

2018-2019

College NOW

Teacher Handbook

www.cocc.edu/departments/college-now/high-school-teachers/



CENTRAL OREGON
community college

WELCOME TO COLLEGE NOW

Thank you for teaming with Central Oregon Community College to offer college level work to your students through College Now. College Now served 1,160 students from 17 high schools during the 2017-2018 school year. This program allows high school students to earn credits through COCC courses articulated at the high schools by high school teachers.

This handbook contains processes information. The documents you need to articulate courses in the College Now program are found on the [High School Teachers](https://www.cocc.edu/departments/college-now/high-school-teachers.aspx) page at <https://www.cocc.edu/departments/college-now/high-school-teachers.aspx>. Please feel free to download and copy any documents that need to be distributed to students or parents.

College Now is, indeed, a team effort. Unfortunately, there is no compensation from COCC for articulating courses. Please feel free to contact the College Now Office at 541.504.2930 or Debbie Hagan, Director of Secondary Programs, at 541.504.2912, if you have questions or concerns.

FEE CHANGE FOR 2018-19 – All College Now courses are \$25 per credit.

TYPES OF COURSES

Career Technical Education (CTE) Courses

These are outcomes-based courses along a career pathway in a program of study leading to a certificate or Associate of Applied Science degree. Course options are in these content areas: automotive, business, criminal justice, culinary, hospitality, early childhood education, emergency medical technician, anatomy and function, forestry, and manufacturing. The cost to the student is a reduced fee of \$25 per credit.

Transfer Courses

College Now lower-division transfer classes are articulated through courses normally intended for high school juniors and seniors. Exceptions may be made for other students, deemed by their high school teachers to meet the prerequisite skills/aptitudes for each particular course. Currently COCC offers courses in the following Transfer areas: math, science, literature, writing, health & human performance, computer information systems, film, psychology and history. The cost to the student is a reduced fee of \$25 per credit.

A complete listing of current articulated classes can be found on our [Course Outcomes](https://www.cocc.edu/departments/college-now/course-outcomes.aspx) page at [cocc.edu/departments/college-now/course-outcomes.aspx](https://www.cocc.edu/departments/college-now/course-outcomes.aspx).

TEACHER APPROVAL PROCESS

Before you articulate a course, you must go through the approval process. Appropriate COCC department faculty will be consulted during this process, and approval authority will include the appropriate Instructional Dean.

This process involves providing documentation that verifies that the high school course aligns with the COCC course and that you have the required education and training in your content area.

1. **Course Approval:** Contact the College Now Office with your intent to articulate a specific COCC course. Send your high school course outline, syllabus, or other documentation for COCC department review. COCC faculty may work directly with you before approving the course articulation.
2. If the course is approved for articulation, download and print the [Teacher Approval Request form](#).
3. Complete the form and email it with your resume and unofficial copies of your college transcripts to [Debbie Hagan](#) or mail/fax to the College Now office at the following address:

College NOW Office
Central Oregon Community College
2600 NW College Way
Bend, OR 97703
541.504.2930
541.317.3071 fax

At schools in the COCC district, the College Now Liaison will hand carry your documents, if you prefer.

You need to be approved only once to articulate a course. If you would like to articulate other courses, however, you will need to resubmit the Teacher Approval Request form. You need to submit your transcripts only once as your documents will be kept on file.

4. The COCC department chair in the content area and Instructional Dean are responsible for reviewing your request and documentation. One of them may contact you for additional information.
5. You will be notified by email regarding your approval status for each course. After you have been approved you will need to contact the appropriate COCC faculty mentor to complete the articulation process. High school teachers generally cannot articulate a course in the same trimester/semester in which they are approved. The timeline is just too tight to finish the teacher approval process and begin the articulation process in time to teach all of the college topics and activities in the course.

Please call the College Now office at 541.504.2930 or email [Debbie Hagan](mailto:Debbie.Hagan@cocc.edu) if you have questions.

QUALIFICATIONS

To articulate College Now classes, you must meet the same education and training requirements as COCC instructors in your content area. For CTE courses, this is typically a combination of education and industry experience as required in the content area. To articulate lower-division transfer courses, you must hold a Master's degree in the field of primary teaching assignment. This standard is used for all COCC transfer courses and is specifically required by Oregon Administrative Rule (589-007-0200).

Provisional Approval:

If you do not meet the preferred qualifications criteria above, you may qualify for provisional approval based on the following criteria.

1. For lower-division transfer courses, high school teachers may seek and be granted approval if the following qualifications are met:
 - Bachelor's degree in the course content area, a Master's degree in a related discipline, and professional experience teaching at College level in the content area; or
 - Master's degree in a related field, and at least 30 quarter credits (20 semester credits) of graduate-level coursework in the field of primary teaching assignment.

2. For CTE courses, high school teachers may seek and be granted approval if the following qualifications are met:
 - Appropriate degree plus work experience and additional coursework in the content area; or
 - Three calendar years of work experience in an occupational area directly related to the instructional program (the work experience must be beyond that acquired in apprenticeship, on-the-job training); or
 - Occupational outcome for the teaching assignment secured through a combination of three years of work experience and specialized training.
 - When applicable, the applicant's qualifications may be reviewed by the appropriate occupational advisory committee.

High school teachers approved to articulate COCC courses must comply with all college expectations for courses offered through College Now. These expectations are listed on page 10 of this handbook. Teachers who do not comply with these expectations and College Now policy will have their approval reviewed by the COCC faculty mentor, department chair, College Now director, and instructional dean over College Now. COCC faculty and staff will work with teachers to resolve compliance issues, but if they cannot be resolved, COCC can revoke approval to articulate courses.

Alternative Approval:

If you participate in the Cascades Commitment Summer Workshop and the Professional Learning Communities (PLC) for Writing 121 & 122, History 202 &

203 or Math 111 & 112, you may qualify for alternative approval to articulate those courses only. You must follow the approval process below before you can articulate a course. Through the approval process, we will verify that you have met all of the Cascades Commitment requirements or are currently enrolled. Currently enrolled participants must complete all PLC requirements within their first year of teaching. You must begin articulating a course within two years of your summer workshop date to be eligible for this alternative approval.

High school teachers approved to articulate COCC courses through alternative approval must comply with all college expectations for courses offered through College Now. These expectations are listed on page 10 of this handbook. In addition, they are required to attend discipline-specific summer workshop training and participate in a year-long professional learning community (PLC). Teachers who do not comply with these expectations and College Now policy will have their approval reviewed by the COCC faculty mentor, department chair, College Now director, and instructional dean over College Now. COCC faculty and staff will work with teachers to resolve compliance issues, but if they cannot be resolved, COCC can revoke approval to articulate courses.

NOTE: Long-term substitute teachers must meet College Now qualifications to articulate in a course in the absence of an approved College Now teacher and must go through the COCC approval process.

ARTICULATION PROCESS

An Agreement for Course Articulation is sent to each high school principal at the beginning of the school year. It lists articulated courses and articulating teachers from the previous year. The principal makes changes as needed and submits the signed copy to the College Now office.

If you are considering teaching a course that **you have not been previously approved to articulate**, you must go through the approval process for that particular course. You do not have to resubmit your unofficial transcript as your documents are kept on file. See Approval Process information above for details.

Before articulating a course, you must meet with the appropriate COCC faculty mentor to ensure curriculum, grading, materials, training and assessments are current for issuing college credit. You will meet at least once per academic year.

Each year, College Now teachers and COCC faculty need to develop the course syllabus using [COCC's syllabus format](https://www.cocc.edu/departments/college-now/forms/files/syllabus_template.docx) (link at https://www.cocc.edu/departments/college-now/forms/files/syllabus_template.docx is a Word docx.) Each instructor must submit a copy of each syllabus to the College Now Office in the first weeks of the course.

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 the student's 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 a student's college major will count against the 150% credit maximum in a major program 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.

REGISTRATION PROCESS

College Now classes are articulated through high school courses intended for juniors and seniors. Exceptions may be made for other students, deemed by their high school teachers to meet the prerequisite skills/aptitudes for each particular course. Please evaluate your younger students honestly, and only allow those who are capable of completing the work to enroll. **Only students in Grades 9-12 can enroll in College Now courses.**

Students will be registered for College Now credit near the beginning of the high school class. Go to the College Now [Calendar](https://www.cocc.edu/departments/college-now/high-school-calendars.aspx) at <https://www.cocc.edu/departments/college-now/high-school-calendars.aspx> to see the calendar for your high school, which lists deadlines for turning in registrations for each term.

Step 1

The College Now Liaison will visit your classroom towards the beginning of the course. She will pass out Registration Forms, Parent Letters and discuss payment options and deadlines. She will explain the advantages of college credit, and the potential risks of registering. We invite you to place virtual copies of the [Registration Form](#) and [Parent Letter](#) on your class website or online repository if you have them.

Step 2

On the date decided in Step 1, the Liaison will return to pick up Registration Forms and payment. She can answer student questions as well. If you have students who are absent, she may arrange to return at the end of your school's registration period to pick up any remaining registrations. At Madras, Redmond, Ridgeview and Sisters High Schools, students will submit registration forms and payment to the bookkeeper rather than you.

Step 3

Please email or provide a hard copy of your class roster to the Liaison so we can verify spelling of names and other required student information. All student information is kept secure and shredded when no longer necessary.

Notes:

- Students must complete *and sign* a registration form for the class and turn it in along with payment.
- If the student cannot pay the fee at the time of registration, he should go ahead and submit his form by the deadline. He should call the College Now office at 541.504.2930 to make payment arrangements.
- COCC offers no scholarships for College Now fees, but some school districts will cover the costs for low income students. Contact your school's counselors for information.
- The Social Security number is optional but necessary for the student to access his or her COCC ID number and account. If you have a student who is unable to provide a SSN, contact the College Now office at 541.504.2930.
- Cost for a College Now course is a \$25.00 per credit (i.e. \$100 for a four-credit class). College Now fees are nonrefundable.

College Now deadlines are firm and are not subject to the petition process. In some cases, students may request a late registration appeal with your written approval. Contact Debbie Hagan, program director, at dhagan@cocc.edu for more information.

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

HELPING YOUR STUDENTS

Getting Started

The High School Liaison will show your students the [Student Guide \(Student Handbook\)](https://www.cocc.edu/departments/college-now/forms/files/student-guide.pdf) at <https://www.cocc.edu/departments/college-now/forms/files/student-guide.pdf> and review the information with them when she is able, but we rely on you to remind them of the URL.

Print and give each student a copy of the CTE course outcome checklist or Transfer course syllabus. Review this with your registered students. Complete course requirements as outlined. With final grades you will submit a copy of the CTE Course Outcomes Checklist for each student registered for COCC CTE credit along with any student work as requested by your mentor. You and the student must sign the checklist

before submitting it. Transfer course teachers will submit grades and any assignments requested by your mentor.

Dropping a Class

If a student is not doing well in your class, the class may be dropped with no grade on the transcript any time before the Drop date. After that, the student may withdraw from the class, resulting in a W on their transcript, until the Withdrawal date. See the College Now [Calendar](#) at <https://www.cocc.edu/departments/college-now/high-school-calendars.aspx> for your school for specific dates. In both cases, a drop form must be submitted. **There is no refund for dropped College Now classes.**

If a student drops your high school class after signing up for college credit, please ensure they complete the drop form so we can drop them from the college course.

The College Now Liaison will visit your classroom shortly before the Drop and Withdrawal dates for your course, to explain the process. It's the student's responsibility to complete and sign a College Now [Drop Form](#) and submit it to you if he chooses to drop the class. Then, you will sign and [email the form](#) or give it to the College Now Liaison. If the student leaves the school before a Drop Form you should contact the College Now Liaison or College Now Office to discuss the drop procedure for that student.

Dropping a class can be a smart decision. Earning a D or an F a college class can handicap a student's future. If you or a student have questions about dropping, contact the Liaison or call the College Now Office at 541.504.2930..

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 the student applies for federal financial aid, the Financial Aid office at the college evaluates *all* grades and credits on their transcript. That will include grades and credits attempted in College Now classes.

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 the student's transcript, including college credits attempted in high school, count toward the 150% limit for their selected program. The limit is approximately 135 credits for a two-year degree. The [Oregon Promise](#) scholarship only covers up to 90 credits, including any earned in while high school.

For more information, see [COCC's Financial Aid](#) web page at <https://www.cocc.edu/departments/financial-aid/default.aspx>.

FERPA Privacy Policy

FERPA stands for the Family Educational Rights and Privacy Act of 1974. 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. Please see the [COCC FERPA policy](https://www.cocc.edu/departments/disability-services/confidentiality-and-ferpa.aspx) at <https://www.cocc.edu/departments/disability-services/confidentiality-and-ferpa.aspx> for additional information.

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

On the College Now Registration Form, students can release some protected information to their school districts, parents/guardians or other non-COCC entities by completing and signing the "Release of Information" box.

MENTORING PROCESS

You will meet with your COCC mentor as part of the articulation process. This mentor is also available to you for questions, concerns and support over the course of the year. Each mentor has their own preferred method of communication, so check with your mentor. If you are having difficulty working with your assigned mentor, contact the College Now office.

Additional training may be offered by the College Now office or the department. Details will be emailed to you when this training is available.

Peer Observation

The first year you articulate a College Now course, you will be observed by the assigned COCC faculty mentor. The peer observation will include a classroom visit, pre and post visit conferences, a review of student work, and a written report to be submitted to the College Now office as well as the mentor's Department Chair. After review by the College Now office, a copy of the report will be sent to you and the original will be added to your file in the College Now office at COCC.

Following the first year, you will be observed every 1-2 year or more often according to COCC mentor preferences.

Student Evaluation

As part of the feedback process, students evaluate their College Now courses and teachers in every class during every term.

The student evaluation process is completed online. A summary of anonymous student evaluations is sent to you and your College Now mentor. The department chair and Instructional Dean over College Now may review the summary as well. Student responses on the evaluations are not edited and are recorded “as entered.”

Process:

1. A few weeks before the end of your class, or when you receive an email from the College Now office, select a date for your evaluations.
2. For courses in Central Oregon, the College Now Liaison will come to your classroom to administer the evaluations. Teachers are expected to leave the room during the evaluation.
3. For courses outside Central Oregon, the College Now Liaison will send you a link and QR code that is active for the date and time you selected for your evaluations. You will be provided with a script asking the students to follow the link and complete the evaluation. Leave the room while the evaluation is in progress.
4. The evaluation will take about 10 minutes. If your students do not have access to a tablet, computer or smart phone, please contact the College Now office for a hard copy.
5. Results will be emailed to you after your final grades are posted.

ROLES AND RESPONSIBILITIES

High School Articulating Teacher Responsibilities:

- Attend mandatory summer training as necessary before articulating a specific course.
- Respond to communication from COCC faculty mentors and College Now staff.
- Expect classroom observations by COCC faculty mentors in the first year per course and every 1-2 years or more often according to COCC mentor preferences.
- Participate in any COCC department assessment projects by submitting student work samples as needed.
- Participate in ongoing professional development with COCC mentors and other faculty.
- Submit syllabi for all articulated courses using the COCC syllabus format.
- Submit required course documentation according to content area requirements.
- Review class rosters sent from College Now Office and send any corrections back to the Office
- Assign grades for the COCC articulated course and return Grade Roster to College Now Office

Faculty Mentor Responsibilities:

- Introduce the high school teacher to outcomes and activities of the COCC articulated course, including but not limited to outcomes, syllabi, assignments, exams and assessment projects, and measures of outcomes.
- At a minimum, conduct peer observations of the high school teacher in the first year of articulating a course and then every other year after that. Other class visits can be scheduled as needed.
- Prepare reports after peer observations in the first year a teacher articulates a course and then every two years after that. Share the report with your high school teacher mentee and submit it to your department chair and the Director of College Now by May 1.
- Approve articulated course grades. Approve assignments/documentation as needed for CTE programs.
- Review final grades and discuss changes/concerns with instructor. Sign final grade roster and return to College Now office.

College Now Office Responsibilities:

- Serve as the interface among COCC chairs, mentors, and high school teachers.
- Provide intake for potential College Now high school teachers
- Process new teacher approvals—collect documents from high school teachers, send all documents to COCC chairs and Instructional Dean, and report results back to high school teacher and principal.
- Process Agreements for Course Articulations—send single agreement to each high school in August for review and principal's signature, collect necessary COCC signatures, and forward electronic copies to high school and appropriate COCC staff.
- Connect COCC mentors with articulating high school teachers.
- Send reminder notices to COCC mentors about peer observations for high school teachers. Notify department chairs if anything is missing. Send peer observation report to department chair for review.
- Send reminders to articulating high school teachers with instructions and timelines for registration, student evaluations, and grades.
- Visit the classroom to explain college credit and the registration process to students.
- Collect registration forms and payment.
- Visit classrooms to remind students of Drop and Withdrawal dates.
- Collect syllabi from articulating high school teachers for all articulated courses.
- Collect completed Grade Rosters, Course Outcomes Checklists, and supporting documentation as necessary from the high school teachers and send to COCC mentors for review and approval.
- Enter registrations, drops, withdrawals and final grades into the COCC Banner system.
- Maintain COCC College Now webpages with current year information and forms.

COLLEGE NOW GRADING POLICY

High school teachers certify student course completion based upon student mastery of required articulated course outcomes. At completion of a course, the high school teacher will provide the final grade roster and any other documentation specific to the course to the College Now Liaison or email/fax/mail it to the address at the end of this guide. College Now will route documentation to the appropriate college department for review and approval. Students may not hand-carry their own materials to COCC.

COCC faculty and high school teachers meet to align course outcome and grading requirements for each articulated course. All course requirements must be agreed upon before the course is offered. Students are graded according to these pre-determined course outcome requirements. Course grading is explained on the course syllabus. The COCC Grading Policy must be followed.

End-of-term grades are available via the student's online COCC Bobcat account and are not mailed or given out over the phone. Only the grades in the following list may be assigned. Any courses graded with a *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 and exclude "W"s).

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 if a student submits a drop from between the Drop and Withdrawal dates

If a student is unable to complete course requirements during the given term for reasons acceptable to the teacher, you may call the Liaison or the College Now office for other grading options. All grades are reviewed by your mentor, and the mentor has final approval.

Grade Change

It is your responsibility to assign grades for College Now classes with final approval by the COCC mentor. A student who disputes the final grade (A–F, *W*) in a course should meet with you to review the grade. If not satisfied, the student may meet with the College Now faculty mentor or department chair, who can further review the grade with

you. If the student believes that the grade reflects discrimination in some form, the student has recourse through the COCC petition procedure. Please call 541.504.2930 if you have questions.

COMPLETING THE COURSE

Students should complete the course requirements by the end of the high school term in which they take the course.

The College Now office will send you a final grade roster after the Withdrawal date, approximately two weeks prior to the completion date of your course.

Sign and verify all course outcomes and recommend a grade for each student. For **CTE** courses, grading information is listed on the outcome checklist. Grading requirements for transfer courses are given to you by your COCC mentor. Documentation for **Transfer** courses as agreed upon with the COCC mentor must accompany the grade roster.

At **completion** of your course, provide the following documents to the College Now Liaison, or if out of district, email/fax/mail to the address at the end of this guide:

1. Completed and **signed final grade roster**.
2. For **CTE** courses, the completed and signed outcome checklist for each student and **any additional completion documentation** specified on the outcome checklist, i.e. journals, final exams, projects, etc. Outcomes must be signed by both you and student.
3. Documentation for **Transfer** courses as agreed upon with your COCC faculty mentor.

For completion deadlines, see the College Now [Calendar](https://www.cocc.edu/departments/college-now/high-school-calendars.aspx) at <https://www.cocc.edu/departments/college-now/high-school-calendars.aspx>. Early completions are accepted. The COCC College Now office will send the completed outcomes and grade rosters to the articulating COCC faculty mentor for review and signature and then post student grades online.

Be sure your students know they will not receive their grades in the mail. Refer them to the web page for instructions on [checking their grades](https://www.cocc.edu/departments/admissions/grades-and-student-records/how-do-i-check-midterm-or-final-grades-.aspx) at <https://www.cocc.edu/departments/admissions/grades-and-student-records/how-do-i-check-midterm-or-final-grades-.aspx>.

All College Now [Forms](https://www.cocc.edu/departments/college-now/college-now-forms.aspx) are available on our website at <https://www.cocc.edu/departments/college-now/college-now-forms.aspx>.

Email all student documents and forms to [the College Now office](#), submit to the College Now Liaison, or mail/fax to:

College NOW Office

Central Oregon Community College
2600 NW College Way
Bend, OR 97703
541.504.2930
541.317.3071 fax

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, Danielle Fegley at 541-383-7219.

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.



For more information, go to the College Now webpage at <https://www.cocc.edu/departments/college-now/default.aspx> or call us at 541-504-2930.

Program Contacts:

Debbie Hagan, Director
Phone: 541-504-2912
Email: dhagan@cocc.edu

Julia Huni, High School Liaison
Email: jhuni@cocc.edu

Judith Gonzalez, Program Assistant
Email: jjgonzalez@cocc.edu