

CENTRAL OREGON COMMUNITY COLLEGE

2017-18 COCC  
ACADEMIC ADVISING  
MANUAL

“Destiny is not a matter of chance; it is a matter of choice. It is not a thing to be waited for; it is a thing to be achieved.”

— William Jennings Bryant

*This manual is produced by the CAP Center to support academic advisors at COCC. It is an accurate picture at the time of publication. Suggestions and questions should be directed to the CAP Center Director.*

Careers, Advising, and Personal Counseling (CAP) Center  
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## Overview of Academic Advising at COCC

### COCC's Advising Mission Statement

Academic advising is a valuable component of the educational experience at Central Oregon Community College. Advisors empower and guide students to explore, develop and implement educational plans aligned with their individual values, goals and career interests.

### COCC's Advising Philosophy

Academic advising is an essential element of a student's collegiate experience. The primary purpose of academic advising at COCC is to assist students in the development of meaningful educational plans that are compatible with student's life goals. Advising is a shared responsibility. The ultimate responsibility for making decisions about educational plans and life goals rests with the student.

Advising is developmental; it is a teaching process with the overall goal of student growth. As does all learning, it involves a degree of dissonance as the student learns to define his or her goals and compare initial assumptions and expectations against the reality of their current context. Developmental advising at COCC is a student-driven process in which the advisor acts as teacher and facilitator and works with each student at his or her level with the goal of bringing the student to a higher level of decision-making and autonomy. At COCC, developmental advising involves:

- Active listening by the advisor.
- Communication exchange (prescriptive vs. developmental).
- Exploration of the student's life goals.
- Exploration of the student's vocational goals.
- Program choices and course choices aligned with these goals.
- Finally, appropriate scheduling of courses.

The COCC faculty advisor's role is to:

- Help advisees understand COCC's academic programs and navigate institutional requirements.
- Guide students to connect interests and skills towards career objectives and an educational plan.
- Help students plan for success by evaluating skills, interests, and goals and building a program and schedules with these factors in mind.
- Actively refer students to College resources to help them be successful.
- Inform and improve the advising process.

The advisee's role is to:

- Commit to becoming proficient at understanding COCC's programs and administrative processes. It is ultimately the responsibility of individual students to select a program and understand the completion requirements, select courses to meet the requirements, register each term for appropriate courses, and act in accordance with the registration policies that affect progress.
- Actively pursue the identification of skills and interests, determination of a career goal, and the selection of an academic program.
- Maintain good records about the student's status, progress, and information COCC has provided.
- Contact their advisor regularly (at least once a year is required) with enough advance notice to set up an appointment.
- Prepare for the advising appointment by spending time before the meeting to prepare a proposed schedule and write down questions, and by bringing advising materials to the appointment.

## The Advising Cycle

### New Student Advising

(Required of all new certificate/degree-seeking students, students returning after an absence of more than a year with <20 credits\* and transfer students with <20 credits\*\*)

Format: Pre-Advising Workshop followed by small group Advising

Goals:

- Fundamental understanding of degree structures
- Understanding of Catalog, schedule, advising tools
- Identification of placement level and ability to use prerequisite information
- Determination of credit load in the context of workload, tuition, financial aid
- Understanding and reference to basic registration policies, resources

They leave advising with:

- Plan for first term schedule
- Guided Banner registration instructions
- Workbook to guide them through:
  - New Student Advising and Registration (completed at New Student Advising)
  - Preparing for classes to begin
  - Planning for the first two weeks of the term
  - Preparing for next term

*\*Returning students with >20 credits should schedule a one on one advising appointment through the CAP Center.*

*\*\* Transfer students with >20 credits should schedule a one on one advising appointment through the CAP Center once we have received their official transcripts. This allows for articulation of transfer coursework.*

### First Term advising for new students

(Required of all students who attended new student advising)

Format: One on one scheduled meeting with assigned advisor prior to registration for second term

Goals:

- Review Workbook: current term course selections and performance
- Retention: Advisor looks for possible intervention
- Review their plans for next term, screening for
  - degree understanding/exploratory strategy
  - electing courses towards degree goals (GradTracks)
  - selecting courses using student's skill level/prerequisites
  - appropriate credit load considering time commitments outside of school
- Planning: plan for registration for future terms
- Opportunity to develop a relationship with an expert

### Continuing Student Advising

(Required of all certificate/degree-seeking students at least once a year as determined by the advisor)

Format: One on one with assigned advisor or workshop with assigned advisor

Goals:

- Retention: Advisor looks for possible intervention
- Planning: map for registration for future terms (at least through Summer)
- Beyond COCC
- Internships
- Preparing for job market
- Transfer process-admission requirements, application process, graduation from COCC

## Important Dates for Advisors 2017-18

September 21, 2017	(all advisors, 10-5pm)*
December 11, 2017	(all advisors, 10-5pm)*
<i>Est. Dec 20 2017 - Jan 4 2018</i>	<i>(optional advising/paid)</i>
March 19, 2018	(all advisors, 10-5pm)*
<i>Est. March 26-March 28 2018</i>	<i>(optional advising/paid)</i>

### Priority registration for continuing students opens:

November 13-17, 2017	for Winter, 2018
Feb. 26-March 2, 2018	for Spring, 2018
April 23-27, 2018	for Summer, 2018
Estimate mid-May, 2018	for Fall, 2018

### Commencement

June 16, 2018

#### \*All Advisor days

There are four days a year included in the faculty contract dedicated to advising new students. Most advisors work half of the day on these days. You are offered the opportunity to request which advising shift you prefer, and every attempt is made to accommodate your request. If you can't attend advising on one of the four advising days, your options are:

#### *Swap for a non-contract day*

If your advising area is covered for the "all advisor day" and your dean has approved it you can swap and work on an optional advising day (occurring during winter break, spring break, and over the summer).

#### *Sick leave*

If you or a family member has a health issue that prevents you from attending, complete the sick leave paperwork with fiscal services. Advisor need not make up sick days.

#### *Dean permission*

For work-related events that can't be scheduled around these dates, you can request permission from your Dean to miss the advising day, who sends an email to CAP Director.

#### Optional advising days

Faculty advisors are invited to work on these days and, since they usually occur on non-contract days, faculty advisors on a traditional contract schedule are compensated at the instructional hourly rate (currently \$30/hour).

#### Advising Areas

During all advisor days as well as optional advising days, faculty advisors may be asked to advise outside of their content areas. If asked to advise in an area you are less familiar, consider connecting with a colleague or CAP advisor for guidance.

## Resources for Advisors

### CAP (Careers, Advising, Personal Counseling) Center

#### Employees

Name	Department/Program	Phone
Anderson-Butler, Natasha	Academic Advisor (exploratory, Bend, Madras)	541-383-7589
Barry, Seana	Director of CAP Center	541-318-3772
Dula, Tracy	Career Services Coordinator	541-383-7580
Jordan, Bonnie	Academic Advisor (exploratory)	541-383-7215
Kalanquin, Diana	Academic Advisor (allied health, Bend, Redmond)	541-383-7286
Loza, Sam	Administrative Assistant	541-318-3705
Parisi, Leslie	Academic Advisor (pre-nursing)	541-383-7517
Podell, Keri	Academic Advisor (exploratory, Bend, Prineville)	541-383-7424
Ritter, Katie	Administrative Assistant	541-330-4351
Wright, Beth	Placement Coordinator	541-383-7581

#### Contracted Staff

Sharon Richards

Counselor (St. Charles Behavioral Health)

#### Career Services

We provide the following services via individual appointments, guest lectures, and workshops:

- Career exploration (developing a career goal, or connecting a career and academic goal)
- Job search (understanding of the job search process including networking, locating jobs, resume and cover letter development, interviewing)
- No-cost on line jobs board at [www.coccstudentjobs.com](http://www.coccstudentjobs.com) Find full and part time job opportunities for students.

Need more resources?

- If a student is exploratory:
  - Oregon Career Information System <https://oregoncis.uoregon.edu/Portal.aspx> offers career assessments to help students begin the process of determining their course of study.  
Username: capcenter  
Password: studcap  
Once logged in, click on "Exploration" to find career assessments.  
Use this site to review labor market information about occupations as well.
  - Refer students to <http://www.cocc.edu/cap/career-services/career-exploration/> for career exploration resources.
  - Have students contact the CAP Center at 541-383-7200 to schedule an appointment with the Career Services Coordinator.
- If a student is looking for employment:
  - Refer students to [www.coccstudentjobs.com](http://www.coccstudentjobs.com) to create a no-cost account to search numerous job listings.
  - Refer students to <http://www.cocc.edu/cap/career-services/job-search-resources/> to view job search resources.

- Have students contact the CAP Center at 541-383-7200 to schedule an appointment with the Career Services Coordinator.

### **Academic Advising**

At the CAP Center, we “coach” any student who comes in (New, Continuing, Returning after an Absence, Transfer, Prospective)

We “advise” (as in, take care of the advising requirement) for

- New students who attend group advising;
- New students who participate in remote advising;
- Continuing students who are assigned to CAP Center advisors;
- Continuing students who need advising during the summer, winter, or spring breaks;
- Continuing students on "express" advising days
- Continuing students who have had an “unusual” experience with their assigned advisor (they met their obligations as a student and could not access their advisor)
- Continuing students on 2nd or 3rd academic warning when faculty advisors are off-contract.

As a general rule, CAP advisors only take care of the advising requirement for students who are new or assigned to a CAP advisor. Exceptions: academic warning, students who have had an “unusual” advising experience, continuing students in the summer, "express" advising.

How we advise:

- Appointments: All of us will make personal appointments. Most often, this is for a student who is one of our advisees or working on career exploration.
- Remote advising appointments: Directions for the student are at [www.cocc.edu/cap/advising/remote-advising/](http://www.cocc.edu/cap/advising/remote-advising/).
- Drop-in advising: What we do the first week of the term; no appointments, y’all come. We serve students who need assistance finalizing their current term schedule and students with last-minute academic warning requirements.
- Express: Drop-in advising on high traffic days such as the day before term begins.

### **Personal Counseling**

COCC partners with St. Charles Behavioral Health to provide personal counseling services. Any COCC student enrolled in one or more credits or ELL/ABS courses may schedule free personal counseling appointments through the CAP Center. Call the CAP Center (541-383-7200) to schedule an appointment.

*What is the service?*

One St. Charles professional counselor is available on the COCC Bend campus to assist students who encounter personal issues that may impact their ability to succeed and continue at COCC. The counselor offers *brief therapy* in which the goal is for the student to better understand and solve a problem; the ultimate goal is their continued success at COCC.

What kinds of issues do college students typically present to personal counselors?

- Values and self-identification
- Personal relationships with friends, partners, spouses, and family
- Eating disorders and body image
- Issues of grief and loss
- Substance abuse

- Depression and anxiety
- Sexual orientation issues

Tips for promoting counseling to your students from COCC Faculty:

I placed the following notice on my syllabus; it has been a great help.

“Sometimes the road at college can get a little bumpy. Life happens! Each of you has the opportunity to take advantage of free counseling through the CAP Center in the Library (541-382-7200). I know many students that have taken advantage of it as the need arises and have found it quite helpful.”

Read to your class if you like:

“COCC offers free, confidential personal counseling to any student enrolled in at least one COCC credit. The counseling is provided by licensed, professional counselors and is intended to help students address any sort of personal issue that is getting in your way. Call the CAP Center on the Bend campus (541-383-7200) to find out more or to make an appointment.”

Comments from our follow-up surveys asking about the effectiveness of counseling:

- The counselor was extremely helpful on a personal level but also help from her helped get me through some of the stressful weeks at school (like finals) by relieving some of the emotional problems so I could focus more on school.
- The counselor is great. I don't know what I would have done without her in my time of need.
- I suffered from severe depression. The counselor did everything necessary and that was within her realm. The rest takes time, commitment and attention or awareness on my part. It is good to know she is available should I need further services.
- Thank you for everything, you have helped me so much! Graduated and happy with a great guy. Thanks for helping me achieve all of this and on to great things.

## Community Resources

<b>Emergency assistance (paramedic, police)</b>	<b>911</b>
<b>Community resource hotline (starting January 2009)</b>	<b>211</b>
COCC Security Cell phone (after hours)	541-480-2418
<b>SAFETY</b>	
Women:	
Saving Grace: Rape, Domestic violence	541-389-7021
Children:	
KIDS Center	541-383-5958
<b>MENTAL HEALTH</b>	
Suicide Prevention	
Dedicated suicide crisis line (National Suicide Prev.)	1-800-SUICIDE (784-2433) 1-800-273-TALK (8255)
Deschutes County crisis line	541-322-7500 or 1-888-232-7192
Deschutes County Mental Health (Crisis line, mental health, drug and alcohol assessment)	541-322-7500 or 1-888-232-7192
Crook County Mental Health	541-447-7441 business hours only
Jefferson County Mental Health	541-475-6575 business hours only
COCC Counseling services (CAP Center)	7200
<b>FINANCIAL GUIDANCE</b>	
Consumer credit counseling (free financial advice, education)	541-389-6181 or 1-800-285-4605
<b>GENERAL HEALTH</b>	
Deschutes County Health Clinics	
Bend, East side	541-322-7400
Bend, Downtown	541-322-7457
Redmond	541-617-4775
LaPine	541-322-7400
Mosaic Medical (Bend, Madras, Prineville, Redmond)	<a href="http://mosaicmedical.org/">http://mosaicmedical.org/</a>
Oregon Quit Line (smoking cessation)	1-877-270-STOP
Serenity Lane (free substance abuse assessment, fee based treatment)	541-383-0844
Volunteers in Medicine	541-330-9001
<b>HOUSING</b>	
Bethlehem Inn (shelter)	541-322-8768
Central Oregon Regional Housing Authority (HUD)	541-923-1018
Neighbor Impact (formerly COCAAN) transitional housing, weatherization, energy assistance	541-318-7506 (Empire)
Rent Assistance/Housing Stabilization NeighborImpact Main Line	541-548-2380
<b>LEGAL</b>	
Legal Aid Services of Oregon	541-385-6944 or 1-800-678-6944
<b>TRANSPORTATION</b>	
BAT (Bend Area Transit)	See Cascades East Transit
Cascades East Transit (Redmond, Madras, Prineville, Sisters, LaPine, Bend)	<a href="http://www.cascadeeasttransit.com">http://www.cascadeeasttransit.com</a> 541-385-8680 or 1-866-385-8680

## Curriculum Notes

### Writing and Reading Curriculum Changes (1997 Catalog-Current)

The following information reflects catalog listings but not schedule offerings. Bold indicates curriculum change.

\*RD 99 I and II were offered as WR 60/65 were in development; this is not reflected in the catalog.

Year	Developmental Level 1		Devo. L 2		Devo. L 3	"College Level"	
	WR 1	RD 1	WR 2	RD 2	WR 3	WR CL	RD CL
97-98	.5256 (3) Basic Writing I	RD 10 (3) Developmental Reading I	.5257 (3) Basic Writing II	RD 20 (3) Developmental Reading II		WR 121 (3) WR 122 (3) WR 123 (3)	RD 117 (3) Coll. Rdng
98-99	.5256 (3) Basic Writing	[Not listed; inintentional?]	5257 (3) Basic Writing II	[Not listed; inintentional?]		WR 121 (3) WR 122 (3) WR 123 (3)	RD 117 (3) Coll. Rdng
99-00	<b>WR 20 (3)</b> <b>Basic Wr. I</b>	RD 10 (3) Developmental Reading I	WR 40 (3) Basic Wr. II	RD 20 (3) Developmental Reading II	WR 95 (3) Basic Wrtg III	WR 121 (3) WR 122 (3) WR 123 (3)	RD 117 (3) Coll. Rdng
00-01	WR 20 (3) Basic Wr. I	RD 10 (3) Developmental Reading I	WR 40 (3) Basic Wr. II	RD 20 (3) Developmental Reading II	WR 95 (3) Basic Wrtg III	WR 121 (3) WR 122 (3) WR 123 (3)	RD 117 (3) Coll. Rdng
01-02	WR 20 (3) Basic Wr. I	RD 10 (3) Developmental Reading I	WR 40 (3) Basic Wr. II	RD 20 (3) Developmental Reading II	WR 95 (3) Basic Wrtg III	WR 121 (3) WR 122 (3) WR 123 (3)	RD 117 (3) Coll. Rdng
02-03*	WR 20 (3) Basic Wr. I	RD 10 (3) Developmental Reading I	WR 40 (3) Basic Wr. II	RD 20 (3) Developmental Reading II	WR 95 (3) Basic Wrtg III	WR 121 (3) WR 122 (3) WR 123 (3)	RD 117 (3) Coll. Rdng
03-04*	WR 20 (3) Basic Wr. I	RD 10 (3) Developmental Reading I	WR 40 (3) Basic Wr. II	RD 20 (3) Developmental Reading II	WR 95 (3) Basic Wrtg III	WR 121 (3) WR 122 (3) WR 123 (3)	RD 117 (3) Coll. Rdng
04-05*	WR 20 (3) Basic Wr. I	RD 10 (3) Developmental Reading I	WR 40 (3) Basic Wr. II	RD 20 (3) Developmental Reading II	WR 95 (3) Basic Wrtg III	WR 121 (3) WR 122 (3) WR 123 (3)	RD 117 (3) Coll. Rdng
05-06	WR 20 (3) Basic Wr. I	<b>Ended RD 10</b>	WR 40 (3) Basic Wr. II	RD 20 (3) Developmental Reading II	WR 95 (3) Basic Wrtg III	WR 121 (3) WR 122 (3) WR 123 (3)	RD 117 (3) Coll. Rdng
	WR 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II				
06-07	<b>Ended WR 20</b>		WR 40 (3) Basic Wr. II	<b>Ended RD 20</b>	WR 95 (3) Basic Wrtg III	WR 121 (3) WR 122 (3) WR 123 (3)	RD 117 (3) Coll. Rdng
	WR 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II				
07-08			<b>Changed WR 40 to WR 75 (3) Basic Wrtg I</b>	NONE	<b>Changed title from III to II WR 95 (3) Basic Wrtg II</b>	WR 121 (3) WR 122 (3) WR 123 (3)	RD 117 (3) Coll. Rdng
	WR 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II				
08-09			WR 75 (3) Basic Wrtg I		WR 95 (3) Basic Wrtg II	WR 121 (3) WR 122 (3) WR 123, 214, 227 (3)	RD 117 (3) Coll. Rdng
	WR 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II				
09-10			WR 75 (3) Basic Wrtg I		WR 95 (3) Basic Wrtg II	WR 121 (3) WR 122 (3) WR 123, 214, 227 (3)	RD 117 (3) Coll. Rdng
	WR 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II				

Year	Developmental Level 1		Devo. L 2		Devo. L 3	"College Level"	
	WR 1	RD 1	WR 2	RD 2	WR 3	WR CL	RD CL
10-11			WR 75 (3) Basic Wrtg I		WR 95 (3) Basic Wrtg II	<b>Changed credits</b> WR 121 (4) WR 122 (4) WR 227 (4) WR 123, 214 (3)	RD 117 (3) Coll. Rdng
	WR 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II				
11-12			<b>Ended WR 75</b>		WR 95 (3) Basic Wrtg II	WR 121 (4) WR 122 (4) WR 227 (4) WR 123, 214 (3)	RD 117 (3) Coll. Rdng
	WR 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II				
12-13	WRr 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II		WR 95 (3) Basic Wrtg II	WR 121 (4) WR 122 (4) WR 227 (4) WR 123, 214 (3)	RD 117 (3) Coll. Rdng
13-14	WR 60 (4)					WR 121 (4) WR 122 (4) WR 227 (4) WR 123, 214 (3)	RD 117 (3) Coll. Rdng
	WR 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II				
14-15	WR 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II			WR 121 (4) WR 122 (4) WR 227 (4) <b>WR 123 Ended</b> WR 214 (3)	RD 117 (3) Coll. Rdng
15-16	WR 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II		WR 95 (3) Basic Wrtg II	WR 121 (4) WR 122 (4) WR 227 (4) <b>Changed WR</b> <b>214 to BA 214</b> <b>(3)</b>	RD 117 (3) Coll. Rdng.
16-17	WR 60 (4) Rhetoric and Crit. Thkg. I		WR 65 (4) Rhetoric and Crit. Thkg. II		WR 95 (3) Basic Wrtg II	WR 121 (4) WR 122 (4) WR 227 (4)	RD 117 (3) Coll. Rdng.
17-18	WR 60 (4) Rhetoric and Crit. Thkg I		WR 65 (4) Rhetoric and Crit. Thkg II		WR 95 (3) Basic Wrtg II	WR 121 (4) WR 122 (4) <b>Changed Titles</b> <b>of WR 121&amp;122</b> WR 227 (4)	RD 117 Coll. Rdng.

## Financial Aid Disbursement Basics

(Reviewed August 2017 BSYLWESTER)

- The amount of financial aid a student receives depends on the number of credit hours in which s/he is enrolled on the tuition due date for the term.
- Classes must be taken for credit to count toward financial aid. Classes taken as audit will not count for financial aid.
- The amount of financial aid a student receives may be different from the awarded amount. Award amounts are based on full-time enrollment (12 credit hours); individual financial aid payment amounts will be calculated based on enrollment as of 5 p.m. Friday on the tuition due date.
- Subsequent award adjustments will be made only if a student is waitlisted in a late-starting class on the tuition due date and s/he notifies Financial Aid when they have added the class.
- Part-time enrollment affects aid; students enrolled less than full-time may have adjustments to their financial aid budget. Award amounts adjust for part-time enrollment as follows:

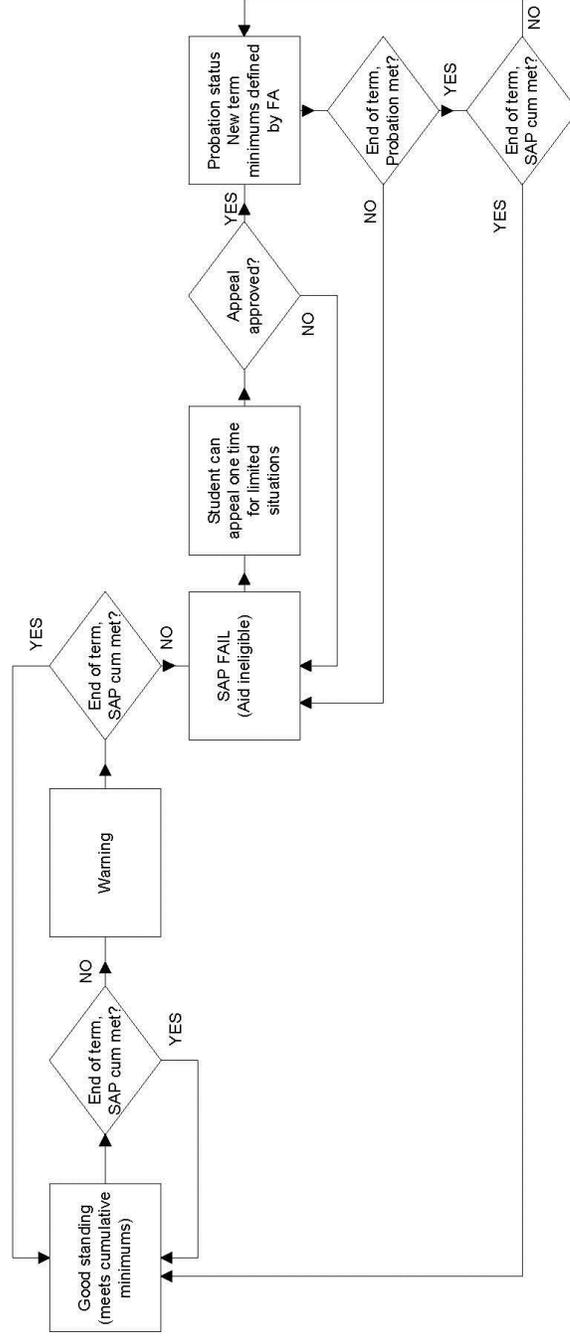
	1-5 credits	6-8 credits	9-11 credits	12 or more credits
Pell Grants*	25%*	50%*	75%*	100%
Oregon Opportunity Grant (OOG)	not eligible	50%	50%	100%
Supplemental Education Opportunity Grant (SEOG)	100%	100%	100%	100%
Oregon Promise	not eligible	50%	75%	100%
Federal Loans	not eligible	100%	100%	100%
COCC Foundation Scholarship	not eligible	50%	75%	100%
Merit Scholarship	Not eligible	100%	100%	100%

\*Exception: Term amounts less than \$790 may require full-time status.

**Short term classes:** Financial aid will include enrollment in late starting classes. Dropping a late-starting class within the 100% refund period or not attending may result in an adjustment to a student's financial aid. If a student is waitlisted in a late-starting class on the tuition due date, s/he must add the class within the 100% refund period to be considered for any financial aid adjustment

Satisfactory Academic Progress

- SAP standard: Minimum Cumulative of 2.0 GPA AND 67% Completion of "Calculated" credits (COCC + transfer)  
 Calculated credits: attempted credits at the time of FA disbursement; not on transcript
- Measured every term (even if a student does not use financial aid; in non-aid terms calculated credits=graded credits)
- Policy applied every term in which a student receives aid
- Students get one term of warning if they do not meet the SAP standard (Cumulative minimum)
- Students lose their eligibility on their second subsequent term of not meeting the SAP standard
- Students may appeal one time, for limited situations (students who with approved petitions are on probation and will have their own standard)
- Once the overall SAP standard is met again, students are in good standing
- SAP is not related to academic good standing/warning



## SATISFACTORY ACADEMIC PROGRESS STEPS: HOW IT WORKS

To maintain eligibility for financial aid, a student must maintain the following progress. Failure to meet any of the standard requirements may result in denial of federal financial aid.

1	<b>GOOD STANDING</b> Student starts here and is aid eligible. Move to step 2
2	<b>END OF TERM</b> Does student meet cumulative minimums of 2.0 GPA and completion rate of 66.67 percent?* If yes, stays in Good Standing. If no, move to step 3
3	<b>WARNING ISSUED</b> Student begins another term at COCC and is still aid eligible. Move to step 4
4	<b>END OF NEXT TERM</b> Does student meet cumulative minimums of 2.0 GPA and completion rate of 66.67 percent?* If yes, return to Good Standing (step 1). If no, move to step 5
5	<b>FAIL ISSUED</b> Student is no longer aid eligible and must submit an appeal. If appeal is denied, student remains ineligible for aid (and must regain cumulative minimums*). If appeal is approved, move to step 6
6	<b>PROBATION ISSUED</b> Student begins another term at COCC and is aid eligible (probation terms apply). END OF TERM, If student meets probation conditions, stay in step 6. If student meets cumulative minimums, return to Good Standing (step 1). If neither, move to step 7
7	<b>FAIL ISSUED</b> Student is no longer aid eligible. Must regain cumulative minimums.



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*\*Financial aid applicants must have a cumulative GPA of 2.0 and a cumulative completion rate of 66.67 percent of their calculated credits at the end of each term.*

For more details, please see [cocc.edu/financial-aid/policies/satisfactory-academic-progress-policy](http://cocc.edu/financial-aid/policies/satisfactory-academic-progress-policy)

## Placement

### Accuplacer (Current) guidelines



## Central Oregon Community College Accuplacer Placement Test Guidelines

### Writing Placement Guidelines

Reading Comprehension Score	Sentence Skills Score	Course Placement
20-45	20 or higher	ABS*
46-65	20-50	ABS*
	51 or higher	WR 60
66-80	20-50	ABS*
	51-65	WR 60
	66 or higher	WR 65
81 or higher	20-50	ABS*
	51-65	WR 60
	66-94	WR 95 (or 65)
	95 or higher	WR 121

### Math Placement Test Guidelines

Students who have questions or concerns about their math placement should see a math teacher as soon as possible.

Math Test	Score	Course Placement
Arithmetic	20-30	ABS* or Math 10
	31-56	Math 10
	57-74	Math 20, 31, or 58 depending on program (or Math 10 if fraction skills are not strong)
	75-120	Math 58, 60,85 or RMGT 90, depending on program
Elementary Algebra	21-38	See Arithmetic score for placement
	39-67	Math 58, 65, 85 or BA 104, depending on program
	68-120	See College Math score for placement
College Math	20-35	Math 58 or 95, depending on program
	36-58	Math 105, 111 or 211, depending on program
	59-79	Math 112, 241 or 243, depending on program
	80-120	Math 251

\* Adult Basic Skills (ABS) are lower-cost, non-credit courses. Students with scores in this range may be best served by COCC's Adult Basic Skills non-credit courses in reading, writing & math. Visit [cocc.edu/adult-basic-skills](http://cocc.edu/adult-basic-skills) or call 541.504.2950 for more information.

## Computer competency information

Some COCC degrees and certificates require that students meet a computer competency requirement.

- COCC uses the International IC3 Global Standard 4 (GS4) core competencies (see below)
- Two options to meet requirement:
  - Pass the IC<sup>3</sup> Key Applications exam AND either the IC<sup>3</sup> Computing Fundamentals OR IC<sup>3</sup> Living Online exam of the Internet and Computing Core Certification (IC<sup>3</sup>) 2005 series of exams
    - Given by reservation in Tutoring and Testing
    - Can be taken unlimited times
    - Costs \$35 per section/exam
  - OR
  - Pass CIS 120 with a grade of C or better
    - As of Fall 2008, CIS 120 is no longer on the Discipline Studies list.
    - Prior to Fall 2008, CIS 131 was an option
    - Prior to Fall 2006, CIS 10+70 were options

Test vs. coursework important note: Passing two IC3 Exams proves basic competency ONLY and does not confer course credit or cover all the material included in CIS 120. Passing all three IC3 Exams is highly encouraged and gives the student the internationally recognized IC3 Certification. Those students wanting to challenge a CIS course (to receive credit) must contact the CIS Department Chairperson to discuss those requirements. The IC3 Exams are an international standard of basic computer competency and may be accepted at other institutions.

For complete information including competencies, see

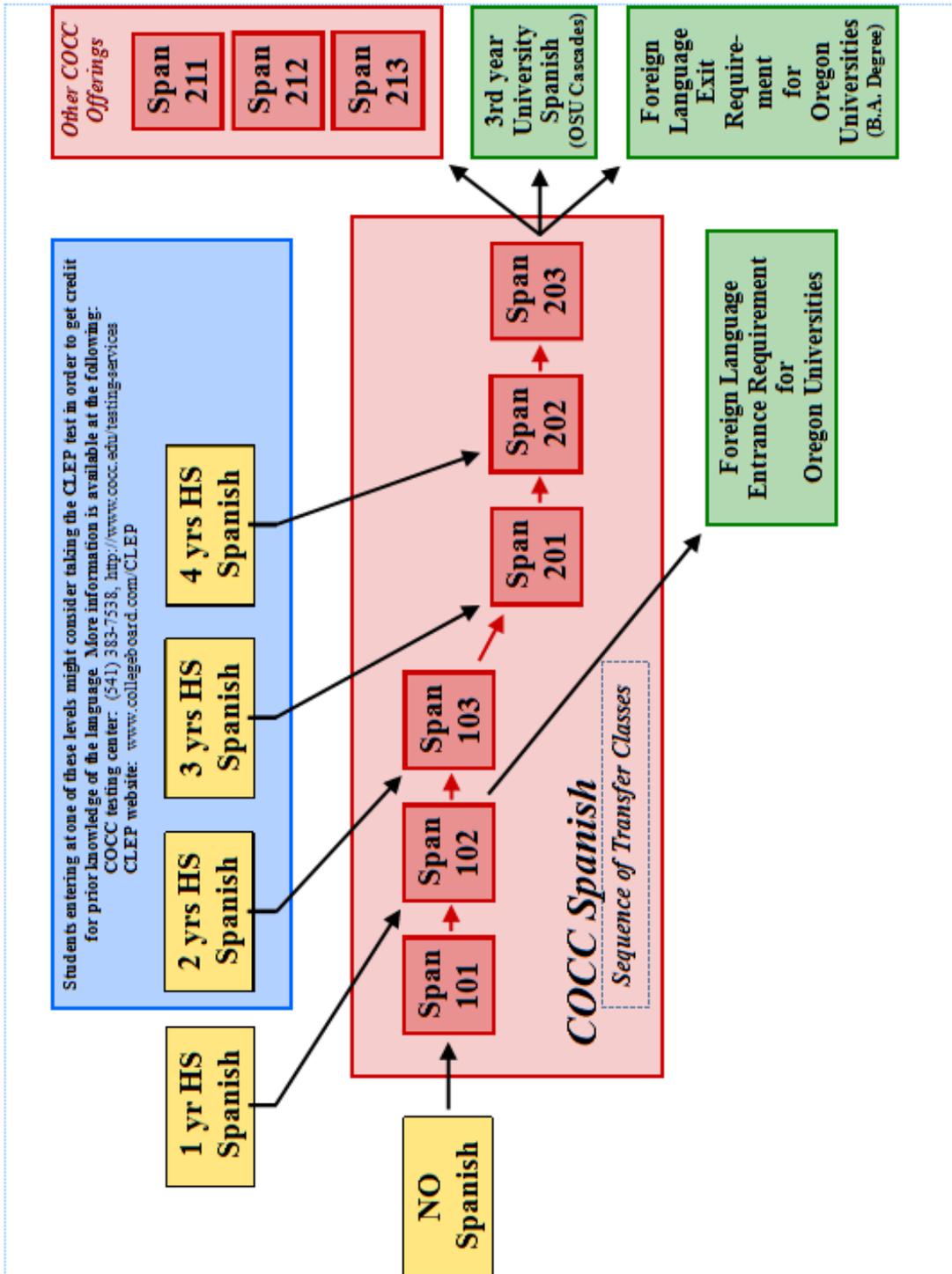
<http://www.cocc.edu/Tutoring-and-Testing/Testing/Computer-Competency-Exam/>

For more information on the IC3 standard, see

[http://www.certipoint.com/portal/desktopdefault.aspx?page=common/pagelibrary/ic3\\_home.html](http://www.certipoint.com/portal/desktopdefault.aspx?page=common/pagelibrary/ic3_home.html)

To schedule a test,

<http://www.cocc.edu/Tutoring-and-Testing/>



Spanish Language placement and guidelines

## FAQ: How do I change a student's status?

### Advisor change

- Contact the CAP Center (call x7200 on campus or email [capcenter@cocc.edu](mailto:capcenter@cocc.edu)).
- Be sure to provide the student's ID number.

### Major change

- Contact Admissions & Records (call x2240 on campus or email [records@cocc.edu](mailto:records@cocc.edu)) or the CAP Center (call x7200 on campus or email [capcenter@cocc.edu](mailto:capcenter@cocc.edu)).
- Be sure to provide the student's ID number.
- When you change a major, you need to select a program and an aligned major (such as AAS and Criminal Justice or AA and Criminal Justice).
- If the student is using outside funding (veteran's benefits, Trade Act, financial aid, etc.) there may be implications if they change their major.

### Catalog Year

- Contact Admissions & Records (call x2240 on campus or email [records@cocc.edu](mailto:records@cocc.edu)) or the CAP Center (call x 7200 on campus or email [capcenter@cocc.edu](mailto:capcenter@cocc.edu) ).
- Be sure to provide the student's ID number.
- The catalog year is a device to improve the usefulness of GradTracks; it is the catalog year requirements that display in the default audit.
- The catalog year defaults to the year admitted unless a student changes it to a more recent year or unless it is "bumped up" after three years, to remain within a three-year span of their graduation. See Policies/Catalog Year for details.

### Transfer Credit

- Students must provide official transcripts to Admission & Records; this is usually done prior to their first advising session.
- Transcripts are "articulated" (evaluated towards COCC requirements and entered into Banner) by the transcript and degree evaluators in A&R.
- CTE courses taken at other institutions are articulated first by the transcript and degree evaluators in A&R. However, courses beyond the scope of A&R may be forwarded to program directors or faculty for additional information, or students may be asked to submit additional documentation.
- See Transfer Credit in GradTracks section of this manual for codes and details.
- Questions should be directed to [myprogress@cocc.edu](mailto:myprogress@cocc.edu).

### Program Completion/Graduation

#### Auto Award

- Effective Fall 2014 students will be awarded their declared certificate or degree (as shown in GradTracks) automatically.
- Students and advisors will receive notifications when students are approximately 85% complete with their declared certificate or degree requirements, when they are registered for their final courses, and when they have completed their program.
- Automatically-awarded certificates and degrees are posted to the transcript within 4 weeks after grades are posted in the final term; diplomas are mailed later.

## By Application

- An application for degree is posted on the COCC website for those students who have embedded certificates within their declared program of study, or for those who wish to be awarded a degree that they have completed, but are not enrolled in. The application may be found at <http://www.cocc.edu/admissions/graduation-and-honors/graduation/> or type “graduation” in the COCC web site search window.
- It is important that students have correctly identified their program of study and their catalog year on their application.
- Certificates and degrees awarded by application are posted to the transcript within 2 weeks if the student has already completed requirements and within 3 weeks after final term are posted if the student is in progress; diplomas are mailed later.

## OSU-Cascades

- Students can apply to OSU-Cascades at any time after they meet admission requirements. Once admitted, they receive an OSU advisor assignment (OSU advisor is responsible for lifting advising requirement for both OSU and COCC classes).
- Students must complete an OSU form to change their admission status from OSU-Cascades back to COCC; see OSU-Cascades staff for details.
- Students must complete the OSU Change of Campus form to change between the Corvallis and Bend campuses.

## COCC Registration Rules

- Admitted students are assigned one of seven registration groups associated with a time. Students in this group can register any time after this time as long as there are no holds on their account, and no holds on the class, up until 7am on the morning of the first course meeting (as long as seats are still available).
- Students can enroll in up to 19 credits without special permission from A&R. (WL courses do NOT count in this total).
- Students cannot register or wait list in courses that overlap, even by 1 minute
- Students cannot register into two sections of the same course (ex: BI 231). They can register in one section and wait list in other sections. Refer to Waitlist FAQ for specific information.

## Student Holds

Students can see their holds on their “Can I register?” page (Bobcat Web Account, Student Services, Registration, first link is Can I register for Credit Classes—this page is term-specific). Holds may include:

- Incomplete getting started steps (current application, current placement information, advising requirement)
- Money owed to the college (frequently a parking ticket)
- Library hold
- Second, Third, or Fourth Academic Warning
- College Now (high school students receiving credit for a course taught in the high school, have not been officially admitted to COCC)

## Course Holds

Students can see holds on the courses by looking at the “footnote” in the online schedule of classes.

- Enforced Prerequisite (including the online orientation)
- Instructor Approval set on course
- Department Approval set on course
- Instructor approval beginning the day of the first course meeting, and when adding from the wait list. This can be given online or via a signature on a registration form.

## How to register

- Online via their Bobcat Web Account, or

- Submit a blue registration form in person to Enrollment Services in Bend, Redmond, Prineville, or Madras.

### Drops

Students are responsible for dropping courses. The only situations in which COCC Admissions and Records will drop a student without student-initiated authorization is in the following cases:

- Students on Second and Third Academic Warning who have NOT completed their AW steps by the deadline (5pm on the second Monday of the term).
- Students who did not attend 100% of the first week of the (full term) course meetings or the first class meeting of the short-term course. Instructors must submit an Administrative Withdrawal roster to A&R.
- Students who do not meet course prerequisites when grades roll from previous term. Refer to Admissions and Records for specific process.

Various drop deadlines apply each term which affect:

- Refunds
- Conversion to or from an Audit
- Display on transcript
- A-F grade vs. W (withdrawal)
- Financial Aid eligibility

Students can drop full term courses online (Bobcat Web Account) through the end of the 2nd week; after this time, they must contact Admissions and Records.

Note: Short term courses have individual deadlines. Contact A&R for details. Students may also refer to *Academic Calendar - Important Dates by Term* for drop and withdraw deadlines (link from [www.cocc.edu](http://www.cocc.edu) home page).

## Registration Groups 2017-18

			Winter 2018	Spring 2018	Summer 2018	Fall 2018
Group One	Students with 90 + credits earned at COCC (including students with junior or senior status at OSU-Cascades and students identified as being in the first term of a cohort-based certificate program).	7:00am	Monday, November 13	Monday, February 26	Monday, April 23	Monday, Mid-May (actual date tbd)
Group Two	Students with 70-89 credits earned at COCC	7:00am	Tuesday, November 14	Tuesday, February 27	Tuesday, April 24	Tuesday, Mid-May (actual date tbd)
Group Three	Students with 45-69 credits earned at COCC (including students with sophomore status at OSU-Cascades)	7:00am	Wednesday, November 15	Wednesday, February 28	Wednesday, April 25	Wednesday, Mid-May (actual date tbd)
Group Four	Students with 20-44 credits earned at COCC	7:00am	Thursday, November 16	Thursday, March 1	Thursday, April 26	Thursday, Mid-May (actual date tbd)
Group Five	Students with 0-19 credits earned at COCC	7:00am	Friday, November 17	Friday, March 2	Friday, April 27	Friday, Mid-May (actual date tbd)
Group Six	New, returning and transfer degree seeking students	8:00am	Monday, December 11	Monday, March 19	Monday, May 7	Monday, Mid-July (actual date tbd)
Group Seven	All students, including non-degree seeking students.	8:00am	Wednesday, December 20	Wednesday, March 28	Wednesday, June 6	Early September (actual date tbd)

## Wait List FAQ

### Wait list Frequently Asked Questions

#### **What are my chances of getting into a course if I am on a waitlist?**

It depends. Many times courses have students who register and then drop the course before the term begins. If you are near the top of the waitlist and there are still a few days before the Friday prior to the start of the term, it is likely that you may get a seat in the course. However, if you are near the bottom of the waitlist, your chances are much less likely. If there are still multiple weeks (or months) before the term begins, the basic recommendation is to check your waitlist status frequently to see if your status has changed. You can do that by viewing your Student Detail Schedule in your Bobcat Web Account.

#### **Can I register for a waitlist with a time conflict?**

No, you cannot register for two waitlists that have a time conflict or register for a course and a waitlist that have a time conflict.

#### **Can I register for multiple waitlists for the same course?**

Yes, you can register for multiple wait lists but as soon as a seat becomes available in one of the courses, you will be added to that course and immediately dropped from any other waitlist(s) that has the same course number.

#### **Can I register for one course and be on a waitlist for a course with the same course subject (i.e. MUS, WR, SOC) but different CRN (Course Reference Number)?**

While the system might allow you to be on a waitlist initially, you will **never** be moved into the course from the waitlist if you are already registered in that course with a different CRN. It is your responsibility to monitor your waitlist position and make the decision to drop yourself out of the registered course in order for the automatic transfer from the waitlist into the course to occur if a seat becomes available. If you are still in the registered course at the time a seat becomes available in the waitlisted course, the system will immediately drop you from the waitlist with no prior notification.

#### **Can I register for a waitlist if I would exceed the maximum credit hours when allowed into that course?**

While the system might allow you to be on a waitlist initially, you will **never** be moved into the course from the waitlist if that course would put you over the maximum credit hours available to a student- which is 19 credits for most students. You will be dropped from the waitlisted course with no notification if, at the time a seat is available, the system cannot automatically move you to the course as a registered student because it would put you over the maximum credit hours.

#### **Can I register for a course or for a waitlist if I haven't met required placement test scores and/or the course prerequisite(s)?**

No, you cannot register for a course or for a waitlist if you have not met the prerequisite(s) or are not in progress towards successfully completing the prerequisite(s) for that course.

#### **How often should I check on my waitlist status?**

Daily. The system will check your status and automatically update your registration once per day- usually overnight- so you do not need to check your status more often than once per day. You can check your status by looking at your Student Detail Schedule in your Bobcat Web Account and viewing your waitlist status and position.

**Will I find out if I got into a course?**

Yes, an electronic notification will be sent to your COCC email as soon as you have been moved from the waitlist into the course. It is recommended that you check your COCC email daily to look for this notification as well as other important notifications that come from the College. The subject line of the email will contain specific information such as: Notification of Registration Change.

**What if I don't get into a course for which I am waitlisted?**

If you do not get into a course for which you are waitlisted, you have the following options.

1. Take the course another term.
2. Drop yourself from the waitlist and find another course to take that has seats available.
3. Attend the first day of course and attempt to get placed into the course through instructor permission.

If a registered student does not show up to the first full week of the course, the instructor can offer that seat to someone else and will use the waitlist order to determine who should be added to the course.

**How late can I register for the waitlist and still be moved into a course?**

The automatic transfer from the waitlist will end 5pm the Friday prior to the start of the term for courses that start the first week of the term. For courses starting after the first week, the automatic transfer from the waitlist will end two days prior to the beginning of the course.

## Technology

### Bobcat Account (Banner)

Updated August 2017, A&R

To access the Banner web system from COCC's homepage, click "Employee Login" and select "Bobcat Web Account". If you have any questions, please call Admissions and Records at 541-383-7500 or x2240 during regular business hours.

Note: Although you have access to personal information (transcripts, addresses) for students registered in your courses, who are not your advisees, COCC requests that you not access personal information about students unless you have an educational need to know; if you have questions about this, please contact Courtney Whetstine, Director of Admissions/Registrar, at 541-383-7299 or [cwhetstine@cocc.edu](mailto:cwhetstine@cocc.edu).

### Logging in

Enter your User ID (your "820" number) OR your alt-ID assigned by the CAP Center. If you are a first-time student user, your **PIN** is the password you created when you applied for admission to COCC. If you applied with a paper application, your PIN is your six-digit date of birth (MMDDYY). You will be asked to immediately change your PIN to a more secure number. Your PIN must be between 6 and 15 characters: letters, numbers, or a combination of both. Please note that the system is case sensitive. You will also be asked to enter a security question and answer and to accept the user agreement. In the future, if you forget your PIN, click the "Reset your PIN" link.

After logging in, you will have several different menu options, depending on your classification (Student Services & Financial Aid Menu, Employee Services, Faculty Services, Personal Information, etc.). Read the options under each of these menu items, as you may have access to a wide variety of online services.

### Setting a student's advising requirement

Note: COCC does not significantly restrict your access to student data though our policies and practices do. Advisors may only set the advising requirement for a student assigned to them.

#### To set an advising requirement:

- Login to the Bobcat Web Account and then go to "Faculty Services" and "Advisor Menu"
- Select "Advisee List by Term" (enter the current term and "View Advisee List").
- Copy the COCC ID number of the student you wish to set (Control C), then return to the Advisor Menu and select "Set Advising Requirement" (enter the current term).
- Paste (Control V) the ID number into the field and verify that you have the correct student.
- The next screen allows you to set the expiration date of the advising clearance for up to 4 terms. The text reads, "Select the term for which [your student] will next need advising (currently scheduled for Fall 2013)." See following example.

- In this example, the student would be prohibited from registering for Fall 2013 term without additional advising. Select a term from the drop-down menu that is the next term for which student should have an advising requirement. Use the “ID Selection” at the bottom of the screen to clear advising for another student.

The screenshot shows the Bobcat Web Account interface for Central Oregon Community College. The user is logged in as a Student. The page title is "Bobcat Web Account" and "CENTRAL OREGON community college". The navigation tabs include "Personal Information", "Student Services & Financial Aid", "Faculty Services", and "Employee". The current page is titled "Fall 2013". Below the title, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area contains the instruction: "Select the next term in which Test Person will require advising before being allowed to register (currently Fall 2013)." Below this instruction is a "Select a Term:" label and a dropdown menu. The dropdown menu is open, showing the following options: "OK to register for any term PRIOR to, but not including, Fall 2013", "OK to register for any term PRIOR to, but not including, Fall 2013", "OK to register for any term PRIOR to, but not including, Winter 2014", "OK to register for any term PRIOR to, but not including, Spring 2014", and "OK to register for any term PRIOR to, but not including, Fall 2014". Below the dropdown menu are "Submit" and "Cancel" buttons.

To see if an advisee has any remaining pre-registration requirements, view the “Can an advisee register?” page. This is the same page that the student can view in their online account under Registration, entitled “Can I register for credit classes?”

## Overrides-definition

### Registration Overrides

Override	Course
None	None
Approval for Late Reg	None
Capacity Override	None
Co-requisite Override	None
Departmental Approval	
Approval to Drop	
Duplicate Course Override	
Expanded Options Approval	
Instructor Approval	
Pre-Requisite Override	
Time Conflict Override	

**\*\*Please note: Time frames referenced below are in relation to standard classes. For short term classes, please review the Academic Calendar for date deadlines!**

**Approval for Late Reg** = To be issued:

- Starting with the 3rd week of the term through the 7th week of the term
- \$30 late registration fee will need to be manually added to student's account

**Capacity Override** = To be issued if:

- The instructor is increasing the maximum capacity for the course or allowing a student to register into a course that had a waitlist at the time the course began.

- b. This override also includes Instructor Approval and Approval for Late Reg

**Co-Requisite Override** = To be issued if the instructor has agreed to waive all hard co-requisites on a CRN

**Departmental Approval** = To be issued when Department Approval is required to register - stated on the Class Schedule - Managed in Banner with SSASECT

**Approval to Drop** = To be issued if the instructor agrees to allow a student to drop a class

- a. For standard classes = This approval is required starting with the Monday of the 8th week of term  
And ends the Wednesday (6pm) before finals week
- b. For short term classes = Please review the Academic Calendar for date deadlines

**Duplicate Course Override** = To be issued when the instructor is allowing a student to register in the same course but different CRN

**Expanded Options Approval** = Only used by Layla Solar (Admissions and Records)

**Instructor Approval** = To be issued when:

- a. Instructor Approval is required to register - stated on the Class Schedule - Managed in Banner with SSASECT
- b. First 2 weeks of the term when the instructor is allowing a student from the WL to register and there are open seats  
\*\*If there are not open seats in the class – issue the Capacity Override

**Pre-Requisite Override** = To be issued if the instructor has agreed to waive all hard pre-requisites on a CRN

**Time Conflict Override** = To be issued when a student has a time overlap between two classes - BOTH instructors must issue this override in order for the student to register

### **Overrides-How to apply**

Completing the following steps gives approval to a student so that they may add the class online, or in-person without a physical signature on a registration add/drop form. (Students **must** follow up by adding their class through their Bobcat Web Account, if possible, or through Admissions and Records).

- Login to Bobcat Web Account.
- Go to “Faculty Services” and then to “Advisor Menu”.
- Click “ID Selection”. Enter student’s ID in the “Student or Advisee ID” box. Note: If you must search by name, for a more successful search, use only the first portion of each name and be sure to click “all” in the “Search Type” field. You must verify that this is the correct student.
- Click “Registration Overrides”.

From the drop down menu, select the type of override.

- Under the Course drop down menu, select the appropriate CRN and click “Submit”.
- Verify that your information is correct and click “Submit” again.
- If successful, the “The registration overrides you entered have been saved successfully” message will appear. If this message does not appear, scroll down to the “Registration Errors” section to verify the problem. Click “Student Information” at the bottom of the page to give approval to additional students.

*Important note:* The “Student Services & Financial Aid” option in the blue bar at the top of your page is the menu choice from your initial log in – if you choose this option, you will access information about YOU as a student. To access your advisee’s information, always select the “ID Selection” option at the BOTTOM of the page.

### **View a student’s transcript and placement**

(You can also see Course History in GradTracks but it does not display placement.) Note that if you have just worked with a student and now wish to work with a different student, you must return to the Advisor Menu and enter a new ID number to pull up the new student.

- Go to “Faculty Services”
- Go to “Advisor Menu”
- Click “Student Academic Transcript”
- Enter the student’s ID number and click “Submit ID”
- Click “Display Transcript”

Bobcat Web Account  
COCC Student and Staff Online Services

CENTRAL OREGON  
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RETURN TO MENU SITE MAP HELP EXIT

Student Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for [REDACTED]

Testing Requirements	Score	Placement	Date Taken
Imported Test-placed in MTH95	1		18-APR-2013
Imported Test-placed in WR95	1		18-APR-2013

Example of scores from a test taken at a different college or university

Bobcat Web Account  
COCC Student and Staff Online Services

CENTRAL OREGON  
community college

RETURN TO MENU SITE MAP HELP EXIT

Student Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for [REDACTED]

Testing Requirements	Score	Placement	Date Taken
Accuplacer Reading Comprehension	062	ACPL-placed in WR60	15-JUL-2013
Accuplacer Sentence Skills	058	ACPL-placed in WR60	15-JUL-2013
Accuplacer College Math	036	ACPL-placed in MTH105/111/211	15-JUL-2013

Example of COCC test scores showing the score and the placement

## Print rosters and wait lists

Go to "Faculty Services"

For class rosters, you may choose "Detail Class List" or "Summary Class List" (shorter version, less detailed information). Select the appropriate CRN. For wait lists, you may choose "Detail Wait List" or "Summary Wait List. Select the appropriate CRN. NOTE: students are listed in alpha order. To determine the appropriate order of your wait list students, choose "Detail Wait List", find the student with the smallest "Registration Sequence" number. They are first on your list. The student with the next lowest number is second, and so on. **Note: For a "wait list" roster with students listed in the order they were added to the wait list, contact your administrative assistant.**

Select "Print" from your Internet browser's "File" menu.

## Post Grades

Grades may not be left blank.

Notes: If the student dropped the course after the seventh week, a "W" will appear in the grade box. DO NOT CHANGE THIS GRADE.

If a student chose to audit a class, an "X" will appear in the grade drop down box. DO NOT CHANGE THIS GRADE.

If a student has not requested a withdrawal or audit, the grade box will be blank; you must enter one of the available grades. Grades may not be left blank.

- Go to “Faculty Services”
- Click “Submit Mid-Term Grades” or “Submit Final Grades”
- Choose the CRN from the drop down menu and click “Submit CRN”
- Select the term from the drop down menu and click “Submit Term”
- Enter the grade from the drop down menu
- Click the “Submit Grades” button when done (click this button throughout this process, as you will be logged after 20 minutes of inactivity and will lose any unsaved entries). Only the first 25 students on your roster will appear on the screen.
- Check your roster for accuracy and missing grades before you submit.
- If you have more than 25 students, click “Submit Grades”, then scroll to the bottom of the page and click on the next set of students.

## Email

### Send an email to all your assigned advisees

#### Use Outlook to Send an Email to all your Advisees

You can send a mass email to all of your assigned advisees using an automated distribution list. These lists are updated at least twice each week.

To send a message to your advisees type “AL” followed by your email name into the Outlook “To” field. For example, Peter Casey’s list is ALPCASEY.

Email messages are sent to all advisees who are assigned to you and have active COCC email accounts. Some students still assigned to you may not have active email accounts if they have not taken classes in the last twelve months. To verify their status go to Faculty Web. If students are still active, there will be an "envelope" icon in the right-hand column on the page of View Advisee List by Term. Students without an icon no longer have COCC email accounts and are not included in the adviser's distribution list.

## GradTracks

### Quick Reference Guide

- **Access to GradTracks:**
  - Logon to your **Bobcat Web Account, Faculty Services** tab, **Advisor Menu**
  - Click on the **GradTracks for Faculty Advisors** link
- **Name** drop-down displays a list of your advisees. Select an Advisee from the list.
- **Use the Audits tab to generate evaluations towards Program/Certificate requirements.**
  - Select the **Still Needed** Format for a quick display of classes/credits still needed.
  - Select the **Detail Audit** Format for a full list of requirements, advice on courses still needed to meet requirements, and courses applied to requirements.
  - **Audits** : Evaluates student progress towards their declared Program/Certificate for their Catalog Year (the year they most recently applied for admissions to COCC).

- ❖ **Note:** If Audit displays **Status = 4235 No existing audit was found for this student**, it is likely an issue with Catalog Year.

You can run a **What-If** audit to review program requirements for catalog years that are eligible (within three years); you must refer to prior catalogs to review program requirements older years that are not available in GradTracks.

- **What-If:** Evaluates student progress for a different Program/Certificate or Catalog Year.
  - ❖ **Note:** What-If Audits are not saved on the system and may be run as many times as desired.
  - ❖ **Note:** GradTracks will audit catalog years 2015-16 and later.
- **Look Ahead:** Enter future courses and verify that they apply towards program/cert completion. Course numbers require 3 digits (i.e. MTH 065, not MTH 65).

➤ **Reading the Audit**

- **Requirements** are listed on the left (requirement name and status)
- **Advice** is listed on the right (Number of credits/classes Still Needed, listing of classes that will meet the requirement, classes that applied to the requirement)
- **Not Needed** lists courses that did not apply to the Program/Certificate and transfer courses articulated in bulk credits.
- **Insufficient** lists failed or audited courses and withdrawals.
- **In-Progress** lists courses currently in progress or future term registration.
- Click on the **FAQ** link for a Transfer Articulation/Grade decoder, troubleshooting guide, FAQ.

If you have questions, concerns, or think a course should be applied differently than is shown: Click on the [myprogress@cocc.edu](mailto:myprogress@cocc.edu) link and send us an email or call the GradTracks Help Line x2121. Be sure to include: Student ID, Major, and Catalog Year

➤ **Demo GradTracks Account—“Test Person”**

Faculty requested access to an account in GradTracks that is safe to show as a demo without confidentiality concerns. To do this, go to the Bobcat Web Account and login using:  
 User ID = TEST01234  
 Password= oromeo

**Transfer Course Notes (Articulations)**

Transfer coursework will be articulated on a course-by-course basis. In GradTracks these courses can be evaluated towards any program by running a **What If** audit.

Continuing students will have the old bulk articulations (i.e. 38 credits applied from college x) until they request a new evaluation. During the evaluation, the transfer coursework will be articulated into individual courses and apply to requirements in GradTracks.

The course-by-course articulations will display in GradTracks like this:

Discipline Studies	BI 1XD	Topics in Biology	BTR	4.5	Fall 2010
	Satisfied by	BIOL1970 – Univ of Utah			
Electives	PSY 3XX	Motivation	B-TR	4.5	Fall 1989
	Satisfied by	PSY384 – SUNY University at Albany			

## Articulation Chart

Articulated courses will have both a **Prefix translation** and a **Number translation**:

Prefix translations
<b>COCC prefix</b> PSY, BI, SP, etc
<b>Discipline Studies prefix</b> AL – Arts & Letters SCI – Science SSI – Social Science

Number translations
<b>COCC Number</b> 201, 111, etc
<b>Discipline Studies Number</b> 1DS, 2DS, 3DS, 4DS – Non-Lab Science 1XD, 2XD, 3XD, 4XD – Disciplines Studies 1DL, 2DL, 3DL, 4DL – Lab course
<b>Other translations</b> 1XX, 2XX, 3XX, 4XX – Elective 1PE – Health Activity 1BT – Military Basic Training 1XH – Health Course 1US – University Studies program 121TR – Meets requirement of 121 OCT, 1CT – Career/Technical courses

Note: 0, 1, 2, 3, 4 indicates level

## Transfer Course Grades

Transfer will have both a **Grade** and a **Transfer evaluation**: Examples: BTR, PTRC, C+T

Grade
<b>A, B, C, D, F</b> +/- grades will be used <b>P</b> Pass

Transfer evaluation
<b>TR or T</b> Transfer as graded
<b>TRC</b> Transfer with minimum C grade
<b>TRD</b> Transfer with minimum D grade

## Trouble-shooting Guide

**Q: My student doesn't have an audit. I keep seeing:**

**Status = 4235**

**No existing audit was found for this student.**

**Run a new audit to view the audit report.**

**A:** GradTracks can generate audits for Catalog Years 2015-16 and later. Students who applied to COCC prior to 2015-16 may use What-If audits to review program requirements for the more recent two Catalogs. Refer to catalog for more information. Students choosing to graduate under requirements from prior catalogs must continue to request a new degree evaluation using the Evaluation Request form.

**Q: Why is Financial Aid Completion Rate blank?**

**A:** These fields only fill if the student has completed a FAFSA for the current aid year.

**Q: The Electives requirement shows complete, but the student still needs more elective credits to complete their degree OR the Electives requirement shows incomplete but the student has met the minimum credits required for the certificate or degree. Why is that?**

**A:** Any program where there is a range of credits for electives (e.g. 24 – 40 credits) shows complete as soon as the minimum has been met. We have added remarks to identify that additional credits may be needed to complete the degree.

**Q: Old courses are showing in “Not Needed” when they should be used for program/certificate requirements.**

**A:** GradTracks only uses courses that are in the catalog or are identified in Banner as equivalencies. Banner equivalencies for old coursework may be missing, which will result in courses falling into the “Not Needed” area when they should be used for program/certificate requirements. If you find such courses, please submit them to [myprogress@cocc.edu](mailto:myprogress@cocc.edu). Please include the Student ID, the Major, and the courses that should have applied.

**Q: Why are courses transferred from other colleges not showing up in the audit?**

**A:** Students who transferred to COCC from other colleges prior to Fall 2011 had their transfer courses articulated in bulk towards their identified program. You should see the total number of transferred credits in the Not Needed section of the audit. If students have not changed programs, you can continue to use the original paper transfer evaluation. If you wish to see how the transfer coursework applies towards a different program, the student will need to request a new transcript evaluation. Once the new evaluation is completed, the transferred coursework will display in GradTracks.

**Q: I think a student’s audit is incorrect. What should I do?**

**A:** While we have done everything we could to make sure that the audit is correct, it would have been impossible for us to predict every unique situation or problem. We want to work with you to correct any issues as soon as possible. The first step is to clarify what information you believe is wrong. These are the most common problems and solutions:

- **The student’s major or degree is wrong on the Audit.**

The student will need to request a major change from the CAP Center or the Admissions and Records Office. You should see the new degree and major in GradTracks the day after the major is updated in Banner.

- **The student Audit for an AAOT degree in a specific major is not requiring the correct major courses.**

There is often coursework recommended for specific majors, which is reflecting in the “advising notes.” However, the requirements for the AAOT degree at COCC are NOT specific to the major.

- **The requirements for the student’s program/certificate are wrong.**

First, check the Audit Planning Year that appears in the Degree block. Check that the catalog year is the same as the catalog you are using to compare requirements.

If the catalog year is 2015-16 or later and the requirements shown for the program are incorrect, please send an email to [myprogress@cocc.edu](mailto:myprogress@cocc.edu) and be sure to include the student ID, major, and catalog year along with a description of requirements that you believe are in error.

- **A transfer student did not get the correct credit for some transfer courses.**

If courses have been articulated, contact [myprogress@cocc.edu](mailto:myprogress@cocc.edu).

If the student has bulk articulations displayed in the Not Needed section of the audit (see example below), please ask the student to submit a request for a new transcript evaluation (you can find this web page on the [www.cocc.edu/cap/advising](http://www.cocc.edu/cap/advising), locate Planning Resources on the right and select the Forms and Worksheets link.

0 000                      Transfer Credits                      P                      34                      Fall 2009

**Satisfied by:** NO TRANSCRIPT DETAIL - Clackamas Community College

## Web

### How to update office hours on the web

You MUST be on the COCC Campus to do this....or you may use the Remote Server. Please contact Scott Donnell ([sdonnell@cocc.edu](mailto:sdonnell@cocc.edu)) if you are unable to edit your office hours (he may have to update your access to the system).

1. From the COCC home page, click on the EMPLOYEE LOGIN button.
2. Click on the WEB EDITOR button.

#### Employee Login



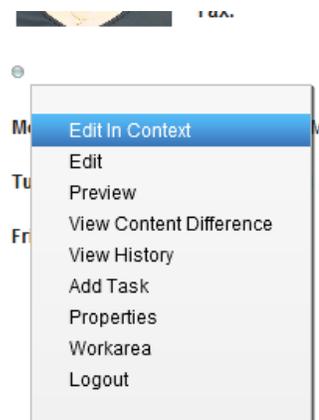
3. Click the >LOGIN NOW button.
4. Enter your COCC network username (e.g., flast)
5. Enter your COCC network password.
6. Click on the LOGIN button.
7. In the top, right corner of the page, click on CAMPUS DIRECTORY button.



8. Click on the alphabet letter for YOUR last name.
9. Look through the list and find your

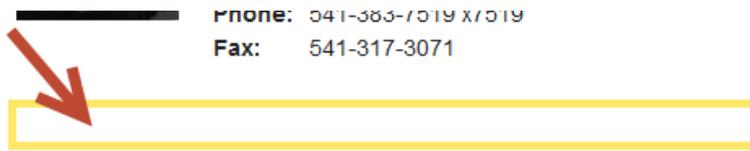
name and click on it. This will take you to your homepage in the Directory.

10. You cannot edit the top portion of your Directory page but you can edit the lower portion. To do that, click on the silver bullet.



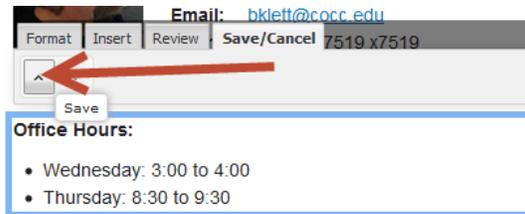
11. Click on the EDIT IN CONTEXT option.

12. Set your cursor in the yellow outline box.



13. Type your changes in the editor that appears (don't forget to label your office hours with the term) and then click on the SAVE icon.

14. Finally, click on the SAVE arrow.



## New Students

### New Student Advising (NSA), September 2017

The following steps are used on the days that COCC begins new student advising for the upcoming term.

Prior to meeting in small groups with advisors, students have already attended the pre-advising workshop (see notes), in which they are introduced to the following concepts:

- Educational goals and types of degrees
- Degree requirements--Catalog
- Course descriptions (and prerequisites)
- Using placement scores
- Planning for success—credits load, Financial Aid basics
- Registration details/Schedule

Students complete part of the New Student Workbook, and summarize their information on the flap attached to the last page in the workbook.



Fill out the information below to help you summarize your degree goals and courses you may be interested in taking your first term.

Name \_\_\_\_\_  
 COCCID # \_\_\_\_\_

**Step 1: Select your Educational Goal (pages 2–3)**  
 Choose one:

Career and Technical Education (CTE)  
 My program is: \_\_\_\_\_  
 The description is in the catalog on page: \_\_\_\_\_

Transfer Preparation  
 My major is: \_\_\_\_\_  
 The description is in the catalog on page: \_\_\_\_\_

Exploratory: undecided about your educational goal

OR

Educational goal not found.

Notes: \_\_\_\_\_

**Step 2: Select your Courses (pages 4–6)**  
 Writing and Math Courses (pages 4–5)  
 Placement Level:  
 WR Placement: \_\_\_\_\_  
 OR Course Completed: \_\_\_\_\_  
 MTH Placement: \_\_\_\_\_  
 OR Course Completed: \_\_\_\_\_

Computer Skills Courses (page 6)  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional Ideas for Courses to Take (page 6)  
 \_\_\_\_\_  
 \_\_\_\_\_

**Step 3: Plan for Success (page 7)**  
 I plan to enroll in:

1–5 credits • 1/4 time  
 6–8 credits • 1/2 time  
 9–11 credits • 3/4 time  
 12+ credits • full time

1. Advisors should begin by asking the student to show them the back flap from the New Student Workbook. Review the flap for
  - a. ideas the student has about program,
  - b. how many credits they want to take,
  - c. placement level, and
  - d. ideas about other classes they want to take.

The content of each of these sections is included in the blue section of the workbook, so you can backtrack if you need more information.

2. Add to their start of a “laundry list” of potential courses so they have a selection that will get them to their desired number of credits. Demonstrate how to check prerequisites.
3. Show them how to use the ONLINE SCHEDULE or AVAILABLE SEATS REPORT and the WEEKLY SCHEDULE PLANNER (p. 22) to begin to arrange a schedule. (Hint: Record both the course number and the 5-digit CRN in your notes.) Make sure they are checking both LOCATION (RDM, PRI, MDR, and BND) as well as seating capacity.
4. When they are done with their schedule, review it and ask them about wait lists. It is amazing how many students forget to look at this as they get working.
5. When it looks solid, ask the student to move the course information to the registration form. Only a very few courses require instructor approval, but please make sure you sign the advisor line at the bottom right of the form.
6. Send the student to the registration lab to register.

## First meeting with an advisee

### Goals:

1. Build rapport (find something the advisee is doing well)
2. Scan for intervention: Review current term performance
3. Check educational goal: Program and degree Requirements
4. Check courses selection: Review course selection
5. Address Questions
6. Homework

### Build rapport

- “What brings you in today?”
- “How is your term going?”
- “How did you choose COCC?”
- “How would you describe your experience so far?”

### Scan for intervention

- “What is your favorite class?”
- “What grades would you anticipate based on what you know now?”
- “Any surprises this term?”

### Check Educational Goal

- Look up the student in GT, check Degree/Major
- Review CTE vs Transfer vs Exploratory if necessary (workbook, pages 2-3)
  - Refer to Class (HD 110 Career Planning), services (Career Services, Tracy Dula)
- If GT goal is accurate, review degree requirements

### Check future courses towards goal

- (Look for a chance to review prerequisites/recommended prep.)
- If the student comes with some ideas for courses, use “Look Ahead”
- If the student doesn’t have ideas, show them GT and lists. Model one or a few.

### Address questions

### Homework

- “See me again before.....(Halloween for winter, Valentine’s Day for spring, Cinco de Mayo for Fall)
- Complete your course plan for the full year.
- Other? Disability Services, tutoring.....

## Exploratory/Undeclared

- Studies show that up to 80% of entering college freshmen are unsure of their majors.
- Education is a lifelong process (probably not what a first-time freshman wants to hear, but it is true!)
- There may be several majors and pathways that are good choices.
- Research shows that within 10 years of graduation, the majority of college graduates are working in areas that are not connected to their college majors.

### **Become familiar with the programs that COCC offers.**

CTE vs. Transfer vs. AGS, a brief explanation of the different educational pathways available at COCC can be found in the 2017-2018 New Student Advising Workbook, page 2.

### **Take advantage of COCC's Career Services**

If a student is exploratory:

- Oregon Career Information System <https://oregoncis.uoregon.edu/Portal.aspx> offers career assessments to help students begin the process of determining their course of study.
  - Username: capcenter  
Password: studcap
  - Once logged in, click on “Exploration” to find career assessments.
  - Use this site to review labor market information about occupations as well.
- Refer students to <http://www.cocc.edu/cap/career-services/career-exploration/> for career exploration information about self-assessments, online tools, upcoming presentations and workshops, or an appointment.

Or, Have students contact the CAP Center at 541-383-7200 to schedule an appointment with the Career Services Coordinator.

### **Selecting classes as an exploratory student**

#### *The basics*

All COCC degrees require a basic understanding of writing, communications, math, and health. The basic skills are a great place to start.

#### *Explore with your courses*

Career Planning (HD 110)

A full list of exploring courses can be found in the 2017-2018 New Student Workbook, page 5.

## **On-campus Housing Students**

(updated THayes, August 2017)

By the end of the first week of each term, all students residing in COCC's on-campus residence hall are required to be registered in a minimum of 12 graded credits that can be combined between COCC and OSU-C. Students must maintain registration in a minimum of 8 graded credits throughout the term.

Exceptions to this policy are accepted and must be approved by the Housing and Residence Life Office. Exceptions include accommodations approved through Disability Services and if the student only needs a select number of credits relative to their selected major and graduation. Maintaining registration in 8 credits is intended to give the student some leeway if they get into trouble with a class and need to drop it.

There are no longer any academic performance expectations that directly effect a student's housing status. As long as a student is eligible for classes through COCC, is able to support the associated expenses, and continues to meet the requirement for housing then the student is eligible to reside in housing.

Housing students face the possibility of removal from on-campus housing if they do not pay their balance according to established procedures and deadlines.

## Transfer Students: Associate of Science degrees

### Background

The Associate of Science degree in Oregon is used to help students transfer and complete a bachelor's degree. The degree intent is "to prepare students to transfer to a baccalaureate degree program area, and sometimes a specific institution. This degree does not have a stated major and cannot be advertised with a major. AS degrees are pre-approved by the state if it meets guidelines below and follows COCC's internal approval process." (See the OCCWD handbook for more information, [http://handbook.ccwwebforms.net/handbook/programs-degrees-and-certificates/definitions/associate-degrees/associate-of-science-\(as\)](http://handbook.ccwwebforms.net/handbook/programs-degrees-and-certificates/definitions/associate-degrees/associate-of-science-(as)) ). Students and advisors sometimes misunderstand the AS degree, assuming that it is related to a BS degree or to a science major. The usefulness of the degree relies on a student or advisor embedding their bachelor's degree lower division major, general education (or both depending on focus) requirements into the AS.

### COCC approval process

The state has given individual Oregon community colleges the authority to grant AS degrees if they meet the state's guidelines and follow an internal approval process. To that end, COCC staff may propose AS degrees for approval using the following criteria and process. Proposals are submitted for approval to either the Registrar or Curriculum Committee depending on the intended audience and use.

Audience	Approval process
For one student to meet specific needs (not printed in the catalog, shows as individualized degree in GradTracks)	Submit this material to Admissions and Records (Registrar)
For multiple students, and included in the Catalog and GradTracks	Submit this material to the Curriculum Committee by the catalog deadline.

Note that the COCC Curriculum Committee has a deadline (typically in mid-February) for submission of course and degree proposals to be implemented in the following academic year.

AS Proposal Guidelines, 2/12

AS Focus	Degree Includes:	Steps to develop degree	Approval criteria	Degree title
Specific major	LD major requirements Some gen ed (based on COCC AS degree template)	<ol style="list-style-type: none"> <li>1. Provide copy of major requirements at one or more transfer institutions with lower division courses identified</li> <li>2. Translate LD major requirements into COCC courses (explain methods)</li> <li>3. Insert LD major courses into template (may need sample plan), paying attention to prerequisites and sequencing</li> <li>4. Identify requirements, guidance of AS degree</li> </ol>	<p>Does the proposed AS degree meet all the guidelines?</p> <p>Does the proposed AS degree meet the intent of preparing a student for the major?</p> <p>Is the translation of courses based on solid methodology (equivalency tables, articulation agreement, correspondence, title comparison)?</p> <p>If the proposed degree does not include ALL lower division courses, are the requirements included based on a sample plan or other solid logic?</p>	AS [followed by the name of the major and “emphasis”] AS Engineering emphasis
Specific university	LD gen ed	<ol style="list-style-type: none"> <li>1. Provide copy of general education requirements for this specific institution</li> <li>2. Translate general education courses into COCC courses (explain method)</li> <li>3. Determine which courses to require (may need sample plan)</li> <li>4. Determine if COCC AS degree template is helpful</li> <li>5. Identify requirements, guidance of AS degree</li> </ol>	<p>Same as above except focus on university</p> <p>If COCC AS template is not used, is there a recognizable body of general education included?</p>	AS [followed by the name of the university and “emphasis”] AS Montana State University Emphasis
Specific major AND university	Either ALL LD major + gen ed reqs OR Some LD major and gen ed reqs in coordination with a sample completion plan	<ol style="list-style-type: none"> <li>1. Provide copy of major AND gen ed requirements</li> <li>2. Translate LD requirements into COCC courses (explain methods)</li> <li>3. Determine which LD major, gen ed courses to include (may need sample plan), paying attention to prerequisites and sequencing</li> <li>4. Identify requirements, guidance of AS degree</li> </ol>	Same as above except focus on major AND university	AS [followed by the name of the major & university and “emphasis”] AS Exercise and Sport Science/Oregon State University emphasis



# Proposal for COCC AS degree

Submitted by:

Title of degree:

Date:

Describe how the degree proposal meets the following criteria, attach proposed degree requirements and documentation.

Criteria	Proposal
<b>State Guidelines</b>	
<ul style="list-style-type: none"> <li>90-108 credits</li> </ul>	
<ul style="list-style-type: none"> <li>Recognizable core of General Education</li> </ul>	
<ul style="list-style-type: none"> <li>Established standards of academic achievement</li> </ul>	COCC: minimum GPA of 2.0
<b>Focus</b> <ul style="list-style-type: none"> <li>Preparing a student for the major?</li> <li>For a specific university?</li> <li>Or for <u>both</u> a major and a specific university?</li> </ul>	
Methodology for translating course requirements of intent school/major into COCC course requirements	
<b>Audience</b>	
For one student to meet specific needs (not printed in the catalog)  For multiple students, and included in the Catalog and GradTracks <ul style="list-style-type: none"> <li>If yes, then who will monitor the requirements each year by Curriculum Committee Catalog deadline to keep the degree current?</li> </ul>	

Attached:

## Underperforming Students

### Mid-term grades

At mid-term, instructors have the option of submitting mid-term grades for their courses. Mid-term grades are warning grades; an instructor can award a D or an F. The purpose of the mid-term grade is to give students and advisors a warning about the student's performance. Admissions & Records emails the assigned advisor a copy of mid-term grades.

Advisor's role: Facilitate student accessing appropriate services to assist them in improving their academic performance/status, understanding drop deadlines, and communicating with instructors.

### Academic Warning

See the current COCC Catalog or the following section with policy information. All forms are located on the CAP Center Advising web site on the right side under Quick Links.

<http://www.cocc.edu/cap/advising/>

**Good Standing** is defined as a minimum term GPA of 2.0 or higher.

### First Academic Warning

Advisor's role: Facilitate student in identifying behaviors or factors that prevented them from being successful and refer to relevant services.

### Second Academic Warning

Advisor's role: In addition to the above, the advisor works with advisees to continue at COCC based on their evaluation of the student's work and strategies articulated in the Second Academic Warning Worksheet. They sign the form indicating they met and reviewed the content with the student. They also provide comments and notes as to their conversation with student. Advisors who do not support a student at this stage should refer students to the CAP Center and send a message with helpful background to the CAP Director.

### Third Academic Warning

Advisor's role: The advisor is guiding the student to prepare materials for the Reinstatement Committee. Advisors who do not support a student at this stage should refer students to the CAP Center and send a message with helpful background to the CAP Director.

### Fourth Academic Warning.

A student in this status is prevented from enrolling at COCC for a year; there is no appeal process.

## Policies of Note to Advisors

### Policies

#### Academic Warning

Note: Students frequently confuse academic warning and the financial aid policy Satisfactory Academic Progress.

Students are considered to be in good academic standing if they earn a 2.0 or higher GPA each term. Students who do not meet this standard are placed on academic warning at the time grades are posted.

**First Academic Warning:** When students earn below a 2.0 term GPA, they are placed on First Academic Warning. At this stage, students are strongly encouraged to meet with their advisor prior to registration.

**Second Academic Warning:** When students earn below a 2.0 term GPA for two consecutive terms, they are placed on Second Academic Warning. At this stage, students are required to meet with an academic advisor and complete the Second Academic Warning Worksheet. The worksheet must be submitted to Enrollment Services no later than 5 p.m., Monday of the second week of the term. If students are pre-registered and fail to complete the worksheet, their registrations will be voided and a full refund issued. If students are not pre-registered, they will be prevented from registering for one calendar year or until such time they complete the Second Academic Warning worksheet.

**Third Academic Warning:** When students earn below a 2.0 term GPA for three consecutive terms, they are placed on Third Academic Warning. At this level, students must complete the Academic Reinstatement Petition with their advisors and submit the petition to Enrollment Services no later than 5 p.m., Monday of the second week of the term. The Academic Reinstatement Committee will review the petition on Wednesday of that week. The Committee has three options:

- Approve the petition as is: Students continue attending classes, following the requirements of the petition. If students fail to follow the academic plan or requirements, they may be voided from classes.
- Approve the petition with revisions: If students fail to follow the academic plan or requirements, they may be voided from classes.
- Deny the petition: If denied, students may petition for reinstatement the following term or cease to attend classes for one calendar year. After one year, students may re-enroll and begin classes as if no academic warnings existed (note: grades on student transcript remain the same).

If students are pre-registered and fail to complete the worksheet, their registrations will be voided and a full refund issued. If students are not pre-registered, they will be prevented from registering for one calendar year or until such time they complete the Third Academic Warning worksheet.

Note: All students on third academic warning are required to participate in an activity (or activities) specifically chosen to address the reason they received three academic warnings. Depending on circumstances, this could be attending a study skills class or workshop; meeting with a personal counselor to talk about time management, stress management, depression or other personal situations; attending a career counseling workshop or class; or other options recommended by the advisor. If students do not follow through with this activity or activities, they will be dropped from that term's

classes. Financial aid recipients will need to pay back a prorated amount of their funding (see the Financial Aid withdrawal penalty policy).

**Fourth Academic Warning:** When students earn below a 2.0 term GPA for four consecutive terms, they receive a Fourth Academic Warning and are blocked from all registration in credit classes for one calendar year. After one year passes, students may re-enroll and start their academic record as if no academic warnings existed. The student transcript, however, will remain the same.

## Catalog Year

COCC's Catalog Year Policy changed effective 2011-12. The following is excerpted from the 2017-18 Catalog, page 28:

Meet at least one of the following criteria:

1. Students have three years to complete their program under the catalog in which they began or any subsequent catalog.
  - a. The student's default catalog year is the year the student is admitted to COCC and the student may graduate under that default catalog year or either of the next two catalog years.
  - b. If the student has a break in enrollment for four consecutive terms, the student must reapply to COCC and the default catalog year will now be the year the student is readmitted.
  - c. The student's choice of catalog years is limited to two catalog years prior to the student's year of graduation. If the student does not graduate within three catalog years of student's admittance, the default catalog year will be updated yearly to the subsequent catalog year.
2. The student transfers back to COCC other college credit and meets degree requirements listed in the current college catalog or the previous two catalog years.

## FERPA

### **FERPA/Disclosure of Information**

In compliance with the Family Educational Rights and Privacy Act (FERPA), COCC is responsible for maintaining educational records and monitoring the release of those records. Staff and faculty with access to student educational records are legally responsible for protecting the privacy of the student by using information only when necessary to instruct, advise, or otherwise assist students. Faculty and staff cannot access student information for any other purpose, and should not access information on their children or relatives.

### **Directory Information**

Only those records defined as 'directory information' may be released without the written permission of the student. See the list of COCC's directory information. No other information contained in a student's educational records may be released to persons or organizations without the student's prior written approval or via a lawfully issued subpoena. Please see the FERPA for Faculty website at <http://www.cocc.edu/instruction/faculty-resources/ferpa-for-faculty/>. However, note that although we may release directory information, it is important to be responsible with the information we have access to, and cautious with the information we share. If you receive an information request or would like additional information, please contact Courtney Whetstine, Director of Admissions/Registrar at 541-383-7299 or [cwhetstine@cocc.edu](mailto:cwhetstine@cocc.edu).

### **Confidentiality Requests**

A student may request that all information—including directory information—be kept confidential by completing a Non-Disclosure of Student Information form. Once the student has filed this form, no information about this student will be released to anyone, including parents, relatives, friends, other students, prospective employers, etc. All college business must be conducted in person, by the student, with photo id. The restriction stays on the student's account until the student requests, in writing, that it be removed. The restriction remains in place even after the student has stopped attending or has graduated from the College.

If a student has requested a confidentiality hold, the word "confidential" will appear next to the student's name on class rosters, and in the upper left corner in native Banner. If you receive a request for information on someone with a confidentiality hold, the correct response should be "I'm sorry, but I have no information on a person by that name". If in doubt, refer the call to Admissions and Records.

### **Staff Responsibility**

When you receive an inquiry about a student, all staff should refer the request to the Admissions and Records Office. Note: You are responsible for maintaining the security of your work area or computer terminal. Do not leave your workstation or terminal unattended while logged into Banner or your faculty web account and do not give your password to other employees or students.

### **Posting of Grades/Homework Pick-up**

Under FERPA, posting grades or test scores on bulletin boards or an office door, or leaving homework/assignments/tests for pick up outside an office door, is permitted ONLY IF the information is affiliated with a particular student via some sort of "secret code". Social security numbers, portions of social security numbers, telephone numbers and date of birth are NOT acceptable codes, as they can easily identify a student. COCC encourages that instructors NOT post grades, leave homework assignments for pick up, or distribute other student-related information besides directly handing out or mailing to the student.

**Letters of Recommendation**

Usually, writing a letter of recommendation for a student will not require the student’s written permission. However, if the letter covers information protected by FERPA, it is wise to obtain written consent from the student.

**FERPA CHECKLIST**

DIRECTORY INFORMATION?	YES	NO
Student's full name	X	
Social Security number/COCC ID		X
PIN (Personal Identification Number)		X
Date of Birth		X
Gender		X
Race/Ethnicity/Nationality		X
Class Standing	X	
Mailing Address	X	
Telephone	X	
E-Mail Address	X	
Major Field of Study	X	
Terms Attended	X	
Degrees, certificates, honors awarded	X	
GPA or grades or Academic Standing		X
Cumulative credit hours		X
Current term credits or class schedule (times, locations)		X
Participation in official recognized activities	X	
Most recent previous school attended	X	
Copies of transcripts from other schools/colleges		X
Information on academic standing or whether student is eligible to return to school		X
Whether student has applied for graduation		X
Unmet degree requirements for graduation		X
Accounts receivable balance		X
Financial records of parents		X
Student employment records		X
Psychiatric or psychological records		X

**All inquiries should be directed to Admissions & Records, 541-383-7500.**

## Mandatory Reporter

### Child Protection Policy

Central Oregon Community College is committed to protecting the safety and well-being of children and students under the age of 18 who are on College premises, and/or who participate in College-related programs and activities, both on and off campus.

The participation of children and students under the age of 18 in these programs and activities requires an increased level of care, and an expectation that College employees will conduct themselves appropriately in the presence of children on campus and/or in College-related programs and activities. Effective January 1, 2013, all community college employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or law enforcement officials. This duty is personal to the individual community college employee and applies twenty-four hours-a-day, seven days-a-week whether or not you are on work time. You must immediately report to DHS or local law enforcement when you have “reasonable cause to believe” that any child with whom you come in contact with has suffered abuse, or that any person with whom you come in contact has abused a child.

In addition, college employees must report to the Risk Manager at 541-383-7208 or the Campus Public Safety Supervisor at 541-383-7750 instances of inappropriate conduct when they witness, receive a report of, or reasonably believe an instance of child abuse has occurred through the course of their employment. This requirement applies to cases of abuse that allegedly occur on campus, on property owned or leased by the College, or while members of the faculty, staff or student body are participating in a College-connected activity off campus. Reporting to the designated College official does not satisfy the legal duty to report to DHS or local law enforcement.

#### DEFINITIONS

“Abuse” means:

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means;
- Any mental injury to a child, which shall include only observable and substantial impairment of the child’s mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;
- Sexual abuse;
- Sexual exploitation, including:
  - Contributing to the sexual delinquency of a minor;
  - Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;
- Negligent treatment or maltreatment of a child;
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child’s health or welfare;
- Buying or selling a person under 18 years of age;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or

- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child’s health or safety.

“**Child**” means an unmarried person who is under 18 years of age.

“**Law enforcement agency**” means:

- a city or municipal police department;
- a county sheriff’s office;
- the Oregon State Police; or
- a county juvenile department.

**LEGAL REFERENCE** ORS 419B.005 to 419B.050