

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, grades 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.

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, 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. 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 may be 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.

Military Personnel

Military veterans who have been discharged from service under honorable conditions (and/or their qualifying dependents) will be assessed tuition as follows:

- Students who were in-district residents prior to military service will be charged the in-district tuition rate.
- Students who were in-state/out-of-district/border state residents prior to military service will be charged the non-resident veteran tuition rate.
- Students who were not Oregon residents prior to military service 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 the non-resident veteran tuition rate, a student must submit a certificate of eligibility or DD214 to the COCC Veteran Certifying Official. 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/departments/admissions/tuition-fees-payment/residency-policy. Note that out-of-state students must provide a copy of tribal enrollment documents prior to receiving in-state/out-of-district tuition.

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 an Oregon resident.
- The student must be 65 years of age or older at the beginning of the term in which the course is offered. COCC's academic calendar can be found at cocc.edu
- A current COCC application, and application fee payment

must be on file. The deadline to submit a new application is Wednesday prior to the start of term.

- The tuition waiver is valid for eight or fewer credits per term.
- The student is auditing the course(s).
- 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 student is responsible for all fees (application fee, student fees, course fees, etc.).
- No placement test is required for classes taken with the tuition waiver.
- Tuition Waiver forms will not be accepted after the tuition due date of the term.

Students requesting a tuition waiver must complete a Tuition Waiver and Registration Form (available online at cocc.edu or in the Admissions and Records office). At the time the Tuition Waiver and Registration 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 Information for High School Students resource sent to each high school student upon admission. It may also be found online at cocc.edu/departments/admissions/getting-started/high-school. 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 \$25 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.

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/departments/admissions/getting-started/high-school/concurrent-enrollment.aspx 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.

PAYMENT

TUITION AND FEES

Tuition and fees are due by the second Friday of the term. Payment may be made online with Visa, Discover or MasterCard; or in person with cash, check, Visa, Discover or MasterCard. Students who cannot meet this deadline should apply for a tuition payment plan through Admissions and Records by the tuition deadline. A tuition payment plan does not relieve the student of an obligation to meet registration and/or withdrawal (drop) deadlines for refund purposes.

Payment of the stipulated tuition and fees entitles all registered credit students, full-time or part-time, to all services maintained by the College. These services include use of the Library, Tutoring Center, laboratories and equipment in connection with courses for which the students are registered, access to the student newspaper and admission to special events sponsored by the College. No reduction in tuition and fees is made for students who do not intend to use these services.

The College reserves the right to make changes in tuition and fees without notice; however, any changes made during a term will not become effective until the next term.

TUITION PAYMENT PLAN

A tuition payment plan is available in Admissions and Records at Boyle Education Center, for students registered in six or more credits. To initiate a payment plan, students must complete a contract and pay \$30 plus one-third of tuition and fees by the tuition due date. The balance will be due by 5 p.m. on Friday of the seventh week of the term. A \$50 late fee is charged for payments made after the deadline.

TUITION FOR CREDIT COURSES FOR 2018-2019

Courses with unusually high costs may include fees higher than the normal rate.

In-district	\$99 per credit hour
Non-resident Veteran	\$118.75 per credit hour
Out-of-district/In-state	\$138.50 per credit hour
Border state (CA, ID, NV and WA)	\$138.50 per credit hour
Out-of-state	\$283 per credit hour
International	\$283 per credit hour
Audit	same as for credit

(CA, ID, NV and WA residents are charged out-of-district tuition)

Check the COCC credit class schedule for courses that require additional fees. There are program fees in the following areas: automotive, aviation, career planning, culinary, dental assisting, emergency medical services, forestry, health and human performance, health information technology, manufacturing, massage therapy, medical assisting, nursing, outdoor leadership, pharmacy technician, structural fire science, veterinary technician and all online courses.

Full time: For the purposes of financial aid, veterans, social security and other benefit programs, 12 credits is considered full-time.