

# 2017 – 2018 NEW STUDENT ADVISING WORKBOOK



Your Guide to Navigating  
Your First Term at COCC



**CENTRAL OREGON**  
community college

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# Welcome to Central Oregon Community College

## How to use the New Student Advising Workbook

This workbook is a step-by-step guide to help you select your educational goal, choose your courses and navigate your first and all terms at COCC. The book's four sections guide you through a specific part of the term. The sections include:

### Attend New Student Advising and Registration

You will identify your educational goal and select courses based on that educational goal. You will summarize your course selections on the back flap of the book. The  symbol designates when to write your response on the flap at the back of the workbook. An advisor will help you plan your schedule and you will register for your courses.

### Prepare for Classes to Begin

You will learn about resources and how to get your parking permit, student ID and books.

### First Two Weeks of the Term

You will learn about the responsibilities you have in the first two weeks of the term, including mandatory attendance and tuition payment. You will attend classes and determine if you need to adjust your schedule.

### Prepare for Next Term

You will start planning for the upcoming term by evaluating your current course load, reviewing your program requirements and meeting with your advisor.

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## Presented by the CAP Center

The CAP Center offers a variety of student services to support you in meeting your academic goals. Services include:

- Career Planning
- Academic Advising
- Personal Counseling

For information call 541.383.7200 or visit [cocc.edu/cap](http://cocc.edu/cap)

## Acknowledgments

This book was developed under the auspices of the Success from the Start Student Success and Retention Initiative. Special thanks to the CAP Center, Admission and Records and College Relations for their collaboration in its development, and to everyone campus-wide for their support and contributions to the production of this workbook for our students.

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The information contained in this publication reflects an accurate picture of Central Oregon Community College at the time of publication. However, conditions can and do change. The College reserves the right to make any necessary changes in the policies and procedures contained herein.

 In advance of College events, persons needing accommodation or transportation because of a physical or mobility disability, contact Joe Viola at 541.383.7775. For accommodation because of other disability such as hearing impairment, contact Disability Services at 541.383.7583.

**Central Oregon  
Community College**  
2600 NW College Way  
Bend, Oregon 97703

[cocc.edu](http://cocc.edu)



# ATTEND NEW STUDENT ADVISING AND REGISTRATION



## DID YOU KNOW?

Central Oregon Community College is the oldest two-year college in Oregon. COCC opened in 1949 with four part-time faculty members for 109 students. Classes were held during the evenings in the basement of Bend High School.

## Step 1: Select Your Educational Goal

COCC offers you a variety of degree and certificate options based on your educational goals. The three educational pathways that you can choose from as a new student are listed below. Where do you fit?

### EDUCATIONAL PATHWAYS

CAREER AND TECHNICAL EDUCATION (CTE)	TRANSFER PREPARATION	EXPLORATORY
Prepares you to enter the workforce in a specific field with specific skills	Prepares you to transfer to a Bachelor's degree program at a college or university	Allows you to explore different programs and majors if you are undecided
<b>ASSOCIATE OF APPLIED SCIENCE (AAS)</b> A degree aligned with skills you will use on the job	<b>ASSOCIATE OF ARTS OREGON TRANSFER (AAOT)</b> Guarantees lower division education in Oregon	<b>ASSOCIATE OF ARTS OREGON TRANSFER (AAOT)</b> Gives you room to explore different subjects while completing general education classes
<b>CERTIFICATES</b> Similar to AAS, but smaller in scope	<b>ASSOCIATE OF SCIENCE OREGON TRANSFER (ASOT)</b> Guarantees lower division education in a specific major in Oregon	<b>ASSOCIATE OF GENERAL STUDIES (AGS)</b> Allows you to self-design a program to meet your needs
<b>SHORT-TERM CERTIFICATE</b> Cluster of classes aligned with specific job skills	<b>ASSOCIATE OF SCIENCE (AS)</b> Designed for the requirements of a specific degree or university	



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[facebook.com/centraloregoncommunitycollege](https://www.facebook.com/centraloregoncommunitycollege)

### CTE, Transfer, Exploratory

Based on the three pathways, do you want training in specific skills to enter the workforce, are you preparing to transfer to a university, or are you undecided? Write your response on the workbook flap.

### Major or Program

Once you choose your degree, you will choose a major or program that you would like to study and eventually work in. To help you decide, take a look at the programs at a glance page in the catalog. Find the page for your program and write your response on the workbook flap. For additional information on programs, see:

[cocc.edu/degrees-classes/academic-programs](https://cocc.edu/degrees-classes/academic-programs)

## Step 2: Select Your Courses

Now that you have identified your educational goal, you need to select suitable courses to take your first term. Consider taking math, writing, computer skills and study skills courses to provide you with a solid foundation. Check the program description in the catalog to see what courses your program requires. Exploratory students should check out the list of career planning, exploratory and introductory courses on page 5.

### □ Writing and Math Courses

All degrees and most certificates require students to demonstrate competency in writing and math. The Writing and Math Course Sequence flow charts shown here are tools to help you understand the courses you will take to meet the writing and math requirement(s) for your degree or certificate.

- **Locate your writing and math course placements or equivalencies** (course completed) on your Confidential Sheet and write the course numbers on the workbook flap. Find the courses on the charts on these pages.
- **Go to your program description** in the catalog to see what writing and math courses are required for your degree or certificate. Find the courses on the charts on these pages.
- **Starting with where you placed**, follow the arrows through the flow chart to the writing and math courses required for your degree or certificate.



### DID YOU KNOW?

You can view course prerequisites in the catalog or the credit class schedule. Click on the course number link to read the course description.

### Terms Explained

#### *prerequisite:*

a course that must be completed before enrolling in the selected course

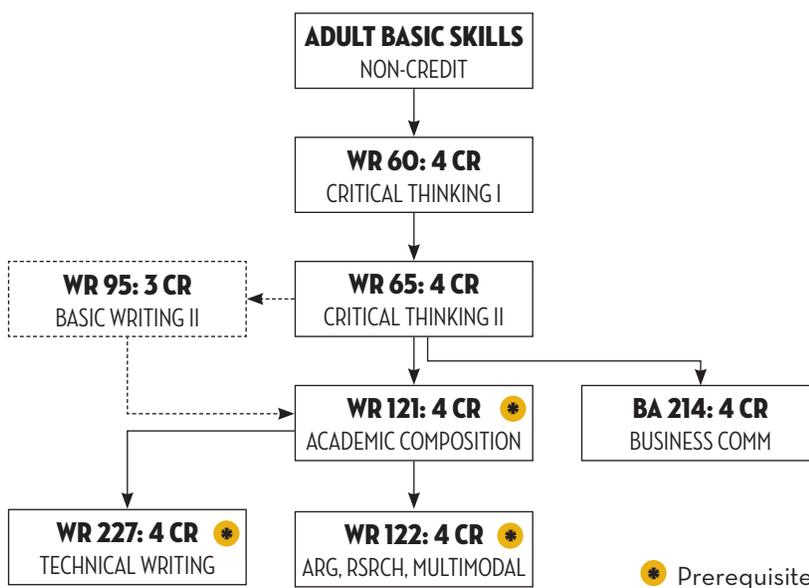
#### *corequisite:*

a course that must be completed prior to, or while, attending the selected course

#### *recommended preparation:*

skill or course that is recommended before enrolling in the selected course

## WRITING COURSE SEQUENCE

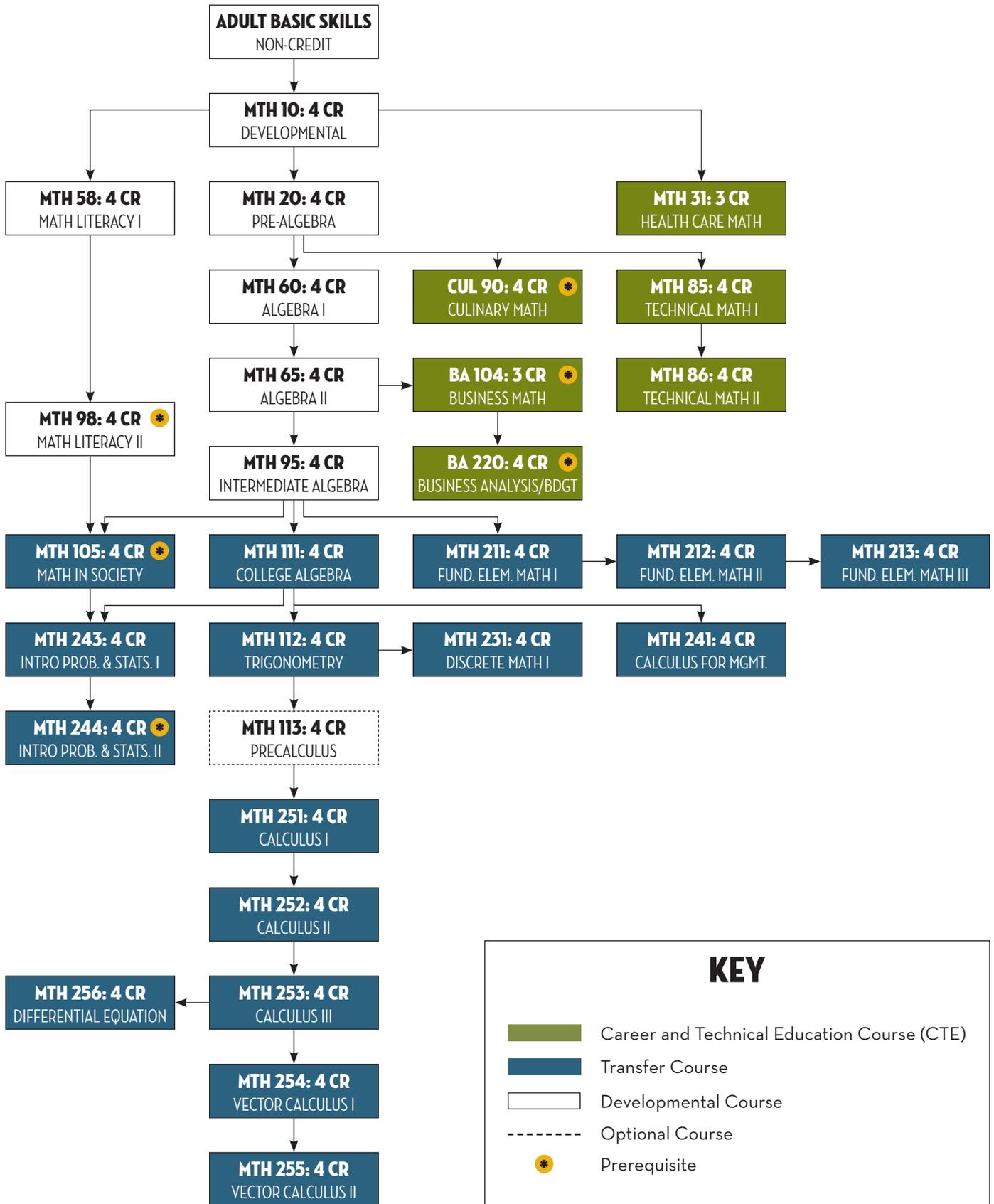


### ADULT BASIC SKILLS

541.504.2950

[cocc.edu/adult-basic-skills](http://cocc.edu/adult-basic-skills)

# MATH COURSE SEQUENCE



## Step 2: Select Your Courses continued

### □ Computer Skills Courses

Computer skills are necessary to navigate your student online accounts and for your success in the classroom. COCC expects you to have keyboarding and basic computer skills. If you do not have these skills, courses are offered that will provide a solid foundation. Read “Computer Skills Courses Explained” in the sidebar to the right for more information. CIS 120 is a computer course designed to meet college and industry standards. Check your catalog program page to see if CIS 120 is required by your program. If you plan to take a computer skills course this term write it on the workbook flap.

- CIS 10: Keyboarding
- CIS 70: Introduction to Computers: Windows
- CIS 120: Computer Concepts

### □ Additional Ideas for Courses to Take

#### Career Planning, Exploratory and Introductory Courses

There are a variety of courses offered at COCC that can introduce you to specific programs and majors. COCC also offers courses that can help you choose your major or career. Here are a few ideas to get you started. Write your response on the workbook flap.

- |  |  |
|--|--|
| ART 101: Intro to the Visual Arts                                      | GEOG 265: Intro to GIS   |
| AUT 106: Automotive Orientation  | GS 104: Physical Science: Physics  |
| AV 101: Intro to Aviation  | GS 105: Physical Science: Chemistry  |
| BA 101: Intro to Business  | GS 106: Physical Science: Geology  |
| BAK 101: Intro to Baking & Pastry                                      | HD 110: Career Planning  |
| CIS 178: Internet in Depth   | HHP 100: Intro to Public Health  |
| CJ 100: Survey Criminal Justice System                                 | HHP 131: Intro to Exercise/Sport Science   |
| CS 160: Computer Science Orientation                                   | HHP 210: Intro to Health Services<br>and Organizations                               |
| CUL 101: Intro to Culinary   | HS 101: Orientation to Human Services  |
| ED 200: Intro to Education   | LMT 101: Intro to Massage Therapy Careers  |
| ED 140: Intro to Early Childhood Ed                                    | MFG 100: Intro to Manufacturing  |
| ED 216: Purpose, Structure and Function<br>of Education in a Democracy | MUS 101: Music Fundamentals  |
| ENG 104: Intro to Literature: Fiction                                  | MUS 201: Understanding Music   |
| FA 101: Intro to Film  | PSY 201 and 202: Introduction to Psychology<br>(Mind and Brain and Mind and Society) |
| FOR 100: Forestry Program Orientation                                  | SFS 101: Intro to Emergency Services   |
| FOR 111: Forestry Perspectives   | SOC 201: Intro to Sociology  |
| GE 101: Engineering Orientation  |  |
| GEOG 100: Intro to Geography   |  |

#### Human Development and Library Research Courses

You can benefit greatly from taking courses that help you gain additional study and library research skills. These courses can help you make the most of your studies.

Write your response on the workbook flap.

- |  |                                       |
|--|---------------------------------------|
| HD 100CS: College Success              | HD 100VC: Values Clarification        |
| HD 100PM: Procrastination & Motivation | HD 101: Study Strategies              |
| HD 100TT: Test Taking                  | LIB 100: Intro to Finding Information |
| HD 100TM: Time Management              | LIB 127: Information Research Skills  |

#### Major or Program Courses

Refer to the catalog program page. Also consider the Discipline Studies list.

Write your response on the workbook flap.

## Computer Skills Courses Explained

### *CIS 10: Keyboarding*

Learn how to:

- type with all 10 fingers with speed and accuracy

### *CIS 70: Introduction to Computers: Windows*

Learn how to:

- copy/paste text from a webpage to a document
- save a document to the desktop
- rename a saved file
- create a new folder within the My Documents folder
- move a file from one folder to another folder without opening the file
- recognize filename extensions and icons

If you have all of those basic computer skills, you are ready for the college-level computer course, CIS 120.

### *CIS 120: Computer Concepts*

Learn how to:

- identify hardware, operating system, software, and software applications and understand how computers process information
- identify network fundamentals and types of electronic communication/collaboration including email
- manipulate a computer's desktop, files and disks, access and modify applications, utilize sources of online help and solve common problems
- install and remove software
- use file management functions, printing functions and word processing tools
- use the different types of communication/collaboration appropriately (“netiquette”)



### DID YOU KNOW?

There may be extra costs associated with your program, such as for uniforms or tools. Information on extra costs is found in your program description in the catalog and/or on the program website.

## Step 3: Plan for Success

There are many factors in your life that affect your success as a student, including your responsibilities to your family, your employer and other activities. To improve your success, be sure to consider all of your responsibilities before creating your schedule.

### Time Commitments for School

Having enough time for your classes and homework is a big contributing factor to your success, especially as you learn how much time each class will take. You complete the majority of your work for courses outside of class.

Every course has a credit value. The credits determine the cost of the course and the expectation of how much time you will spend on the course.

1 credit = approximately 1 hour in class each week

1 hour of class = 2 to 3 hours a week for preparation (homework, studying, writing papers)

4 credit course	Hours needed
HOURS PER WEEK IN CLASS	4
ADDITIONAL HOURS PER WEEK FOR PREPARATION	8 TO 12
TOTAL HOURS NEEDED TO SUCCESSFULLY COMPLETE CLASS	12 TO 16 HOURS

### Time Commitments Outside of School

Consider all of your time commitments outside of school, including your job, commute, household, family and other responsibilities. Refer to the graph below for the amount of credit hours we recommend you start with and write your response on the workbook flap.

If your weekly commitments are	We recommend limiting enrollment to
40 OR MORE HOURS	1 TO 5 CREDITS = 1/4 TIME
	6 TO 8 CREDITS = 1/2 TIME
20 TO 39 HOURS	9 TO 11 CREDITS = 3/4 TIME
19 OR LESS HOURS	12+ CREDITS = FULL TIME

### Financing School

Attending college is also a financial commitment. Be sure you have a clear idea of the cost of tuition, books and supplies for your program.

**Tuition and Fees:** The cost of tuition and fees is currently \$95 per credit hour for In-District students. For a more detailed chart of tuition costs, see: [cocc.edu/cap/advising/financial-resources](http://cocc.edu/cap/advising/financial-resources)

**Books:** We advise full-time students budget \$600 per term for books.

**Other program costs:** For additional costs see your program page in the catalog.

Many students use Financial Aid to pay for their education. If you plan to use Financial Aid, see Step 4: Manage Your Financial Aid.

## Step 4: Manage Your Financial Aid

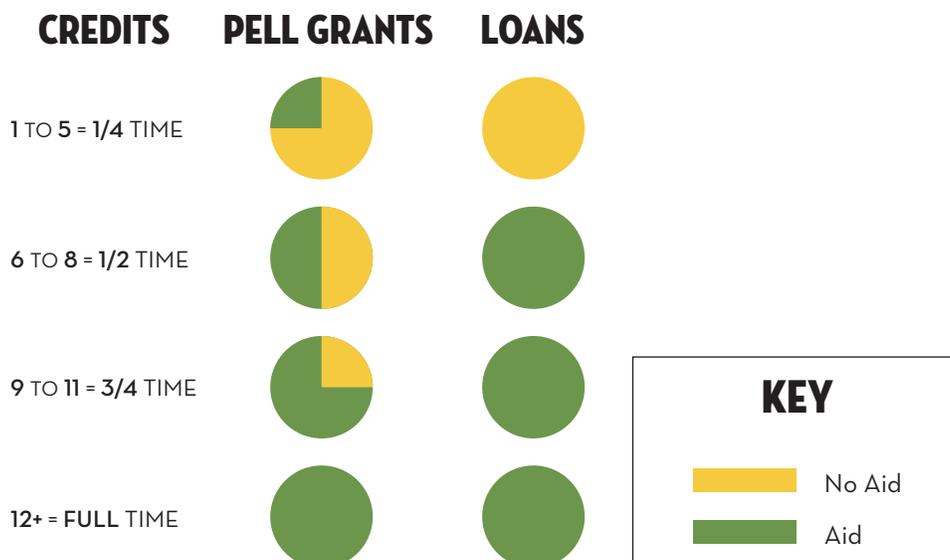
### □ Understand Financial Aid

If you are like the majority of COCC students, you will be using some form of Financial Aid. Here are some basics about Financial Aid:

- It is need-based federal and state assistance.
- It can include grants, loans and work-study awards.
- You do not need to accept all the funds awarded to you.
- You must apply once each year. The application is available in October. Apply early!
- COCC's financial aid year begins summer term and runs until the following spring term.

### Can I Get Financial Aid as a Part-Time Student?

You can be a part-time student and receive Financial Aid. If you take 12 or more credits per quarter, you are a full-time student. If you take 11 or fewer credits per quarter, you are a part-time student. Both may be eligible for Financial Aid – see the graph below.



### Satisfactory Academic Progress Policy

To maintain eligibility for Financial Aid, a student must have:

- a cumulative Grade Point Average (GPA) of 2.0
- AND
- a completion rate of 66.67%.

### Maximum Credit Policy

Financial Aid limits the number of credits you may take. For example, associate degrees usually require completion of 90 credits. Financial Aid requires students to complete their degree within 135 credits. If you are seeking an associate's degree, you will usually be allowed 45 elective credits beyond those required for your degree. Certificate programs allow fewer electives.



### DID YOU KNOW?

Most students eligible for Financial Aid are given a 'Bookstore Credit' to purchase books. You can see if you have a Bookstore Credit approximately two weeks before the term starts by checking your Bobcat Web Account.



### quick fact:

Around 70% of certificate or degree seeking COCC students are awarded Financial Aid.

### Terms Explained

*cumulative:*

calculates the average of all grades

*completion rate:*

total credits earned divided by total credits attempted, expressed as a percentage





## A Message from COCC's Financial Aid Office

### Steps to Financial Aid

#### 1 File Your Free Application for Aid

- Complete the Free Application for Federal Student Aid (FAFSA) online at [fafsa.gov](https://fafsa.gov) or
- Complete the Oregon Student Aid Application (ORSAA) online at [oregonstudentaid.gov](https://oregonstudentaid.gov)

#### 2 Satisfy Your Financial Aid Requirements

All requirements may be found by logging into your Bobcat Web Account and following these instructions:

- » Log into your Bobcat Web Account
- » Click on **Student Services & Financial Aid**
- » Click on **Financial Aid**
- » Click on **My Overall Status of Financial Aid**
- » Select appropriate aid year
- » Click on **Student Requirements**

#### 3 Review and Act on Your Award

The Financial Aid office will communicate with you through your COCC email account. Once you receive the 'Award Notification' email, this means your aid package is complete and ready to accept or decline. Login to your Bobcat Web Account and follow these steps.

- » Click on **Student Services & Financial Aid**
- » Click on **Financial Aid**
- » Click on **My Award Information**
- » Click on **Award by Aid Year**
- » Select appropriate aid year
- » Click on **Accept Offer** tab

#### 4 Receiving Your Financial Aid

Funds are applied to your COCC account on the second Friday of each term. If you are a first time loan borrower at COCC or only borrowing for one term, the loan disbursement dates may be delayed.

#### 5 Maintain Your Financial Aid Eligibility

- **GPA:** You must maintain a cumulative grade point average of 2.0 or higher.
- **Completion Rate:** You must maintain a cumulative completion rate of 66.67%.
- **Degree Progress:** Aid eligibility is limited to 150% of a program's credit length (approximately 135 credits for a two-year degree and 75 credits for a one-year certificate) even if a degree is not earned.

### Need Help with Your Financial Aid?

Contact the COCC Financial Aid Department

Boyle Education Center  
Bend Campus  
541.383.7260  
[cocc.edu/financial-aid](https://cocc.edu/financial-aid)

## Step 5: Build Your Class Schedule

You have selected the types of courses you want to take, considered how many credits are reasonable to take and learned how the number of credits you are enrolled in affects your financial aid disbursement. You are ready to build your class schedule and get your advising hold lifted so you can register for classes.

### Select Your Courses and Build a Schedule

Go to the Credit Class Schedule on the COCC homepage to look for courses that fit your needs: [cocc.edu/degrees-classes/schedule-of-classes](http://cocc.edu/degrees-classes/schedule-of-classes). Courses are organized by term, subject and course number.

- **Time and Location:** where and when the class meets. Classes are offered at the Bend, Madras, Prineville and Redmond campuses and online.
- **Course Description:** includes the course number and title, a summary of the course content, prerequisites, number of credits and course format.
- **Footnote:** includes specific information about the course such as whether department or instructor approval is required, etc.
- **Seat Availability:** includes information about the maximum number of seats in the class, the number of seats remaining or if there is a waitlist.

Use the Weekly Planner (see page 22) to draft your class schedule. Be sure to include:

- **Course number:** the letter prefix and number of a class. Example: WR 121.
- **CRN (course reference number):** the five digit number for the specific class.
- **Start and end times of the class meetings.**

### Get Advising Hold Lifted

Once you have created your schedule, you are ready to have an advisor review your schedule and get your advising hold lifted. Advising is required for all certificate- and degree-seeking students.

## Step 6: Register for Courses

Registration is the process of enrolling in the courses you want to take by entering the CRNs into your Bobcat Web Account. The earlier you register for courses, the more options you will have to get classes that fit your schedule.

### Create a Backup Plan for Waitlisted Classes (if needed)

If a class is full, you have the option to add yourself to a waitlist. A waitlist is an electronic list of students who want to enroll in the class if a seat becomes available.

- If you are on a waitlist, check your COCC email daily. You will be notified:
  - > If/when you are moved from the waitlist and registered in the class.
  - > If a new section of the class is added to the class schedule.

If you have NOT been automatically registered into the class prior to the start of the term you will need to attend the first class meeting:

- > **On campus:** You will want to attend the first week of classes to see if a seat has become available. If a seat becomes available the instructor will sign a blue Registration Add/Drop form. You must turn the form into Enrollment Services within 48 hours to register in the class.
- > **Online:** If you are on a waitlist for an online course once the term begins, log into Blackboard on the first day of the term and complete the attendance requirement. If a seat has become available the instructor will provide electronic approval for you to register in the class. Once approval is granted, you must register for the class by calling or stopping by Enrollment Services.



### DID YOU KNOW?

You cannot register if you have a hold on your account. Holds can include:

- **ADVISING REQUIREMENT NOT CLEARED -**  
At New Student Advising, if you leave campus before checking in at the Computer Lab to get your advising hold lifted, you will not be able to register.
- **PLACEMENT TEST NOT YET TAKEN (or expired) or TRANSCRIPTS NOT YET RECEIVED.**
- **OUTSTANDING COCC DEBT -**  
Unpaid application fee, tuition, parking tickets, library fines.



### quick fact:

You must complete the free Orientation for Online Classes before you can register into an online class. [cocc.edu/onlineorientation](http://cocc.edu/onlineorientation)

## Terms Explained

### *hybrid course*

a blend of face-to-face classroom instruction with online instruction that results in less time in the classroom.



# WEB REGISTRATION INSTRUCTIONS

1. Choose "Student Login" from cocc.edu



2. Select "Bobcat Web Account"

## Current Students

### Student Login



3. Login

User ID is your 9-digit COCC Student ID number (820#####)

Initial PIN: Your PIN is the password you created when you applied for admission. If you applied with a paper application, your PIN is your 6-digit birthdate (for example, MMDDYY)

You will be asked to change your PIN upon your first login.



## Bobcat Web Account

COCC Students and Staff Online Services

CENTRAL OREGON  
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### User Login

**Login Instructions:** Enter your 9 digit numeric COCC user ID (820#) and your Personal Identification Number (PIN), then click Login.

For **first-time student user**, your **PIN** is the password 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).

After logging in, you will be asked to change your PIN. When finished, log out and close your browser to protect your privacy. For assistance logging in, contact the Admissions & Records at (541) 383-7500 during normal business hours.

[Lookup your student ID](#) [Reset your PIN](#)

User ID:   
PIN:

4. Choose the "Student Services & Financial Aid" tab and click "Registration"



## Bobcat Web Account

COCC Students and Staff Online Services

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community college

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

[RETURN TO MENU](#) [EXIT](#)



## Student Services & Financial Aid

[Registration](#)

Check your ability to register, register for classes, search for classes, view your class schedule.

5. Click "Register/Add/Drop Classes"

## Registration

[Can I register for Credit Classes?](#)

[Register/Add/Drop Classes](#)

[View Credit Class Schedule](#)

## 6. Select the term

This is the term you wish register for classes. Click on the drop down arrow to the right of the data field.

Select a Term: **Fall 2017** ▼

Submit

## 7. Add your classes

Enter the CRNs for your desired classes, then "Submit Changes."

Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

## 8. Check your registration status

Under **Current Schedule**, you have successfully registered these classes.

Under **Registration Add Errors**, you need to correct these errors. You may need to take action to get on the class waitlist.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
--------	--------	-----	------	------	-----	-------	------	------------	-------

Register on Sept 10, 2017	<b>None</b> ▼	10443	MTH	020	07	Credit	4.000	Standard Letter	Pre-Algebra
---------------------------	---------------	-------	-----	-----	----	--------	-------	-----------------	-------------

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Maximum Hours: 19.000  
Date: Sept 27, 2017 01:25 p.m.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
--------	--------	-----	------	------	-----	-------	------	------------	-------

Prerequisite and Test Score error		13135	BI	231	03	Credit	0.000	Standard Letter	Human Anatomy & Physiology I
-----------------------------------	--	-------	----	-----	----	--------	-------	-----------------	------------------------------

Registration Add Error like this. You are NOT on the waitlist until you select "Submit Changes" one more time.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
--------	--------	-----	------	------	-----	-------	------	------------	-------

Closed - 2 Waitlisted	<b>Wait List</b> ▼	2520	ART	101	0	Credit	4.000	Standard Letter	Intro to the Visual Arts
-----------------------	--------------------	------	-----	-----	---	--------	-------	-----------------	--------------------------

Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

## 9. View your schedule

The link is at the bottom of the page.

Submit Changes

Class Search

Reset

[ [Student Detail Schedule](#) | Tuition/Fees and Online Payment ]

RELEASE: 8.7.1

## 10. Print your schedule using CTRL-P or CMD P on the keyboard

You will need a copy to present at the bookstore.  
Return to Step 9 if you need to print your Tuition Statement.

## 11. Click "Exit" at the top of any page to log out of the secure area before you leave.

# PREPARE FOR CLASSES TO BEGIN



## DID YOU KNOW?

Other student accounts include:

- LIBRARY - Search for 'My Library Accounts' on the COCC homepage
- COCC STUDENT JOBS - Search for 'Student Employment' on the COCC homepage
- BOOKSTORE - Search for 'Bookstore' on the COCC homepage



## quick fact:

Wireless internet is available on all campuses for you to use on your laptop, tablet and/or smart phone. Login using your Computer Network account.

## Step 1: Sign Into Your Student Accounts

You have been assigned four different online accounts. You are expected to login and familiarize yourself with each account before the term begins. If you are on campus, you will start by logging into the Computer Network. If you are off campus, begin by going to the COCC homepage at [cocc.edu](http://cocc.edu) and selecting the Student Login button. Below is a summary of your logins and initial passwords.

HOW TO LOGIN TO YOUR STUDENT ACCOUNTS			
Type of Account	What is this Account	Username Information	Password Information
	Register and pay for courses, access financial aid information, access GradTracks, look up grades, view and order transcripts and much more.	Enter your User ID: Your 9-digit COCC Student ID number (for example, 820#####)	Enter your PIN: For first time users, your PIN is the password you created when you applied for admission. If you applied using a paper application, your PIN is your 6-digit birthdate (for example, MMDDYY)
	Log on to campus computers in labs and classrooms.	Enter your Username: First initial of your first name and your entire last name (for example, "Bob Cat"—bcat)	Enter your Password: First initial of your first name, first initial of your last name (both initials in UPPERCASE) and your 6-digit birth date (for example, "Bob Cat"—BCMDDYY)
	Conduct college business, communicate with faculty and staff, receive information about courses and much more. You are expected to use your COCC email address or forward it to an alternate address.	Enter your Username: First initial of your first name and your entire last name @ cocc.edu (for example, "Bob Cat"—bcat@cocc.edu)	Same as Computer Network password above
	Access online materials and resources for certain courses.	Enter your Username: Your 9-digit COCC Student ID Number (for example, 820#####)	Same as Computer Network password above

## Step 2: Get Your Student ID Card and Parking Permit or a Discounted Bus Pass

### Student ID Card

COCC student ID cards are free. Use your ID card to:

- Check out books or use reserved books/materials at Barber Library,
- Use the Mazama Fitness Center (\$20 facility fee if not enrolled in an HHP course),
- Print in the COCC computer labs and
- Obtain discounts at campus activities and at many area businesses.

Available at:

- Information Office, Boyle Education Center, Bend Campus
- Enrollment Services, Redmond Campus, Building 3

### Parking Permit

You need to get your free parking permit if you will be driving to campus. The permit is required for automobiles, motorcycles and scooters on the Bend, Redmond, Madras and Prineville campuses. Parking tickets are issued if a permit is not displayed after the first week of Fall term. All other citations are issued year round. Parking tickets result in fines and holds on your account.

Available at:

- Information Office, Boyle Education Center, Bend Campus
- Enrollment Services, Redmond Campus, Building 3
- Madras Campus
- Prineville Campus

### Discounted Bus Pass

Discounted Cascades East Transit (CET) bus passes are available to you as a COCC student. Supplemented by ASCOCC student fees and the office of Student Life, you can save money buying your bus pass at COCC. Questions? Call Student Life: 541.383.7590.

Available at:

Zone 1 (Bend Only):

- Information Office, Boyle Education Center, Bend Campus
- Information Desk, Coats Campus Center, Bend Campus

Zone 2 or 3 (single city use other than Bend):

- Redmond Campus, Building 3

Multi-Zone (travel between cities):

- Information Office, Boyle Education Center, Bend Campus
- Redmond Campus, Building 3
- Madras Campus
- Prineville Campus



### quick fact:

The parking lots are very full the first two weeks of the term. Allow extra time to find a parking space and to get to your class.



#### DID YOU KNOW?

The COCC Bookstore has two locations.

- The BEND CAMPUS BOOKSTORE is located in Newberry Hall and sells textbooks, class materials and supplies, gifts, convenience food and beverage items. The Campus Copy Center and Campus Mail are also located within the bookstore.
- The REDMOND CAMPUS BOOKSTORE is in Building 1, Room 111 and sells textbooks, class materials and supplies.



#### quick fact:

Free book delivery is available from COCC's Barber Library in Bend to the Redmond, Madras and Prineville campuses.

## Step 3: Connect with Resources for Students

### ☐ Services for Students with Disabilities

If you are a student with a disability, COCC has resources available for you. COCC ensures equal access to students with qualifying, documented disabilities at all of its campuses and Community Learning Centers.

Learn more at [cocc.edu/disability-services](https://cocc.edu/disability-services) or contact us:

In-person: Boyle Education Center, Bend Campus

Phone: 541.383.7583; Video Phone: 541.647.6416

Oregon Relay Service: 800.735.1232, or simply dial 7-1-1

### ☐ Student Clubs

COCC provides a wide range of opportunities for students through Student Life clubs and events. Get active, explore cultures, help others, join a club, gain real world experience, test your leadership skills or simply meet with other students who have a common interest: [cocc.edu/get-involved](https://cocc.edu/get-involved)

### ☐ COCC Student Employment

If you are interested in employment opportunities on and off campus, look for employment (including work-study positions) on our student employment link: [cocc.edu/cap/career-services/student-employment](https://cocc.edu/cap/career-services/student-employment)

## Step 4: Buy Books and Supplies

If purchasing your books and supplies through the Campus Bookstores, here is some important information to know:

- Textbooks and course packs are available for purchase three weeks prior to the start of the term.
- Bring a copy of your Student Detail Schedule to purchase your books on campus. You can use your Financial Aid Bookstore Credit to purchase your books on campus (cannot be used to purchase books online). You are not limited to purchasing books at the COCC Bookstore, but be certain that you have the correct required materials. Learn more at: [cocc.edu/bookstore](https://cocc.edu/bookstore)

## Step 5: Attend Bobcat Orientation

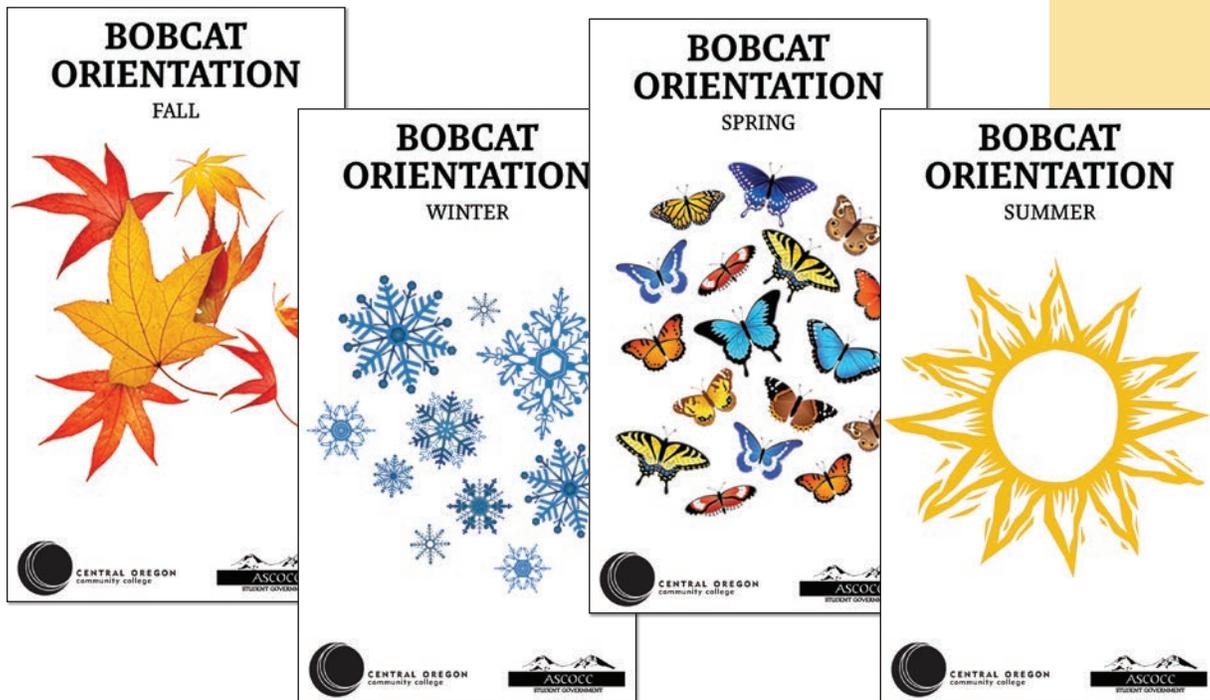
Once you are registered in courses, reserve a spot at Bobcat Orientation by registering online at [cocc.edu/bobcat-orientation](http://cocc.edu/bobcat-orientation). Be sure to bring this workbook with you to orientation.

Bobcat Orientation will give you a great start at COCC. Join COCC faculty and administrative staff at this student success training designed to help you reduce stress and build confidence. You will learn:

- What instructors expect from students
- Where to find help
- How to find your course materials and grades on Blackboard (electronic grade book)
- How to use your new COCC technology tools (includes a personalized USB drive)
- Details about your Federal Financial Aid award and SALT

Stay for a great lunch, and:

- Have a personalized visit with a financial aid advisor to address emergency questions
- Browse through the many student clubs and organizations to join
- Find all your classrooms before the rush
- Take advantage of short lines to obtain your student ID, parking permit and books
- Learn where to park and other transportation options
- Enter in a drawing for bookstore and tuition credit





## DID YOU KNOW?

Courses can be dropped after the tuition deadline but are not eligible for a refund. Policies vary depending upon the type of course and when you drop.

### THIRD TO SEVENTH WEEKS

Full-term courses dropped by the student between the third week and the seventh week of the term will not appear on the transcript. You must complete the Drop section of the Registration Add/Drop form and turn it into Enrollment Services. Courses may be dropped via phone in emergency situations by calling Enrollment Services.

### EIGHTH WEEK AND BEYOND

Full-term courses may be dropped from the eighth week of the term through the Wednesday before finals week with the instructor's permission. You will be given a "W" grade (withdrawal). You must obtain the instructor's signature on the Registration Add/Drop form and turn it into Enrollment Services. Alternatively, the instructor may submit his/her signature electronically.

The student must bring a completed Registration Add/Drop form to Enrollment Services.

Add/Drop forms may not be mailed, faxed or left with an instructor. You are responsible for taking the signed Registration Add/Drop form to Enrollment Services to drop the course.

Important drop dates are listed in the Academic Calendar on the COCC website.

# PLAN FOR THE FIRST TWO WEEKS OF THE TERM

## Step 1: Attend Classes and Evaluate Course Load

### Attend Classes the First Week of the Term

Attendance is mandatory the first week! You must attend all classes you are registered and waitlisted in for the first week of the term. Attend online classes the first day of the term in your Blackboard account.

If you miss a class the first week, the instructor may administratively withdraw you and give your seat to another student. Remember, not attending class does not constitute a drop. You are responsible for dropping any classes you do not want.

### Review your Course Load and Classes

You have the first two weeks of the term to make sure that your courses are the right fit for you. Did you enroll in too many credits? Are the courses what you expected? Do you have the skills and resources to succeed in your courses?

If you decide you need to drop a course, be sure to do so before the tuition deadline, which is the second Friday of the term, to not accrue expenses.

### Consider the Impact on Financial Aid

Dropping and adding courses can sometimes alter your financial aid disbursement. Consult with the Financial Aid office if you have questions or concerns.

## Step 2: Make Any Adjustments to Your Schedule

### Add a Course

First week of the term: You can register for courses that have available space until 7 a.m. the day the class starts. (You can add yourself to a waitlist until 5 p.m. the Friday before the term begins.)

### Drop a Course

First two weeks of the term: You can drop courses online through your Bobcat Web Account, or by completing the 'Drop' section of the blue Registration Add/Drop form and turning it into Enrollment Services, or by calling Enrollment Services at 541.383.7500. Full-term courses dropped before 5 p.m. the second Friday of the term (the tuition deadline) are eligible for a full refund and will not appear on the transcript.

Drop policies are different for short-term courses. Drop deadlines for short-term classes are shown in the credit class schedule.

Learn more about adding and dropping courses at:

[cocc.edu/admissions/register-for-classes/adding-and-dropping-classes](http://cocc.edu/admissions/register-for-classes/adding-and-dropping-classes)

## Step 3: Pay for School

Tuition and fees are due by 5 p.m. the second Friday of the term. You can see how much you owe in your Bobcat Web Account:

- » Click on **Student Services & Financial Aid**
- » Click on **Tuition/Fees and Online Payment**
- » Or click on **Make a Payment** on the Student Login page

### Pay using your Financial Aid Disbursement Payment

Your Financial Aid Disbursement is based on the number of credits you are enrolled in at 5 p.m. the second Friday of the term (the tuition deadline). Financial Aid is applied first to tuition, fees, books and authorized charges. Any remaining funds left after your bills are paid will be refunded to you between the third to fifth week of the term.

If your financial aid does not cover your entire tuition, you are responsible for paying the balance due by the tuition deadline. Failure to pay the balance due will result in a late fee and a hold on your account.

### Pay with Your Own Funds

You may pay your tuition using check or credit card:

- **In-person:** Enrollment Services – located in Boyle Education Center on the Bend Campus, Building 3 on the Redmond Campus, and on the Madras and Prineville Campuses.
- **Online:** From your Bobcat Web Account.
  - » Click on **Student Services & Financial Aid**
  - » Click on **Tuition/Fees and Online Payment**
  - » Or click on **Make a Payment** on the Student Login page
- **By mail:** Make check payable to COCC and include your COCC Student ID number on the check. Check must arrive by the tuition deadline to avoid a late fee.  
Mail to: COCC Cashier's Office, 2600 NW College Way, Bend, OR 97703



### DID YOU KNOW?

Students receiving federal financial aid may owe a repayment if they completely withdraw from courses. Check with the Financial Aid department for more details.



### quick fact:

If needed, a tuition payment plan is available. There is a \$3,500 limit to the payment plan. To initiate a plan, contact Admissions and Records prior to the tuition deadline. To be eligible you must:

- be registered in six or more credits,
- complete a contract and
- pay a \$30 administrative fee.

The first payment of one-third of tuition and fees must be paid by 5 p.m. on the tuition due date.



#### DID YOU KNOW?

The COCC district covers 10,000 square miles, making it larger than eight of the U.S. states. The district encompasses all of Crook, Deschutes and Jefferson counties, as well as the southern part of Wasco and northern portions of Klamath and Lake counties.

## Step 4: Get Help with Your Studies

### Access Tutoring

Free tutoring services are available on all campuses. Check the website for hours and services: [cocc.edu/tutoring-and-testing](http://cocc.edu/tutoring-and-testing). Seek assistance early!

Testing & Tutoring Centers are located at:

- Bend Campus: Library Lower Level
- Redmond Campus: Building 1, Rooms 112 & 113
- Madras Campus: Room 105
- Prineville Campus: check at front desk
- Online: [cocc.edu/tutoring-and-testing/tutoring/online-tutoring](http://cocc.edu/tutoring-and-testing/tutoring/online-tutoring)

### Connect with Your Instructors (as needed)

Your instructors have office hours available to you outside of the classroom should you have additional questions or concerns. Instructors' office hours are posted outside office doors, in your class Syllabus, on Blackboard and online in the Campus Directory:

[cocc.edu/directoryemployee.aspx](http://cocc.edu/directoryemployee.aspx)

## Step 5: Monitor Your Grades

Monitor your grades throughout the term. Many instructors use Blackboard so you can check your grades online. Speak to your instructor if you have questions.

# PREPARE FOR NEXT TERM

## Understand How Academic Advising Works at COCC

Academic advising provides you guidance toward achieving your educational goals. For degree-seeking students, advising is required before you can register for Fall, Winter and Spring term classes. This is how it works:

- **You are assigned an advisor during your first term.** You are assigned an advisor based on your major by the third or fourth week of the term. Your advisor's name and contact information will be sent to your COCC Web Email account.
- **You meet with your advisor prior to registering for the upcoming term.** You will contact your advisor to arrange an appointment, preferably before priority registration begins.
- **Your advising requirement is cleared.** You cannot register for classes unless your advisor clears your advising requirement. Your advising requirement can be cleared for one term or for up to a year.

## Step 1: Prepare for Your Advising Appointment

### Schedule Your Academic Advising Appointment

To have your advising requirement cleared in time for priority registration:	Meet with your advisor by:
Fall term	Cinco de Mayo - May 5
Winter term	Halloween - October 31
Spring term	Valentine's Day - February 14
Summer term*	April Fool's Day - April 1

\*Advising is recommended but not required

Check the website for registration dates and information:  
[cocc.edu/admissions/register-for-classes](http://cocc.edu/admissions/register-for-classes)

### Review Your Current Courses and Program

- Check your grades in Blackboard.
- Talk with your instructors about how you are doing in class.
- Evaluate the major you have chosen. Is it still a good fit?

### Plan Your Future Courses

- Read the program description for your major in the catalog.
- Check the program website for updated information on your major.
- Use GradTracks to help develop your schedule. Learn about GradTracks on page 21.
- Complete a course plan for two to three terms on an Academic Planner (see page 23).
- Select your courses.
- Follow the instructions in Step 5: Build Your Class Schedule (see page 9).



### DID YOU KNOW?

If you need help reaching your advisor you can contact the CAP Center for assistance by calling 541.383.7200.



### quick fact:

You can check your advisor's name and contact information on the "Can I Register?" page in your Bobcat Web Account.



#### DID YOU KNOW?

The 2014-15 academic year was the 50th Anniversary of COCC's Awbrey Butte Campus in Bend. Nearly 700 students and 35 full-time faculty members began classes at the campus in Fall term 1964.

## Step 2: Meet with your Academic Advisor

### Review/Evaluate Your Current Term

- Understand drop deadlines, withdrawals, incompletes.
- Assess course load and work/life/school balance.

### Review Program Requirements

- Review career goals and how they align with your program.
- Understand Career and Technical Education (CTE) vs. Transfer options.
- Refer to GradTracks (see page 21).

### Select Courses

- Confirm appropriate course selection.
- Verify prerequisites and course sequencing.

### Address Additional Questions and Concerns

- Review Financial Aid eligibility requirements such as Satisfactory Academic Progress (SAP) and Maximum Credits.
- Utilization of COCC Web Email and other student accounts.
- Utilization of other services, including tutoring, Disability Services or personal counseling, if needed.

## Step 3: Follow-up Steps from Advising Appointment

Check for holds in your Bobcat Web Account.

After meeting with your advisor, take a few minutes to verify that you are ready to register:

- Did your advisor lift your Advising Hold?
- Do you have any other holds?
- Do you have the instructor/department approval, if needed?

Follow up on advisor's recommendations.

## Step 4: Register for Next Term

You are ready to register for a new term. Do you remember the steps? Refer to the Advising and Registration section (pages 2-11) for guidance on how to plan your classes.



# GradTracks

Your Online Tool to Track Your Educational Progress

## GradTracks is an online tool to help you:

- Track your progress toward degree completion.
- See how completed courses are applied to your certificate/degree.
- Identify what requirements and courses are still needed to graduate.
- Explore other certificate/degree options.

You can access GradTracks from your Bobcat Web Account.

- » Select the **Student Services & Financial Aid** tab.
- » Click on the **GradTracks** link, and then on the **GradTracks** button.

## When should I use GradTracks?

- Before you meet with your advisor.
- View your audit after grades post.
- Before (using the Look Ahead feature) and after you register to confirm that your courses meet certificate/degree requirements.

## How do I read the degree audit?

The audit has several sections:

- **Student Information:** This is information about your program, major, advisor, catalog year, COCC GPA, financial aid and other academic information.
- **Program/Certificate Block:** Each program/certificate will be displayed in a block along with all of the requirements and the courses already taken, or courses needed, to fulfill the requirements.
- **Not Applied to this Audit, Insufficient, or In-Progress sections:** These sections show courses that were not required for your program/certificate, were insufficient, repeated or are currently in-progress.

## My program/major in GradTracks is incorrect. How do I get it changed?

Contact Admissions & Records in Boyle Education Center in Bend, or call 541.383.7500 or the CAP Center at 541.383.7200.

## If I use the “What If” feature, does this mean I have changed my major?

No. The “What If” feature is a way for you to see how your current coursework fits the requirements of other certificates/degrees.

If you need assistance using GradTracks, check out the GradTracks FAQ page. You can also click on the FAQ or Help links in GradTracks for help and guidance. These are located at the top of each GradTracks screen.



# WEEKLY PLANNER

Name \_\_\_\_\_

NOTES \_\_\_\_\_

Term \_\_\_\_\_

\_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 a.m.					
8 a.m.					
9 a.m.					
10 a.m.					
11 a.m.					
NOON					
1 p.m.					
2 p.m.					
3 p.m.					
4 p.m.					
5 p.m.					
6 p.m.					
7 p.m.					
8 p.m.					
9 p.m.					



# ACADEMIC PLANNER

Name \_\_\_\_\_

NOTES \_\_\_\_\_

Program of Study \_\_\_\_\_

Advisor \_\_\_\_\_

TERM/YEAR		TERM/YEAR		TERM/YEAR		TERM/YEAR	
COURSE	CR.	COURSE	CR.	COURSE	CR.	COURSE	CR.

TERM/YEAR		TERM/YEAR		TERM/YEAR		TERM/YEAR	
COURSE	CR.	COURSE	CR.	COURSE	CR.	COURSE	CR.

# POLICIES AND PROCEDURES

## Closure Announcements

The philosophy of Central Oregon Community College is that classes will be held except under extreme adverse conditions. We realize that there are times when road conditions on campus are acceptable, yet travel from some parts of the District may be inadvisable. We expect individual students to make whatever decisions are necessary for their own safety.

If conditions are questionable, College officials will attempt to make a decision by 6 a.m. as to whether or not to hold morning classes or close the College. If conditions change during the course of the day, decisions on later classes will be made as early as possible.

With all decisions, announcements will be made through the College's Emergency Notification System (ENS). The COCC ENS phone recording (541.383.7777) and COCC switchboard (541.383.7700) message will be updated as soon as a decision is made; a message will be put on the COCC website and all media outlets will be notified.

The College may make separate decisions for the Bend, Redmond, Madras and Prineville campuses. Unless specified, however, any announcement about the College shall be interpreted to mean all campuses. Any decision made for one of the campuses will impact all classes and all events on that campus.

## Student Concerns Process

Students are encouraged to work directly with the appropriate COCC faculty or staff member to discuss and resolve concerns on an informal basis. If no agreement is reached, the student may wish to utilize the College's Student Concerns Process; details are available on the Current Students "Student Policies" webpage. Note that concerns regarding discrimination or sexual harassment should be directed to the College's Equal Opportunity Officer; current contact information is available by contacting COCC's Human Resources office at 541.383.7216. Additionally, concerns regarding a course grade should pursue the grade appeal policy; see the College Catalog for details. In all cases, the student is welcome to contact the Director of Student Life at 541.383.7590 for assistance and direction.

## Educational Records/Directory Information

Admissions & Records maintains all official academic records of enrolled students including transcripts, registration forms, transfer credit and degree evaluations. For record-keeping purposes, the College considers web registration as part of a student's official record. Financial Aid maintains all student aid and scholarship records.

Central Oregon Community College follows the Federal Health Education and Welfare Guidelines for the Family Education Rights and Privacy Act of 1974 – Pell-Buckley Amendment (FERPA), which gives students attending post-secondary institutions the right to inspect their educational records and the right to consent to disclosures of educational records not under FERPA exceptions. See the College Catalog for complete information.

## Emergency Notification System (ENS)

Central Oregon Community College has established an Emergency Notification System (ENS) that enables the College to communicate with students, faculty and staff quickly in the event of an emergency.

All faculty and staff employed at least half time and all credit students registered for two or more credits have automatically been placed into the system. Part-time faculty and temporary staff, along with students signed up for fewer than two credits, have the option to "opt in" to the system. For those with a text capable number registered with ENS, a welcome/confirmation message will be sent within 24 hours.

When used, COCC's ENS system will send messages to your COCC email and the phones registered to you. The email will say it is coming from emergency@cocc.edu; phone messages will come from COCC Emergency Alert at phone number 541.383.7777.

## Nondiscrimination Policy

It is the policy of the Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other classes protected under Federal and State statutes in any education program, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office, 541.383.7216.

Faculty, staff and students are protected from discrimination and harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Persons who, because of a physical or learning disability, need special accommodation should contact ADA Coordinator Joe Viola at 541.383.7775, in advance of their need for accommodation. Persons who need accommodation for College events because of other disability such as hearing impairment, should contact Disability Services at 541.383.7583, in advance of the event. Further inquiries may be directed to the Affirmative Action Officer, c/o COCC's Human Resources office, 541.383.7216.

## Photo/Video Consent

COCC assumes consent of students and staff to use their likeness in photos and/or videos, unless otherwise requested. If you object, please let the photographer know.

## Smoking Policy

Smoking is banned in all of the buildings of COCC. Smoking or the use of smokeless tobacco is limited to campus parking lots. During high fire danger periods, smoking will be banned completely.

## Student Rights and Responsibilities

In order to provide for the maximum comfort, convenience and well-being of the total College community, certain standards of behavior have been established at Central Oregon Community College. Upon admission to the College, you accept an unqualified commitment to adhere to such standards and to conduct yourself in a manner appropriate to an educational environment, one of which reflects respect for yourself and the College. See the College Catalog for more information.

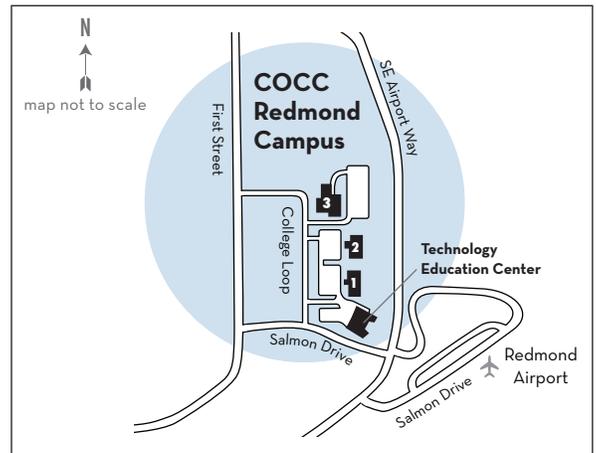
# COCC CROOK COUNTY OPEN CAMPUS

510 SE Lynn Blvd.  
Prineville, Oregon 97754  
541.447.9233  
cocc.edu/prineville



# COCC REDMOND CAMPUS

2030 SE College Loop  
Redmond, Oregon 97756  
541.504.2900  
cocc.edu/redmond



# COCC MADRAS CAMPUS

1170 E Ashwood Road  
Madras, Oregon 97741  
541.550.4100  
cocc.edu/madras





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

Name \_\_\_\_\_

COCC ID # \_\_\_\_\_

**Step 1: Select Your Educational Goal** (page 2)

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**

- Writing and Math Courses (pages 3–4)

Placement Level:

WR Placement: \_\_\_\_\_

OR Course Completed: \_\_\_\_\_

MTH Placement: \_\_\_\_\_

OR Course Completed: \_\_\_\_\_

- Computer Skills Courses (page 5)

\_\_\_\_\_  
\_\_\_\_\_

- Additional Ideas for Courses to Take (page 5)

\_\_\_\_\_  
\_\_\_\_\_

**Step 3: Plan for Success** (page 6)

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



The bobcat was officially adopted as COCC's mascot in 1964. Bobcat illustrations by Chuck Moser.

