

contact the ADA Coordinator at 541.383.7775. Further inquiries may be directed to the Affirmative Action Officer, c/o COCC's Human Resources office at 541.383.7216.

SMOKING POLICY

Smoking is banned in all of the buildings of Central Oregon Community College. Smoking or the use of smokeless tobacco is limited to campus parking lots unless otherwise noted. Use in parking lots adjacent to buildings must be 25 feet away from any portion of the building. During high fire danger periods, smoking will be banned completely.

STUDENT RIGHT-TO-KNOW ACT

In order for students to make more informed decisions about attending college, Central Oregon Community College makes the following information available in accordance with the federal Student Right-to-Know Act and related regulations:

- General Institutional Information: services for disabled students, cost of attendance and additional program costs, student diversity, students' rights under the Family Education Rights and Privacy Act (FERPA), student concerns procedure, copyright infringement, net price calculator, non-discrimination policy and annual student demographic information.
- Financial Aid Information: withdrawal and refund policy and associated financial aid implications, return of financial aid due to withdrawal, types of aid, how to apply for aid, how aid is disbursed, rights and responsibilities of students receiving aid, financial aid penalties for drug law violations, work-study terms and conditions, satisfactory academic progress criteria, study abroad financial aid opportunities and loan repayment options.
- Student loan information: initial loan counseling for students, exit loan counseling for students, deferment options for Peace Corp and related service organizations.
- Academic information: academic warning standards, accreditation, articulation agreements, degree options, academic programs, adult basic skills programs, campus academic facilities, faculty and staff contact information, transfer credit policy, international baccalaureate credit and out-of-state academic student complaint procedure.
- Health and Safety Information: campus crime report/safety, alcohol/drug policy, drug and alcohol abuse prevention information, emergency procedures, sex offender information, vaccination policies, mandatory reporting-child protection policy.
- Student outcomes: graduation and transfer rates, retention rates, graduate employment status.

Student Right-To-Know information is available on the College's website at cocc.edu/srtk.

DEGREE AND CERTIFICATE OVERVIEW

Central Oregon Community College offers a variety of transfer and Career and Technical Education (CTE) certificate and degree options, which allow students to choose their program based on their educational goals.

TRANSFER/BACHELOR DEGREE PREPARATION

Students wishing to attend COCC and use credits earned toward a bachelor's degree have several options that range from completing individual courses to completing an associate degree designed for transfer.

ASSOCIATE OF ARTS, OREGON TRANSFER (AAOT)

Intended for students who will earn a bachelor's degree. All public Oregon universities have agreed to accept all credits included in the AAOT, to waive lower division general education requirements and to allow junior standing. AAOT programs offer specific "focus areas" that provide a suggested course of study for students interested in pursuing a bachelor's degree in certain disciplines.

ASSOCIATE OF SCIENCE (AS)

The AS is intended for students interested in pursuing a bachelor's degree at a specific institution, or in a specific major (generally in engineering, science or business), or both. The student can either use a pre-designed AS degree or work closely with their advisor to include their transfer requirements in the AS template, and submits the plan to Admissions and Records office. Since requirements at other institutions can change, students are encouraged to monitor their course selection against the catalog of their destination college.

OREGON TRANSFER MODULE (OTM)

While not a full certificate or degree, the transfer module guarantees that another Oregon community college or public university will accept all module credits toward their general education requirements.

Articulation Agreements

COCC partners with several colleges and universities to offer a seamless transfer among institutions for certain majors. Refer to degree requirements for articulation possibilities.

Transfer Without a Degree

Students may select individual courses at COCC and transfer them to a college or university. Students who will not complete a degree at COCC are encouraged to research degree requirements for the college at which they will earn their bachelor's degree and select courses accordingly. The Oregon public universities have equivalency guides to aid in selecting equivalent courses. Every college will have a policy on transfer credit that can usually be located on the destination college's website, often under the admissions information for transfer

students. A COCC faculty advisor or a CAP Services advisor can assist students with locating this information.

CAREER AND TECHNICAL EDUCATION (CTE)

COCC's Career and Technical Education programs prepare students to enter the workforce in a specific field. CTE programs provide hands-on training in a variety of technical areas with the goal of giving students the skills needed for various technical jobs (examples include dental assisting, automotive technology and health information technology).

ASSOCIATE OF APPLIED SCIENCE (AAS)

Intended for students who want earn a college degree, gain technical skills in a specific area and get a job after graduation. Some degrees have AAS Options, which reflect transcribed specializations within the base degree.

CERTIFICATE OF COMPLETION

Similar to the AAS but smaller in scale, certificates provide hands-on training for employment. Many certificates of completion allow students to stop at a variety of points, gain employment in the field and return at a later date for more advanced training. Certificates can be related to an AAS degree, which means all the certificate credits are included in the degree, or they can be independent of a degree.

SHORT-TERM CERTIFICATE OF COMPLETION

Short term certificates are a cluster of courses from within a certificate or AAS degree which reflect a technical skill or skills associated with the occupation or job for which the parent program provides training.

INDIVIDUALIZED STUDY

EXPLORATORY

Students may also elect to be an exploratory student at the beginning of their academic career at COCC. This provides students the opportunity to explore different programs and majors before deciding on a program or degree. Students may choose the Associate of Arts Oregon Transfer (AAOT) exploratory option, which allows room to explore different subjects while completing general education classes. Or, students may choose the Associate of General Studies (AGS) option, which allows students to self-design a program to meet their needs.

ASSOCIATE OF GENERAL STUDIES (AGS)

For students not pursuing specific transfer or career and technical programs, the AGS degree is intended to allow students to design a course of study to meet their individual needs.

LENGTH OF PROGRAM

The time to completion of COCC programs varies according to many factors such as: continuous enrollment, Summer term registration, full time/part time status, course availability, course sequencing and placement. In addition, some programs have prerequisites that must be completed prior to progression into core classes which may extend time to completion, depending on the above factors. Students who have completed prerequisites, or are pursuing a program that does not have prerequisites, and attend full-time (averaging a minimum of 15 credits a term) can generally complete an associate degree in two years, a certificate of completion in one year (though the size of certificates vary) or a short-term certificate of completion in less than one year. Students should work with their academic advisor and review their GradTracks plan to determine their estimated time to completion.

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

The Associate of Applied Science degree trains students in specific technical areas to prepare for immediate employment upon graduation.

Advantages

- The AAS degree provides students with the hands-on technical skills needed for employment or certification/licensure in a variety of career areas.
- The AAS degree is generally a two-year degree option for full-time students. Some AAS degrees have certificates or shot-term certificates contained within them that can be earned along the way.

Considerations

- The degree is not intended to transfer, though most general education and some Career and Technical Education (CTE) courses may be eligible for transfer.
- Certification obtained through the completion of career and technical programs does not imply or guarantee reciprocity or job attainment in another state or in another country.

See individual program pages for AAS degree requirements. Students must have a minimum cumulative GPA of 2.0.

OREGON TRANSFER MODULE (OTM)

The Oregon Transfer Module is designed for students who plan to transfer to an Oregon community college or public university. Composed of 45 credits in writing, math, speech, social sciences, sciences, arts and letters, and electives, it is similar to many institutions' freshman year requirements.

Advantages

- Completion of the OTM guarantees that another Oregon community college or public university will accept all credits toward the institution's general education requirements and depending on courses chosen, may meet some lower-division major requirements.
- The Oregon Transfer Module provides students with documentation of completion of a standard set of commonly accepted courses.

Considerations

- Depending on the institution, students may be required to take additional general education courses. Students transferring to an Oregon public university should review any world language and specialty course requirements of the transfer institution. The OTM is not designed to be an endpoint, but rather a tool toward degree completion. The OTM is not a degree or certificate but can be noted on a transcript to confirm completion of a subset of general education courses common among Oregon's colleges and universities.

All courses must be completed with a "C" or better. Students must have a minimum cumulative GPA of 2.0.

GENERAL EDUCATION/FOUNDATIONAL REQUIREMENTS

The following course numbers cannot be used in foundational requirements: X80, X88, X99, or 298.

Writing

Two college-level English Composition courses

Oral Communication

SP 111

Mathematics

MTH 105 (or higher)

GENERAL EDUCATION/DISCIPLINE STUDIES

See the Discipline Studies list for options.

Arts and Letters

Choose three (3) courses from the Discipline Studies list.

Science/Math/Computer Science

Choose three (3) courses from the Discipline Studies list, including at least one biological science with a lab.

Social Science

Choose three (3) courses from the Discipline Studies list.

ELECTIVES

As required to bring overall credits to 45 credits. Courses must be from COCC's Discipline Studies list.

ASSOCIATE OF ARTS OREGON TRANSFER DEGREE (AAOT)

The Associate of Arts Oregon Transfer (AAOT) degree conforms to the state of Oregon guidelines and therefore allows students to transfer to an Oregon public university (some Oregon private colleges and some out-of-state universities) having met all lower-division general education requirements. With appropriate planning, all lower-division major requirements may also be met. Students should work closely with an advisor to select the best degree option and to review specific transfer requirements.

The AAOT degree is not associated with a major, and is awarded as "Associate of Arts/Oregon Transfer." However, COCC provides specific focus areas (psychology, geology, etc.) within the degree that can assist students with selecting courses that align with the student's intended program of study and the degree requirements of the baccalaureate institution to which the student plans to transfer.

Advantages

- Fulfills the lower-division (freshman/sophomore) general education requirements for baccalaureate degrees at all Oregon public universities.
- Allows student to transfer with junior standing for registration purposes.

Colleges which accept the COCC AAOT degree besides Oregon's public universities include: Concordia College (OR), George Fox College (OR), Linfield College (OR), Marylhurst College (OR), Pacific University (OR), University of Portland (OR), Warner Pacific College (OR) and Willamette University (OR), Evergreen State College (WA), Pacific Lutheran University (WA) and Washington State University (WA).

Considerations

- No formal agreements exist for this degree to meet general education requirements at out-of-state colleges, although courses for COCC's AAOT degree parallel many of them.
- Students transferring to an Oregon public university should review any world language and specialty course requirements of the transfer institution.
- The AAOT does not guarantee that two additional years will suffice to earn a baccalaureate degree nor give students junior standing in their majors. Students must still meet their transfer institution's admission requirements.
- Students may transfer prior to receiving an AAOT degree. However, they risk losing credits that are normally accepted within the degree or may fall short on the transfer institution's general education requirements.

All courses must be completed with a "C" or better. Students must have a minimum cumulative GPA of 2.0 and must complete a total of 90 credits at the time the AAOT is awarded. Individual courses may only be used to fulfill one requirement (except the Cultural Literacy requirement). Both Foundational requirements and Discipline Studies courses listed below must be a minimum of three (3) credits except for HHP which may be any number of credits. All elective courses may be any number of credits.

GENERAL EDUCATION/FOUNDATIONAL REQUIREMENTS

The following course numbers cannot be used in foundational requirements: X80, X88, X99, or 298.

Writing (minimum of 8 credits)

WR 121 and either WR 122 or WR 227

Oral Communication

SP 111 or SP 114 or SP 115 or SP 218 or SP 219

Mathematics

MTH 105 (or higher)

Health (3 credits with HHP or HHPA prefix)

Identical HHPA activity courses (1 credit) can only be counted once in this section.

GENERAL EDUCATION/DISCIPLINE STUDIES

One course must be designated as Cultural Literacy.

Arts and Letters

At least three (3) courses from at least two (2) prefixes.

Social Science

At least four (4) courses from at least two (2) prefixes.

Science/Math/Computer Science

At least four (4) courses from at least two (2) prefixes including at least three (3) laboratory courses in biological and/or physical science.

ELECTIVES

Choose any course numbered 100 or above that brings the total credits to 90 quarter hours. This may include up to 12 credits of Career and Technical Education courses designated by COCC as acceptable.

ASSOCIATE OF SCIENCE DEGREE (AS)

The Associate of Science (AS) degree is designed to prepare students to transfer to a specific four-year college or university, to a specific major, or both. In Oregon there are two types of Associate of Science degrees: the Associate of Science Oregon Transfer and the Associate of Science degrees approved by COCC. Students must have a minimum cumulative GPA of 2.0.

ASSOCIATE OF SCIENCE OREGON TRANSFER (ASOT)

Unlike the AAOT degree, the ASOT includes courses that institutional representatives recommend as preparation for specific majors. Please note that the degree does not guarantee completion of lower division major requirements for the major and that course, class standing and GPA requirements for specific majors are not necessarily satisfied. Students should always check with the receiving institutions to ensure they have the most current transfer and degree information. COCC currently offers Associate of Science Oregon Transfer degrees in Business and Computer Science.

Advantages

- Students can meet all or most general education and/or major requirements for a specific transfer college or university if appropriate courses are chosen.

Considerations

- The ASOT degree can limit a student's flexibility in choosing both the major and the transfer college.
- The ASOT degree does not assure junior standing at Oregon transfer universities and does not guarantee that a student will meet all lower-division general education and major requirements.

ASSOCIATE OF SCIENCE (AS)

COCC is approved by the state to offer AS degrees to prepare students to transfer to a specific baccalaureate program. Classes are identified to assist students in transitioning to upper division programs. Unlike the Associate of Arts Oregon Transfer or Associate of Science Oregon Transfer degrees, this degree has no guarantee on how it will be treated by receiving institutions. Students should always check with receiving institutions to ensure they have the most current transfer and degree information. COCC offers two types of AS degrees.

An AS degree that is of broad interest to students, and is approved and maintained in the catalog. COCC currently offers Associate of Science degrees with a focus in the following areas: Agricultural Science/Oregon State University, Aviation/Oregon Institute of Technology, Cyber Security/OIT, Engineering/Oregon State University, Fire Service Administration/Eastern Oregon University, Forestry/Oregon State University, General Transfer/Oregon State University, Medical Imaging/Oregon Institute of Technology, Natural Resources/Oregon State University, Outdoor Leadership/Oregon State University.

1. An AS degree that is intended to meet the specific needs for an individual student, and is approved for an individual student. The student and advisor work closely together to tailor the courses to meet the transfer institution's lower-division general education and major requirements.

Advantages

- Students can meet all or most general education and/or major requirements for a specific transfer college or university if appropriate courses are chosen.
- The AS degree works well for students in more technical majors (e.g., science, business, engineering), but can also be designed for other majors.

Considerations

- The AS degree can limit a student's flexibility in choosing both the major and the transfer college.
- The AS degree does not assure junior standing at Oregon transfer universities and does not guarantee that a student will meet all lower-division general education and major requirements.
- This degree is awarded as "Associate of Science" on the transcript and diploma without reference to a major.

GENERAL EDUCATION/FOUNDATIONAL REQUIREMENTS

The following course numbers cannot be used in foundational requirements: X80, X88, X99, or 298.

All courses must be completed with a "C" or better.

Writing (minimum of 8 credits)

WR 121 and either WR 122 or WR 227

Oral Communication

(If required by destination college)

Mathematics

MTH 105 (or higher)

Health

(If required by destination college)

Digital Literacy

(If required by destination college)

GENERAL EDUCATION/DISCIPLINE STUDIES

See the Discipline Studies list for options.

Arts and Letters

Choose two (2) courses from the Discipline Studies list.

Social Science

Choose two (2) courses from the Discipline Studies list.

Science/Math/Computer Science

Choose two (2) courses from the Discipline Studies list.

PROGRAM REQUIREMENTS

If AS degree is targeted toward a specific major.

ELECTIVES

Choose enough elective credits to reach a minimum total of 90 overall degree credits. Elective classes must be numbered 100 or above and can be any combination of general electives, Career and Technical Education (CTE) courses (12 credits maximum) or CWE/HHP/performance classes (15 credits maximum). Students transferring to an Oregon public university should review any world language and specialty course requirements of the transfer institution.

ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)

For students who are not pursuing specific transfer or Career and Technical Education (CTE) programs, the Associate of General Studies (AGS) degree provides an alternative to pursue a broad general education and accomplish personal educational goals. It is important for a student to work closely with an advisor in designing a course plan for this degree. Students must have a minimum cumulative GPA of 2.0.

Advantages

- The AGS awards a degree for completion of college-level coursework in core skills and general education and allows students flexibility to customize more than half of the degree's required number of credits. It can be used to enhance employment, meet sponsoring agency requirements and/or meet unusual baccalaureate requirements.

Considerations

- The AGS degree is not transferrable as a whole and does not meet certification requirements for any Career and Technical Education (CTE) area.
- The AGS degree does not guarantee that a student will meet all lower-division general education and major requirements; however, with careful academic advising and in consideration of transfer institution requirements, the AGS degree may be designed to do so.

GENERAL EDUCATION/FOUNDATIONAL REQUIREMENTS

The following course numbers cannot be used in foundational requirements: X80, X88, X99, or 298.

Courses must be completed with a "C" or better.

Writing (minimum of 8 credits)

WR 121 and either WR 122 or WR 227

Oral Communication

SP 111 or SP 114 or SP 115 or SP 218 or SP 219

Mathematics (minimum of 3 credits)

MTH 020 (or higher)

Health

4 credits of HHP prefix with a maximum of one (1) activity course (HHP 185XX).

Digital Literacy

CIS 120 or pass competency exam

GENERAL EDUCATION/DISCIPLINE STUDIES

See the Discipline Studies list for options. One of the courses must be a Cultural Literacy course, designated with an asterisk (*).

Arts and Letters

Choose one (1) course from the Discipline Studies list.

Social Science

Choose one (1) course from the Discipline Studies list.

Physical/Biological Lab Science

Choose one (1) course from the Discipline Studies list. Course must be a lab science.

Cultural Literacy

Choose one (1) course from the Discipline Studies list. Course must be a cultural literacy as denoted with an asterisk (*).

ELECTIVES

Choose enough elective credits to reach a minimum total of 90 overall degree credits. Cannot include reading, writing or math

classes below the 100 level.

TRANSFER DEGREE OUTCOMES

COCC is committed to a curriculum that promotes the transfer or career success of our students. To this end, COCC identifies student learning outcomes for courses, programs and degrees. The following outcomes apply to COCC's transfer degrees listed below.

- Associate of Arts Oregon Transfer
- Associate of Science Oregon Transfer
- Associate of Science
- Associate of General Studies

Arts and Letters

As a result of taking General Education Arts and Letters* courses, a student should be able to:

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life; and
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.

*"Arts and Letters" refers to works of art, whether written, crafted, or performed and documents of historical or cultural significance.

Cultural Literacy

As a result of taking a designated Cultural Literacy course, a student should be able to:

- Identify and analyze complex practices, values and beliefs, and the culturally and historically defined meanings of difference.

Health

As a result of taking General Education Health courses, a student should be able to:

- Explain the relationship between human behavior and health.

Mathematics

As a result of taking General Education Mathematics courses, a student should be able to:

- Use appropriate mathematics to solve problems; and
- Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate and communicate the results.

Science/Math/Computer Science

As a result of taking General Education Science/Math/Computer Science courses, a student should be able to:

- Gather, comprehend and communicate scientific and technical information in order to explore ideas, models and solutions and generate further questions;
- Apply scientific and technical modes of inquiry, individually and collaboratively, to critically evaluate existing or alternative explanations, solve problems and make evidence-based decisions in an ethical manner; and
- Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical

knowledge on human society and the environment.

Social Science

As a result of taking General Education Social Science courses, a student should be able to:

- Apply analytical skills to social phenomena in order to understand human behavior and
- Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

Speech/Oral Communication

As a result of taking General Education Speech/Oral Communication courses, a student should be able to:

- Engage in ethical communication processes that accomplish goals; and
- Respond to the needs of diverse audiences and contexts and
- Build and manage relationships.

Writing and Information Literacy

As a result of completing the General Education Writing sequence, a student should be able to:

- Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences;
- Recognize and articulate the need for information, and then locate, evaluate, and ethically utilize that information to communicate effectively; and
- Demonstrate appropriate reasoning in response to complex issues.

Information Literacy outcomes and criteria will be embedded in the Writing Foundational Requirements courses.

CAREER AND TECHNICAL COURSES

Students may use up to 12 credits of Career and Technical Education (CTE) courses to meet elective credit requirements for the Associate of Arts Oregon Transfer (AAOT) and Associate of Science (AS) degree. Career and Technical Education (CTE) courses are numbered 100 and higher from the list below. Note that they are generally not accepted by baccalaureate institutions unless used within the AAOT degree.

AH 100 Introduction to Health Occupations
 AH 111 Medical Terminology I
 AH 112 Medical Terminology II
 AUT All courses
 AV All courses
 BAK All courses
 CIS All courses except CIS 275 and CIS 276
 CUL All courses
 DA All courses
 EMT All courses
 FOR 130 Chainsaw Use and Maintenance
 GEOG 211 Computer Cartography
 GEOG 265 Geographic Information Systems
 GEOG 266 Arc GIS
 GEOG 267 Geodatabase Design
 GEOG 273 Spatial Data Collection
 GEOG 280 Co-op Work Experience GIS
 GEOG 284 GIS Customization
 GEOG 285 Data Conversion/Documentation
 GEOG 286 Remote Sensing
 GEOG 287 Analysis of Spatial Data
 HIT All courses
 LMT All courses
 MA All courses
 MFG All courses
 NUR All courses
 OA All courses
 SFS All courses
 VT All courses
 WF All courses

HUMAN RELATIONS LIST

AH 115 Cultural Responsiveness in Allied Health (3 credits)
 ANTH 103 Cultural Anthropology (4 credits)
 BA 178 Customer Service (3 credits)
 BA 206 Management Fundamentals I (4 credits)
 BA 285 Business Human Relations (3 credits)
 ED 176 Social, Emotional and Mental Health in ECE (3 credits)
 ED 219 Multicultural Issues in Education Settings (3 credits)
 ED 224 Anti-Bias Curriculum in Education (4 credits)
 FOR 211 Supervision and Leadership (3 credits)
 GEOG 107 Cultural Geography (4 credits)
 HM 130 Hospitality Industry Supervision & Principles of Leadership (3 credits)
 HS 101 Orientation to Human Services (3 credits)
 HS 162 Effective Helping Skills I (4 credits)
 HS 208 Multicultural Issues Human Services (4 credits)
 PSY 101 Applied Psychology (3 credits)
 PSY 215 Developmental Psychology (4 credits)
 PSY 216 Social Psychology (4 credits)
 PSY 228 Positive Psychology (4 credits)
 SOC 201 Introduction to Sociology (4 credits)
 SP 218 Interpersonal Communication (3 credits)