

2017-2018

College NOW

Student Handbook

cocc.edu/departments/college-now/students



CENTRAL OREGON
community college

WELCOME TO COLLEGE NOW

Congratulations on choosing a College Now course! You have the opportunity to earn college credit and truly experience college course work while still in high school. College Now is a partnership between Central Oregon Community College and 14 high schools that served 1,114 students during the 2016-2017 school year.

All College Now teachers have met COCC faculty requirements and have been approved by their COCC academic department. They work with a mentor from the college to ensure the class you take meets the same rigorous standards as the course taught on campus. This course will be taught at your high school, by teachers from your school, during regular high school hours. And it only costs \$15 per credit!

When you complete the course requirements, you will be issued a COCC grade. The course will be recorded on your COCC academic transcript, which is your official record of courses, grades, and credits awarded. Through the official transcript, the courses can be used to meet COCC certificate or degree requirements or may be transferred to many other community colleges and universities in Oregon and across the country. Some colleges may not accept your transfer credits; you'll need to check with the specific college.

TYPES OF COURSES

Career Technical Education (CTE) Courses

The College Now program offers outcomes-based courses along a Career Pathway in a Program of Study leading to a certificate or degree. Options include courses in automotive, business, criminal justice, culinary, hospitality early childhood education, emergency medical technician, anatomy and function, forestry, and manufacturing. CTE courses offer outstanding skills and education, but they usually don't meet degree requirements at four-year colleges.

A complete listing of the course outcomes can be found on our [CTE Outcomes web page](#).

Transfer Courses

The College Now program gives you the opportunity to take college-level lower-division transfer courses while still in high school. College Now Transfer classes are usually limited to seniors and qualified juniors. Exceptions may be made for sophomores and freshmen, if the high school teacher believes they can successfully complete the class. COCC is currently articulating the following courses: math, science, literature, writing, health & human performance, computer information systems, film and history. Many of these classes fulfill requirements for the AAOT (Associate of Arts Oregon Transfer)

degree which is designed so that students can easily transfer to an Oregon public university to pursue a bachelor's degree.

Look at our website for a complete listing of the [Transfer course outcomes](#).

Not all courses are offered at all high schools. See the list of [classes at your school](#) for more information.

CREDITS WITH A PURPOSE

The ability to earn college credits while still in high school is a great opportunity for many students, but those credits need to fit into your future plan of study or major to provide any benefit. Students who want to collect credits from a variety of colleges through dual credit and other programs should be sure those credits will transfer to their future community colleges or universities before signing up for the college credit option. In the “Financial Aid Implications” section below, you will see that all college credit—including that earned in high school—is used to calculate financial aid eligibility. A large number of credits that don't apply to your college major will count against the 150% credit maximum for financial aid purposes but may not reduce the amount of time the student is in college.

We have links to each [Oregon public university's transfer tool](#) for information on how specific COCC courses will transfer to those institutions. Most private and out-of-state colleges and universities have a similar tool on their website.

HOW TO REGISTER FOR COLLEGE NOW CREDIT

To participate in College Now, you must be able to successfully complete the learning outcomes and performance criteria to obtain credit in these college-level articulated courses.

Some College Now courses have prerequisites you must meet before you can register for COCC credit. For example, you must pass Writing 121 with a C grade or better before you can register for Writing 122. Ask your high school teacher about other prerequisites to registering for specific courses.

You will register for College Now credit near the beginning of the high school class. Since high schools are on different calendars than the college, these dates may not be the same as the COCC terms. Deadlines are firm with very few exceptions. See the College Now [Calendar](#) for your school to see the deadlines for each term. You are expected to complete the course requirements during the high school term in which you are enrolled.

All College Now courses cost \$15 per credit. If you choose to pay with checks or credit cards, your payment may take 2-3 weeks after the registration deadline to process.

Step 1. The College Now Liaison will bring registration forms and parent letters to your class. Take them home and discuss them with your parents.

Step 2. To register, return the Parent Acknowledgement (the third page of the Parent Letter) and the registration form, with payment, to the College Now Liaison or your teacher. Payment may be made in the form of cash, a check, money order, or a credit card. The credit card form is on the [parent letter](#). Checks or money orders should be made payable to COCC, except at Madras, Sisters, Ridgeview and Redmond High Schools, where fees will be paid to the school bookkeeper. College Now fees are not refundable.

If you cannot pay the fee at the time of registration, submit your registration form by the deadline and call the College Now Office at 541.504.2930 to make payment arrangements.

In the event a credit card payment is denied, a check bounces, or you do not pay the College Now fee, you will remain registered in the class. The College NOW office will attempt to contact you and/or your parent via the phone number(s) and email address provided on the registration form. Failure to pay College Now fees will result in the student being unable to register for another class or obtain/send COCC official transcripts.

COLLEGE NOW STUDENT STATUS

College Now is a unique program that doesn't require official admission to the college. If you want to take *other* classes at COCC, including Expanded Options classes, you'll need to fill out a COCC application and pay a \$25 application fee.

To learn how to become a [fully admitted student at COCC](#). (Not required for College Now classes.)

How to Find Out Your COCC Student ID Number

Every student who takes a class at COCC is issued a unique identification number.

- Go to Central Oregon Community College's [College Now website](#)
- On the left side of the page, CLICK <<Students>> button.
- CLICK <<Finding Your COCC ID Number>> button.
- Enter your <<Last Name>> and your <<Social Security Number>> and CLICK <<Submit>>.

Your student ID Number beginning with 820***** will appear. If you don't have a Social Security Number, or you didn't include it on your registration form, call the College Now office at 541.504.2930.

COLLEGE NOW GRADING POLICY

High school teachers certify your course completion based upon your mastery of required articulated course outcomes. You are graded according to these pre-determined course outcome requirements. Course grading is explained on the course syllabus your teacher gave you at the beginning of the term. The COCC Grading Policy is followed for all classes. At completion of a class, the high school teacher will send the final grade roster and any other documentation specific to the course to the College Now office. You may not hand-carry your own grading materials to COCC.

End-of-term grades are available via your online [Bobcat student account](#) and are not mailed or given out over the phone. Only the grades in the following list may be assigned. All courses graded with W do not apply to a student's GPA. To calculate GPA, multiply the number of credits for each course by the grade points for the grade received in that course (grade points listed below). Add these numbers together and divide by the total number of graded credits for that term (include "F" grades but exclude W).

Grade Points

A	4.0 outstanding performance
A–	3.7 superior
B+	3.3 excellent
B	3.0 very good
B–	2.7 good
C+	2.3 better than satisfactory
C	2.0 satisfactory
D	1.0 passing
F	0 not passing

W withdraw: not computed in GPA, assigned by Records Office

If you are unable to complete course requirements during the given term for reasons acceptable to the teacher, the teacher may call the College Now office for other grading options.

Grade Change

The responsibility of assigning grades for College Now classes is the high school teacher's. If you dispute the final grade (A–F, W) in a course, you should meet with the teacher to review it. If you're not satisfied, you may meet with the College Now faculty mentor or department chair, who can further review the grade with the teacher. If you believe that the grade reflects discrimination in some form, you have recourse through the College's grade appeal procedure. Please call 541.504.2930 if you have questions.

FINANCIAL AID IMPLICATIONS

There may be future financial aid implications for unsatisfactory academic progress (grade of D, F or W) in a College Now class. [Unsatisfactory academic progress](#) includes a cumulative college GPA below 2.0 and a cumulative completion rate below 66.67% of calculated credits at the end of each term. When you apply for federal financial aid, the Financial Aid office at the college evaluates all grades and credits on your transcript. That will include grades and credits you attempt in College Now classes. If you get a D, F or W in your College Now class, it will affect your completion rate and college GPA before you even finish high school.

In addition, students are limited to financial aid eligibility only for 150% of the published credit length of a selected academic program. All credits on your transcript, including college credits attempted in high school, count toward the 150% limit for your selected program. The limit is approximately 135 credits for a two-year degree. The [Oregon Promise](#) only covers up to 90 credits, including any earned in high school.

For more information, see [COCC's Financial Aid](#) web page.

HOW TO DROP A CLASS

If you are doing poorly in your College Now class or cannot complete the requirements, you may decide to withdraw from earning credit for the class to avoid having a poor grade on your college transcript. The last day to drop a class will vary depending on the date the class starts and ends. See the [calendar for your high school](#); drop dates are different for each school. As long as you drop the class before the end of the drop period, it will not appear on your transcript.

If you don't drop before the drop date, you can still withdraw from a course. Again, see the [calendar for your high school](#) for withdraw dates. A grade of W will impact your completion rate, but not your GPA.

It's the student's responsibility to complete and sign a College Now [Drop Form](#) and submit it to the high school teacher if he chooses to drop the class.

If you have questions about this process, talk to the College Now [Liaison](#) or call the College Now Office at 541.504.2930.

There is no refund if a student drops a College NOW class.

HOW TO CHECK GRADES AND PRINT UNOFFICIAL TRANSCRIPTS

End of term grades are available via your Bobcat Web Account and will not be mailed. Grades are available approximately five days after the end of each

COCC term. You may also print an unofficial transcript from your Bobcat Online Services account. [Instructions are available online.](#)

How to Request an “Official” COCC Transcript

You may request an official transcript via your Bobcat Web Account or in writing. To request a COCC transcript, please fill out the form on our [transcript request page](#) and mail or fax it to the address/telephone number shown below. Transcripts are \$5 each with some volume discounts.

Requests are processed in the order in which they are received. Transcripts are normally sent within 7-10 days of receiving the request and payment. Requests received via fax are not given priority. Requests are not processed in the first week of each term.

To request by **mail**, send the request to
**Student Records, Central Oregon Community College,
2600 NW College Way, Bend OR 97703.**

Send fax requests to 541.318.3700. The fax must include a VISA, Master Card, or Discover card number including the expiration date, the cardholder's name, the cardholder's zip code and the student's signature. Transcript Request Forms are also available in person at all COCC campuses.

PRIVACY AND YOUR STUDENT RECORDS

Now that you're a college student, your records are protected, even from your parents. On the College Now Registration Form, you can release some protected information to your school district, parents/guardians or other non-college entities by completing and signing the “Release of Information” box. If you don't sign this form, we can't release your records to your school, so please make sure you've signed. Add your parents if you want them to have access to your grades.

FERPA Privacy Policy

The [Family Educational Rights and Privacy Act of 1974](#) or FERPA is a federal law that provides students the following rights:

1. The right to inspect and review their educational record within 45 days of request
2. The right to request an amendment of their educational records that the student believes to be inaccurate or misleading
3. The right to file a complaint with the US Department of Education concerning alleged failures of an institution to comply with FERPA
4. The right to consent to disclosure of personally identifiable information contained in the educational record, except where FERPA exceptions apply

FERPA rights begin when a student enrolls at a post-secondary institution, regardless of age. Therefore, a student's educational records are confidential and COCC will not release this information to anyone, including parent(s)/guardian(s) without a student's written consent. Students can give this written consent by printing their parent(s) name(s) on the Registration Form in the space provided.

OTHER HIGH SCHOOL OPTIONS

Central Oregon [high school students have other options](#) to get a jump-start on college that allow you the opportunity to spend time on COCC's Bend, Redmond, Prineville or Madras campuses.

VISITATION EVENTS

Each year COCC hosts several visitation events for high school students and community members. Please check with your high school counselors or College and Career Center for a current listing of upcoming visitation events. Or you can [visit on your own](#).

STUDENT'S RIGHTS AND RESPONSIBILITIES

Please review the [Student's rights and responsibilities](https://www.cocc.edu/departments/student-life/student-policies.aspx) at <https://www.cocc.edu/departments/student-life/student-policies.aspx>. These rights and responsibilities apply to all students at COCC.

COCC NON-DISCRIMINATION POLICY:

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, 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 non-discrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office.

TITLE IX STATEMENT:

Title IX protects people from discrimination based on sex in education programs and activities. This includes conduct such as: gender discrimination (includes males, females, transgender, gender identity, etc.), sexual harassment, sexual assault, stalking, intimate partner/relationship violence, bullying and cyberbullying, retaliation, the failure to provide equal opportunity in athletics and discrimination based on pregnancy. Persons having questions about Title IX should contact Diane Ross, Title IX Officer, 541-383-7218, x7218, dross3@cocc.edu.