fall, Winter, Spring) are:

Term	Double Room - Room/Board			Single Room - Room/Board		
	Basic Meal	Std. Meal	Pref. Meal	Basic Meal	Std. Meal	Pref. Meal
Fall	\$3,444	\$3,567	\$3,691	\$4,345	\$4,468	\$4,592
Winter	\$3,444	\$3,567	\$3,691	\$4,345	\$4,468	\$4,592
Spring	\$3,444	\$3,567	\$3,691	\$4,345	\$4,468	\$4,592
TOTAL	\$10,332	\$10,701	\$11,073	\$13,035	\$13,404	\$13,776

HOUSING – OFF CAMPUS

Availability of off-campus housing varies from season to season and year to year. The office of Student Life accepts postings electronically on its website from the community for off-campus housing opportunities. Available housing options include apartments for rent, rooms for rent in homes and homes for rent.

To view current submissions visit cocc.edu/student-life/student-resources/off-campus-housing. This website also provides other community resources that may be helpful in locating off-campus housing. The College provides this information as a service to students; however, it does not assume responsibility for screening rentals.

LATINO PROGRAMS

The Latino Program assists in the recruitment, retention and academic success of immigrant and native Latino students. The program coordinator assists students to meet their educational goals and contribute to the campus community. The coordinator advises the Latino Club with planning and implementation of relevant educational programs and social activities.

For more information, in English or Spanish, contact the Latino program coordinator at 541.318.3726. The Latino Program website is at: cocc.edu/multicultural/latino.

iAVANZA! (Moving Forward!) Latino College Preparation Program: The goal of iAVANZA! is to encourage Latino/a youth to graduate from high school and to pursue higher education, and ultimately, to obtain a rewarding career and contribute to their communities. The program offers a dynamic curriculum that integrates leadership, college preparation and culturally relevant themes for the Latino/a students.

For more information, contact the iAVANZA! Program Coordinator at 541.318.3717. The iAVANZA! Program website is at: cocc.edu/multicultural/avanza.

LIBRARY

COCC's three-story, 72,000-square-foot Barber Library opened in March 1998 and serves the students, faculty and staff of all Central Oregon Community College campuses.

The Barber Library collection features more than 200 online resources, over 80,000 books (both print and electronic), thousands of e-journals, a browsing print journal collection, DVDs and more than 10,000 streaming videos. In addition, COCC students, faculty and staff are able to checkout technology like laptops, iPads, cameras and Kindles. The Library is a selective depository for U.S. federal documents.

Current, credit-enrolled COCC students, faculty and staff can access most of the Library's electronic resources from off campus locations. Besides the rich collection of information resources, research help is available to all patrons in person, on the phone, by email and by chat. Barber Library has an active instructional program for the development of information literacy skills, including the offering of three foundational, credit courses (LIB 100, LIB 127, LIB 227).

COCC is a member in the Orbis Cascade Alliance, a consortium of academic libraries in the Northwest that provides services such as Summit Borrowing and database licensing opportunities. Current, credit-enrolled students, faculty and staff of COCC may search for and place requests on 30 million summit items accessible via the Library's main webpage, cocc.edu/library. Materials are delivered for pickup at the Library circulation desk or COCC campus of their choice within a few working days.

The Library's information commons has 40+ computers and wireless access is available throughout the building for students, faculty and staff, as well as community patrons and campus visitors. Group study rooms, designated quiet study areas and comfortable seating provide students plenty of options for the perfect study space.

Each year the Barber Library hosts art exhibitions in the Rotunda Gallery, as well as a few literary events.

MULTICULTURAL ACTIVITIES

The office of Multicultural Activities promotes the development of a respectful and inclusive campus community by sponsoring cultural events and educational programs.

The Multicultural Center, located in Room 217, Coats Campus Center, fosters cross-cultural understanding and respect by providing a welcoming setting for learning, sharing and connection. For more information, contact the director of multicultural activities at 541.383.7412 or visit the Multicultural Activities website at cocc.edu/multicultural.

NATIVE AMERICAN PROGRAM

The Native American Program focuses on the recruitment and retention of Native American students. The program coordinator offers students individualized assistance as they navigate academic and administrative aspects of student life. As the advisor to the First Nations Student Union, the coordinator supports club members as they volunteer in the community, plan educational and social events and organize the annual Salmon Bake.

For more information, contact the Native American program coordinator at 541.318.3782 or visit the website: cocc.edu/multicultural/native-american.

NETWORK ACCOUNT

The student network account is a free account that permits students to connect to the College's computer network system. Once logged on to COCC computers, users will find their personal folder (identified with their name) on the desktop. Each folder contains 200 MB of space students can use for storage. Students are responsible for reading and adhering to COCC's Acceptable Use of Technology Resources policy. See "Acceptable Use of Information Technology Resources.pdf" at cocc.edu/its.

PUBLIC TRANSPORTATION

In addition to the free campus shuttle bus, Cascades East Transit (CET) offers local transit service throughout the region for the general public. For more information visit cascadeseasttransit.com.

COCC offers a discount bus pass program. Students can purchase a monthly regional pass for \$10 and a monthly community connector pass for \$40. Passes may be purchased at the Information Desk located in Boyle Education Center and Coats Campus Center on the Bend Campus. Passes are also available at the Redmond, Madras and Prineville campuses. For more information about the discount program, please call Student Life at 541.383.7590.

SERVICES FOR STUDENTS WITH DISABILITIES

COCC strives to make available to all students the opportunity for an excellent and rewarding education. The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 provide federal guidelines which help the College ensure equal access to students with qualifying, documented disabilities at all of its campuses and Community Learning locations. COCC is committed to making physical facilities and instructional programs accessible to all students. Awareness of students'

needs and goals helps to create an atmosphere in which learning and growth can occur. Faculty and staff are encouraged to refer students for consultation and determination of eligibility. For more information, visit the SSD website at cocc.edu/disability-services or drop in to the office at the Boyle Education Center, rooms 115, 124 and 125.

SHUTTLE BUS

A free campus shuttle services the Bend campus. The 12-person bus features two bike racks and automatic snow chains. Shuttle maps with pick-up and drop-off times are available in the Boyle Education Center, Campus Services office, Coats Campus Center and online at cocc.edu/campus-services/campus-shuttle.

STUDENT LIFE

Participation in campus activities beyond the classroom is encouraged in order to complement college academic programs and to enhance the educational experiences of students.

Through exposure to and participation in intellectual, vocational, cultural, recreational and social programs, students may explore their potential as individuals and develop meaningful relationships with others. For more information, contact the office of Student Life in the Coats Campus Center, 541.383.7590 or visit cocc.edu/student-life.

STUDY ABROAD

The College seeks to provide opportunities for students to study abroad while earning COCC transfer credit. For specific offerings, visit cocc.edu/study-abroad. Current programs include:

- Fall Quarter in Barcelona. Students experience Spanish life, language and culture while living and studying in bilingual Barcelona, the heart of Catalonia. Students live in shared apartments among other international students, while enjoying a seaside temperate climate in the home of Gaudi's fanciful art and architecture.
- Other programs may be announced through our partnership program for study abroad, the Oregon International Educators' Consortium. Please check the website for updates: cocc.edu/study-abroad.

For questions about COCC's Study Abroad program, contact Sara Henson, 541.330.4357, shenson@cocc.edu.

TUTORING AND TESTING CENTER

The Tutoring and Testing Center is located in the lower level of the Barber Library with the Tutoring Annex in the back of the first floor of the Library. The science tutor coordinator operates science tutoring in both embedded and drop-in modes from the science building. Hours of operation are available at cocc.edu/tutoring-and-testing. Math tutoring occurs in the Barber Library with schedules posted on the department's website; proctored testing is available at the Bend campus, and to a more limited degree on the Redmond, Madras and Prineville campuses. Math and writing tutoring is available on the Redmond, Madras and Prineville campuses along with a variety of other subjects.

Tutoring

Tutoring services are free to COCC students for the COCC courses in which they are currently enrolled. Drop-in tutoring is available for math, writing, sciences, world languages, business administration, computer science and the social sciences, as well as Career and Technical Education subjects. Tutoring is conducted on both an individual and a group basis. Tutor-led study groups are also an option for some key courses. Resources include printed materials, textbooks and graphing calculators. Science tutoring is held primarily in the science building, room 130. The Writing Center and computer science tutoring are located in the Tutoring Annex on the first floor of the Library at the Bend campus. Students are encouraged to bring in their writing assignments for one-on-one help with any stage of the writing process. On-line tutoring is available through the Western eTutoring Consortium and accessed via the department's website. Math and writing tutoring is available on all four campuses.

Testing

The COCC Testing Center is a regional testing center serving a diverse constituency of students and community members. A charter member of the Consortium of College Testing (ncta-testing.org/cctc) and a certified PearsonVUE (PearsonVUE.com), Certipoint and CLEP site, the Testing Center's mission is to provide opportunities for Central Oregonians to obtain academic, professional and standardized testing locally. GED testing for the region is also available via the PearsonVUE Testing Center on the Redmond campus in Building #1 (cocc.edu/tutoring-and-testing/GED-testing) and in the Bend campus testing center. For a current list of tests offered, visit the COCC Tutoring and Testing Center's website listed below. For more information about tutoring and testing services, contact the Tutoring and Testing Center at 541.383.7539 or visit cocc.edu/tutoring-and-testing.

TRANSCRIPTS

Transcripts must be requested by students via their secure Bobcat Web Account, in person in the Admissions and Records office, or in writing. Transcripts may be requested in advance and held until after grades or degrees are posted. The transcript processing fee must be paid before transcripts are mailed. No transcript requests will be processed during the first week of each term.

Processing fees

Online request (processed next business day)	\$5 per transcript
In-person, faxed or mailed request (processed 7-10 working days)	
first transcript	\$5
each additional transcript ordered at same time	\$1
Rush or faxed transcript	\$5 additional

COCC reserves the right to withhold transcripts from students who are in debt to the institution. For OSU, Cascades dual admit students, official transcripts will be available between COCC and OSU, Cascades at no charge to the student.

Notice

The student services and activities descriptions in this catalog are valid for this academic year. Student services and activities are evaluated yearly to assess student needs and available College resources.