



**CUL 101 – Introduction to Culinary**  
**4 Credits**  
**College Now/CTE**  
**Student Outcome Checklist**  
[cocc.edu/departments/college-now](http://cocc.edu/departments/college-now)

**Student's Name** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Completion Date** \_\_\_\_\_

**High School Teacher's Signature** \_\_\_\_\_

**Recommended Grade** \_\_\_\_\_ **High School** \_\_\_\_\_

**COCC Review Instructor's Signature** \_\_\_\_\_

**Textbooks & Materials:**

- Book: Professional Cooking ISBN# 978-1-11863-672-5
- Culinary Arts or Baking and Pastry Arts toolkit – Sold at COCC Bookstore
- Complete uniform – All uniform components are sold at the COCC Bookstore or via [ChefWorks](#)

**Course Description:**

Experience the basic theory and skill sets used throughout the field of culinary arts. Topics covered include the use of hand tools and equipment found in the professional kitchen, as well as the exploration of ingredients and their functions. Students will gain a working knowledge of the fundamentals of kitchen operations, basic knife skills; an overview of stock, sauce and soup preparation; and coverage of the primary dry heat, moist heat and combination heat cooking methods. Students will also taste and evaluate products they create in class to enhance their understanding of the course material.

**GRADING:** A, B, C, D, F. See [College Now Grading Policy](#).

**GRADING SCALE:**

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
D	65-69
F	0-64

**INSTRUCTIONS:** The high school teacher must evaluate the student using the following outcomes. The high school teacher will sign and date each outcome as the student completes it.

**REQUIRED DOCUMENTATION:** The high school teacher will send the completed student outcome checklist and the signed final grade roster to: College Now Office, Central Oregon Community College, 2600 NW College Way, Bend, OR 97703.

**Course Learning Outcomes and Assessment Process:**

**At the conclusion of this course, students should have the ability to**

<p>✓ Describe and apply the principles of food safety and sanitation practices Teacher's signature: _____ Date outcome completed: _____</p>
<p>✓ Identify and select ingredients for use in a variety of products Teacher's signature: _____ Date outcome completed: _____</p>
<p>✓ Apply standards of professionalism to the culinary arts industry Teacher's signature: _____ Date outcome completed: _____</p>
<p>✓ Describe and use the equipment typical to the food preparation process within a professional kitchen Teacher's signature: _____ Date outcome completed: _____</p>
<p>✓ Demonstrate safe knife sharpening and handling techniques and execute classical cuts Teacher's signature: _____ Date outcome completed: _____</p>
<p>✓ Demonstrate appropriate knowledge and applied practices for controlling food time/temperature abuse, proper food handling procedures and personal hygiene practices Teacher's signature: _____ Date outcome completed: _____</p>
<p>✓ Demonstrate knowledge and applied skill relating to the step-by-step process for the primary cooking techniques (dry heat, moist heat, and combination heat) Teacher's signature: _____ Date outcome completed: _____</p>
<p>✓ Describe and demonstrate proper step-by-step process for preparing white and brown stocks, classical sauces and primary soup categories Teacher's signature: _____ Date outcome completed: _____</p>
<p>✓ Discuss the elements of taste and flavor development as it relates with the cooking process Teacher's signature: _____ Date outcome completed: _____</p>

**The course learning outcomes will be verified by one or more of the following assessments:**

<p>✓ Quizzes, written midterm examination and final examination, assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique</p>
<p>✓ Assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique</p>
<p>✓ Quizzes, written midterm examination and final examination, assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique</p>
<p>✓ Assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique</p>
<p>✓ Assessment during competency based learning activities as to if techniques are being applied as part of the students daily grade</p>
<p>✓ Quizzes, written midterm examination and final examination, assessment during competency based learning activities as to if practices are being applied as part of the students daily grade</p>
<p>✓ Quizzes, written midterm examination and final examination, assessment during competency based learning activities as to if skills are being applied as part of the students daily grade</p>
<p>✓ Quizzes, written midterm examination and final examination, assessment during competency based learning activities as to if defined process is being applied as part of the students daily grade</p>
<p>✓ Quizzes, written midterm examination and final examination</p>

✓ Describe and apply the basic cooking principles, ratio and technique  
Teacher's signature: \_\_\_\_\_  
Date outcome completed: \_\_\_\_\_

✓ Quizzes, written midterm examination and final examination, assessment during competency based learning activities as to the quality of the finished product and how the student followed the

**Teacher's Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Student's Grade:**

**Enter here and on page 1** \_\_\_\_\_



## CUL 101: Introduction to Culinary Arts Master Course Outline

### Day 1: Course Introduction, Equipment Overview and Basic Knife Skills

- **Lecture**  
Course Overview: How to Succeed in Class, Facility and Syllabus Overview
- **Learning Objectives**
  - Learn about BAK 160 and CCI grading and performance expectations
  - Learn about *Professional Cooking* textbook
  - Learn about CCI professionalism and uniform expectations
  - Learn about knife kit anatomy and nomenclature  
<http://www.mercercutlery.com/how-tos>  
<http://www.mercercutlery.com/anatomy-of-a-knife>
  - Complete Blackboard Emergency Contact Survey
  - Learn about knife safety and development of basic knife skills
- **Demonstration**  
Knife Kit overview and ID, Kitchen Tour, Culinary Kitchen Equipment Overview, Basic Knife Skills  
Demonstration – Care / Handling / Sharpening, Slicing
- **Competency-Based Applied Learning**  
Population of Emergency Contact List, Large Kitchen Equipment Anatomy and Lighting a Pilot, Knife Handling and Sharpening, Introduction to Knife Skills / Slicing
- **Reading / Homework Assignment**  
*Professional Cooking* – Chapter 1, 3 (p. 1-14, 41-62)
- **Assessment**  
Uniform Standards / Line-Up, Lighting a Pilot, Knife Sharpening, Knife Skills: Slicing and Large Dice

### Day 2: Kitchen Operations Overview and Basic Knife Skills

- **Lecture**  
Kitchen Organization / Operations Overview, Professionalism Standards
- **Learning Objectives**
  - Learn the historical context about how a professional kitchen operates
  - Reinforce knife sharpening / handling procedures

- Reinforce basic knife skills

- **Demonstration**  
Basic Knife Skills Demonstration – Care / Handling, Dicing
- **Competency-Based Learning Activity**  
Knife Handling and Sharpening, Introduction to Knife Skills / Dicing
- **Reading / Homework Assignment**  
*Professional Cooking* – Chapter 7, 8 (p. 137-148, 157-170)
- **Assessment**  
Uniform Standards / Line-Up, Knife Sharpening, Knife Skills: Dicing, Slicing, Chopping

### Day 3: White Stock (Chicken) Preparation, Ratios and Basic Knife Skills

- **Lecture**  
White Stock (Chicken) Preparation, What are Ratios?
- **Learning Objectives**
  - Learn about the fundamentals of white stock preparation
  - Reinforce handling procedures
  - Reinforce basic knife skills
- **Demonstration**  
Basic Knife Skills Demonstration, Chopping Parsley; Stock / Base Tasting
- **Competency-Based Learning Activity**  
White Stock Preparation (Teams) Knife Handling / Chopping, Slicing
- **Reading / Homework Assignment**  
*Professional Cooking* – Chapter 8 (p. 157-170)
- **Assessment**  
Uniform Standards / Line-Up, Knife Skills: Dicing, Chopping, Slicing; White Stock Preparation - *Professional Cooking*, p. 161 - Teams of 4 will produce 3x the White Stock (Chicken) Recipe in Table 8.2, Teamwork and Communication Skills, Blackboard Quiz #1

### Day 4: Brown Stock (Veal) Preparation and Basic Knife Skills

- **Lecture**  
Brown Stock (Veal) Preparation, Ratios Continued
- **Learning Objectives**
  - Learn about the fundamentals of brown stock preparation
  - Reinforce knife handling procedures
  - Reinforce basic knife skills
- **Demonstration**  
Basic Knife Skills Demonstration, Chopping Garlic
- **Competency-Based Learning Activity**

Brown Stock Preparation (Teams) Knife Handling / Chopping, Slicing

- **Reading / Homework Assignment**

*Professional Cooking* – Chapter 8 (p. 171-221)

- **Assessment**

Uniform Standards / Line-Up, Knife Skills: Dicing, Brown Stock (Veal) Preparation (*Professional Cooking*, p. 161 - Teams of 4 will produce 3x the Brown Stock (Veal) Recipe in Table 8.4), Teamwork and Communication Skills

### Day 5: Mother Sauce – Velouté, Roux, Clarified Butter and Basic Knife Skills

- **Lecture**

Mother Sauce – Velouté, Roux and Thickening Agents, Derivative Sauces; Clarified Butter

- **Learning Objectives**

Learn about how to prepare a Velouté sauce

Learn about thickening agents – roux, modified starches, Clarified butter

Learn about derivative sauces

Reinforce basic knife skills

- **Demonstration**

Roux, Clarified Butter, Velouté Sauce

- **Competency-Based Learning Activity**

Basic Knife Skills: Dicing, Chopping; Velouté Sauce Preparation / Roux

- **Reading / Homework Assignment**

*Professional Cooking* – Chapter 8 (p. 171-221)

- **Assessment**

Uniform Standards / Line-Up, Roux / Velouté Preparation - *Professional Cooking*, p. 184 - Teams of 2 will produce 1x the Velouté Sauce Recipe w/ chicken stock, Basic Knife Skills: Dicing, Chopping; Teamwork and Communication Skills, Blackboard Quiz #2

### Day 6: Mother Sauce – Béchamel, Hollandaise, Roux and Basic Knife Skills

- **Lecture**

Mother Sauce – Béchamel, Hollandaise (classical / modern), Discuss Preparation Procedures (focus on technique vs. recipe)

- **Learning Objectives**

Learn about the preparation of béchamel sauce

Learn about the preparation of a classical and modern hollandaise

Reinforce basic knife skills

- **Demonstration**

Basic Knife Skills: Large / Small Dice (blocking), Béchamel Sauce, Hollandaise Sauce

- **Competency-Based Learning Activity**

Basic Knife Skills: Large / Small Dice, Béchamel Sauce Preparation / Roux, Hollandaise Sauce Preparation

- **Reading / Homework Assignment**

*Professional Cooking* – Chapter 8 (p. 171-221)

- **Assessment**

Uniform Standards / Line-Up, Roux / Béchamel Preparation - *Professional Cooking*, p. 183 - Teams of 2 will produce 1x the Béchamel Sauce Recipe and p. 196 - 1x the Hollandaise Sauce I Recipe, Basic Knife Skills: Large / Small Dice, Teamwork and Communication Skills

### Day 7: Mother Sauce – Tomat / Tomato and Basic Knife Skills

- **Lecture**

Mother Sauce – Tomat / Tomato and Variations

- **Learning Objectives**

- Learn about the preparation of Sauce Tomat
- Reinforce basic knife skills
- Discuss assignment #1

- **Demonstration**

Sauce Tomat

- **Competency-Based Learning Activity**

Basic Knife Skills: Dice, Chop; Sauce Tomat Preparation

- **Reading / Homework Assignment**

*Professional Cooking* – Chapter 9 (p. 222-373)

- **Assessment**

Uniform Standards / Line-Up, Sauce Tomat Preparation - *Professional Cooking*, p. 190 - Teams of 2 will produce 1/2 the Tomato Sauce I Recipe, Basic Knife Skills: Diced Onion, Teamwork and Communication Skills

### Day 8: Mother Sauce – Espagnole / Brown Sauce and Basic Knife Skills

- **Lecture**

Espagnole / Brown Sauce

- **Learning Objectives**

- Learn about the preparation of Espagnole / Brown Sauce
- Reinforce basic knife skills
- Discuss upcoming practical exam and homework assignment #1

- **Demonstration**

Espagnole / Brown Sauce, Caramelizing Mirepoix, Hollandaise

- **Competency-Based Learning Activity**

Basic Knife Skills: Chopped Parsley, Espagnole / Brown Sauce Preparation

- **Reading / Homework Assignment**

*Professional Cooking* – Chapter 9 (p. 223-237)

- **Assessment**

Uniform Standards / Line-Up, Espagnole / Brown Sauce Preparation - *Professional Cooking*, p. 187 - Teams of 2 will produce 1/2 the Espagnole / Brown Sauce Recipe, Basic Knife Skills: Chopped Parsley, Teamwork and Communication Skills

### **Day 9: Classical Soups – Broth / Clear Soups and Basic Knife Skills**

- **Lecture**

Classical Soups: Broth, Consommé and Vegetable

- **Learning Objectives**

- Learn about the preparation of a diversity of broth based soups
- Reinforce basic knife skills
- Discuss upcoming practical exam and homework assignment #1

- **Competency-Based Learning Activity**

Chicken Tomato Bouillon with Pesto

- **Reading / Homework Assignment**

*Professional Cooking* – Chapter 9 (p. 238-273)

- **Assessment**

Uniform Standards / Line-Up, Clear / Broth Soup Preparation - *Professional Cooking*, p. 236 - Teams of 2 will produce 1 qt. Chicken Tomato Bouillon with Pesto (sauce), Basic Knife Skills: Chopped Parsley, Teamwork and Communication Skills

### **Day 10: Classical Soups – Thick Soups: Cream Soups and Basic Knife Skills**

- **Lecture**

Cream Soups

- **Learning Objectives**

- Learn about the preparation of a diversity of cream soups
- Reinforce basic knife skills

- **Demonstration**

Tempering – Use of a Liaison

- **Competency-Based Learning Activity**

Cream Soups, Basic Knife Skills: Diced Onion, Chopped Garlic

- **Reading / Homework Assignment**

*Professional Cooking* – Chapter 9 (p. 238-273)

- **Assessment**

Uniform Standards / Line-Up, Clear / Cream Soup Preparation (*Professional Cooking*, p. 242 – Teams of 2 will produce 1 qt. of Cream of Broccoli Soup, Basic Knife Skills: Chopped Parsley, Teamwork and Communication Skills

### **Day 11: Classical Soups – Puree Soups and Basic Knife Skills**



- **Lecture**  
Cream Based Soups
- **Learning Objectives**
  - Learn how to prepare a cream based soup
  - Reinforce basic knife skills
- **Competency-Based Learning Activity**  
Cream Based Soups, Basic Knife Skills: Large Dice, Medium Dice
- **Reading / Homework Assignment**  
*Professional Cooking* - Chapter 9 (p. 238-273)
- **Assessment**  
Uniform Standards / Line-Up, Basic Knife Skills Practical Exam - Thinly Sliced Onion, ¼" Diced Onion, Med/Large Diced Potato, Puree Soup Preparation - *Professional Cooking*, p. 246 -

Teams of 2 will produce 1 qt. of Puree of Carrot Soup

### Day 12: Classical Soups – Bisques and Chowders and Basic Knife Skills

- **Lecture**  
Bisques and Chowders
- **Learning Objectives**
  - Learn how to prepare a bisques and chowders
  - Reinforce basic knife skills
- **Demonstration**  
Bisque preparation process / discussion about shrimp shells
- **Competency-Based Learning Activity**  
Bisque, Chowder, Basic Knife Skills
- **Reading / Homework Assignment**  
*Professional Cooking* - Chapter 4, Basic Principles of Cooking and Food Science, p. (63-91)
- **Assessment**  
Uniform Standards / Line-Up, Chowders and Bisques - *Professional Cooking*, p. 253 -

Teams of 2 will produce 1 quart of Shrimp Bisque (2 teams) / p. 256 - Teams of 2 will produce 1 quart of New England Clam Chowder (2 teams)

### Day 13: Dry Heat Cooking Methods and Basic Knife Skills (Sauté, Pan Fry, Grill)

- **Lecture**  
Dry heat cooking methods, Flavor development, Millard Reaction, Seasoning
- **Learning Objectives**
  - Learn about a diversity of dry heat cooking methods (Sauté, Pan Fry, Grill)
  - Learn about flavor development in the cooking process
  - Learn about proper use of salt and pepper

- **Demonstration**  
Sauté, Pan Fry, Grill – Veal Saltimbocca

- **Competency-Based Learning Activity**  
Sauté, Pan Fry, Grill (teams of 3)

**Reading / Homework Assignment**

*Professional Cooking* - Chapter 13, Cooking Poultry and Game Birds, p. 385-387

- **Assessment**  
Uniform Standards / Line-Up, Sauté, Pan Fry, Grill

### Day 14: Dry Heat Cooking Methods and Basic Knife Skills Continued (Roast, Deep Fry)

- **Lecture**  
Dry heat cooking methods, Flavor development, Millard Reaction, Seasoning

- **Learning Objectives**
  - Learn about a diversity of dry heat cooking methods (Roast, Pan Fry)
  - Learn about flavor development in the cooking process
  - Learn about proper use of salt and pepper

- **Demonstration**  
Roast, Deep Fry

- **Competency-Based Learning Activity**  
Roast Chicken with Natural Gravy, Pomme Frites  
Roast, Deep Fry (teams of 4)

- **Reading / Homework Assignment**  
*Professional Cooking* - Chapter 13, Cooking Poultry and Game Birds, p. 419-427

- **Assessment**  
Uniform Standards / Line-Up, Roast, Deep Fry

### Day 15: Moist Heat Cooking Methods and Basic Knife Skills (Poach, Steam)

- **Lecture**  
Moist heat cooking methods, Flavor development, Seasoning

- **Learning Objectives**
  - Learn about a diversity of moist heat cooking methods (Poach, Steam)
  - Learn about flavor development in the cooking process
  - Learn about proper use of salt and pepper

- **Demonstration**  
Poaching, Steaming

- **Competency-Based Learning Activity**  
Poaching, Steaming (teams of 4), Poached Chicken Breast Princess (p. 421), Mackerel en Papillot (p. 513)

- **Reading / Homework Assignment**  
*Professional Cooking*, Chapter 11, Cooking and Handling Meats (p. 309-369)

- **Assessment**  
Uniform Standards / Line-Up, Poaching, Steaming

## Day 16: Moist Heat Cooking Methods and Basic Knife Skills (Stewing)

- **Lecture**  
Moist heat cooking methods, Flavor development, Millard Reaction, Seasoning
- **Learning Objectives**
  - Learn about a diversity of dry heat cooking methods (Stewing)
  - Learn about flavor development in the cooking process
  - Learn about proper use of salt and pepper
- **Demonstration**  
Stewing (drying, etc)
- **Competency-Based Learning Activity**  
Stewing -- Beef Bourguignon
- **Reading / Homework Assignment**  
*Professional Cooking*, Chapter 24, (p. 811-831)
- **Assessment**  
Uniform Standards / Line-Up, Stewing

## Day 17: The incredible, edible egg

- **Lecture**  
Eggs
- **Learning Objectives**
  - Learn about the structure and make up of an egg
  - Learn about the nutritional value of an egg
  - Learn various cooking methods of an egg
- **Demonstration**  
Various egg cooking techniques
- **Competency-Based Learning Activity**  
Various egg cooking techniques, standard breading procedure
- **Reading / Homework Assignment**  
*Professional Cooking*, Chapter 19 (p. 657-679)
- **Assessment**  
Uniform Standards / Line-Up, egg cookery, standard breading procedure

## Day 18: Pasta

- **Lecture**  
Pasta
- **Learning Objectives**
  - Learn about the ingredients of pasta
  - Learn about the nutritional value of pasta

Learn various types and shapes of pasta

- **Demonstration**

Egg pasta

- **Competency-Based Learning Activity**

Fresh pasta

- **Reading / Homework Assignment**

- **Assessment**

Uniform Standards / Line-Up, fresh pasta

**Day 19/20: Practical Final**

**Day 21: Finals Week - Facility Clean Up and Maintenance**



## **CUL 101 Introduction to Culinary Arts – Course Syllabus**

### **Course Description**

Experience the basic theory and skill sets used throughout the field of culinary arts. Topics covered include the use of hand tools and equipment found in the professional kitchen, as well as the exploration of ingredients and their functions. Students will gain a working knowledge of the fundamentals of kitchen operations, basic knife skills; an overview of stock, sauce and soup preparation; and coverage of the primary dry heat, moist heat and combination heat cooking methods. Students will also taste and evaluate products they create in class to enhance their understanding of the course material.

### **Prerequisites**

N/A

### **Learning Outcomes**

At the conclusion of this course, students will have the ability to:

- Describe and apply the principles of food safety and sanitation practices
- Identify and select ingredients for use in a variety of products
- Apply standards of professionalism to the culinary arts industry
- Describe and use the equipment typical to the food preparation process within a professional kitchen
- Demonstrate safe knife sharpening and handling techniques and execute classical cuts
- Demonstrate appropriate knowledge and applied practices for controlling food time/temperature abuse, proper food handling procedures and personal hygiene practices
- Demonstrate knowledge and applied skill relating to the step-by-step process for the primary cooking techniques (dry heat, moist heat, and combination heat)
- Describe and demonstrate proper step-by-step process for preparing white and brown stocks, classical sauces and primary soup categories
- Discuss the elements of taste and flavor development as it relates with the cooking process
- Describe and apply the basic cooking principles, ratio and technique

## **Required Text, Materials and Equipment**

- Book: Professional Cooking ISBN# 978-1-11863-672-5
- Culinary Arts or Baking and Pastry Arts toolkit – Sold at COCC Bookstore
- Complete uniform – All uniform components are sold at the COCC Bookstore or via [ChefWorks](#)

## **CUL 101 Introduction to Culinary - Course Syllabus**

**Course Term:**

**CRN:**

**Course Day/Time:**

*Note: Refer to [COCC academic calendar](#) for campus holidays*

**Course Dates:**

**Course Location:**

**Final Exam Date:**

**Instructor:**

**Office Location:**

**Dept Phone:**

**Dept Fax:** 1.877.541.2433

**Email:**

**Office Hours:**

**Finals Week Office Hours:**

**I am also available by appointment if you cannot meet during my office hours.**

### **Grading:**

#### **Grading Scale**

To meet graduation requirements, students must complete every course with a minimum grade of a C.

A = 93-100, A- = 90-92, B+ = 87-89, B = 83-86, B- = 80-82, C+ = 77-79, C = 70-76, D = 65-69, F = 0-64

#### **Grading Weight**

25% Daily Points (includes: professionalism, sanitation, organization, and competency-based learning)

5% Leadership Points (includes: Sous Chef, Sanitation Steward and Food Steward)

15% Quizzes (see MCO for schedule of quizzes)

10% Mid-term (includes mid-term exam)

5% Assignments (instructor will assign during the class)

15% Final Exam (includes written final exam)

25% Practical exam (includes practical exam)

### **Service Learning Initiatives:**

In order to enhance the theoretical and experientially based learning that takes place in the CCI curriculum, formal service-learning initiatives are integrated into the student learning experience. Students can expect to be involved in a diversity of service learning activities that are relevant to the content within a program or course in which they are attending. The goal of service learning is to increase student confidence through reality-based learning and repetition, while also increasing student awareness about social engagement and how the restaurant industry “gives back” to society via service.

### **Attendance:**

Students are empowered to control their overall learning experience and success throughout their CCI learning experience. Consistent attendance is very important for student academic success. Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success in the hospitality industry after graduation. If a student must be absent due to an emergency, they are encouraged to communicate in advance to the instructor.

### **Student Handbook:**

Compliance with CCI uniform, personal grooming, conduct and classroom policies is a contributing factor to student success. Please review and download the *CCI Student Handbook* at [cascadeculinary.com/](http://cascadeculinary.com/) or [cascadeculinary.com/wp-content/uploads/2015/01/CCI-Student-Handbook.pdf](http://cascadeculinary.com/wp-content/uploads/2015/01/CCI-Student-Handbook.pdf)

### **Course Policies and Expectations:**

#### **Blackboard**

This course will be supplemented with Blackboard use. Students that do not have access to the internet at home can access Blackboard via any campus computer lab.

#### **Students Rights and Responsibilities**

Please read the Students Rights and Responsibilities ([cocc.edu/Student-Life/Rights and Responsibilities/](http://cocc.edu/Student-Life/Rights_and_Responsibilities/)) handbook including provisions for dishonesty, classroom behavior, children & pets on campus, acceptable computer usage, smoking, harassment, parking, etc.

#### **Americans with Disabilities Statement**

Students with documented disabilities who may need special instructional accommodations or who may need special arrangements in the event of an evacuation should notify the instructor as soon as possible, no later than the second week of the term. Students may contact COCC Disability Office in Boyle Education Center to discuss special needs at 541.383.7583.

#### **COCC Non-Discrimination Policy**

Central Oregon Community College is an affirmative action, equal opportunity institution. It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities or

employment. Persons having questions about equal opportunity and non-discrimination, please contact Human Resources for referral to the appropriate personnel, 541.383.7236.

### **Student Insurance**

Students are not covered by medical insurance while on campus or involved in college classes and activities. Students are responsible for their own medical and dental insurance coverage. Information on student insurance coverage can be obtained at the cashier in Boyle Education Center.

### **Final Exam Policy**

See [cocc.edu/instruction/faculty-resources/teaching-fundamentals/final-exam-policy/](http://cocc.edu/instruction/faculty-resources/teaching-fundamentals/final-exam-policy/) for information regarding emergency closure during finals week and deadlines for students requesting change in exam schedule.

### **Important Term Dates**

See [cocc.edu/degrees-classes/academic-calendar---important-dates-by-term/](http://cocc.edu/degrees-classes/academic-calendar---important-dates-by-term/) for tuition due, late fees, holidays, last day to drop without transcript impact, last date to drop with transcript W designation requiring instructor signature, etc.