

# College NOW



## Teacher Handbook 2022-2021

[cocc.edu/departments/college-now/students.aspx](http://cocc.edu/departments/college-now/students.aspx)

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# TYPES OF COURSES

## Transfer Courses

The College Now program provides 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. Be sure to check with specific colleges and universities about transferring credits to their institutions



## 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 may not meet degree requirements at four-year colleges. Check with specific colleges and universities about transferring these credits to their institutions.

Look at our website at [course outcomes](#) College Now courses.

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Not all courses are offered at all high schools. See the list of [classes at your school](#) at <https://www.cocc.edu/departments/college-now/high-school-courses.aspx> for more information.

# TEACHER APPROVAL PROCESS

Before you articulate a course, you must go through the approval process. Appropriate COCC department faculty are consulted during this process, and approval authority includes 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, and 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 College Now at [collegenow@cocc.edu](mailto:collegenow@cocc.edu).

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. We recommend submitting an articulation approval the Spring prior to the academic year you wish to teach.

Please call the College Now office at 541.504.2930 or email Cady-Mae Koon 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 approved 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 approved 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 12 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, 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 12 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, 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.

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## 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 (link at [https://www.cocc.edu/departments/college-now/forms/files/syllabus\\_template.docx](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 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 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 distribute 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 Crook County, Culver, David Douglas, La Pine, Madras, Redmond, Ridgeview, and Sisters High Schools, students will submit registration forms and payment to the bookkeeper rather than you.

### *Step 3*

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 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, they should go ahead and submit his form by the deadline. They 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 provides an alternative for the student to access their COCC ID number and account.
- Cost for a College Now course is \$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 Cady-Mae Koon, High School Liaison, at [ckoon@cocc.edu](mailto:ckoon@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 their 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

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### Getting Started

Share with your students the Student Handbook at <https://www.cocc.edu/departments/college-now/forms/files/student-guide.pdf> and review the information with them when able. We rely on you to remind them of the URL and the availability of the handbook.

#### *Outcome Checklist/ Syllabus*

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 student may drop the class 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 contact you 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 they chose 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 completing 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 negatively affect 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>.

## Petition Process

College Now's registration and deadlines are clearly communicated to students via multiple methods and it is the student's responsibility to comply with these published deadlines and policies. In cases of an exceptional circumstance students can request an exception to a published academic policy by submitting the College Now Petition Form to the College Now office. Such policies may include but are not limited to late drop or withdrawal, late registration, and/or refund of fees.

In order for a petition to be considered, the student must demonstrate that there were non-academic extenuating circumstances beyond their control which prevented them from complying with published dates and deadlines. These may include but are not limited to: serious injury or illness, death in the immediate family, and/or employment issues.

If students are attempting to petition to registered late, they must complete a College Now Registration form as part of their supporting documentation. Additional supporting documentation attached to a petition is not required, but will potentially expedite the decision on a petition.

If petition is to drop/withdraw or register for a class past the published due date we recommend the student to request documentation from the instructor, but the documentation is the instructor's choice to provide.

Students must submit the petition form and include documentary evidence to support the request if applicable. Each case is decided upon its own merits and the decision of Instructional Dean is final and not subject to appeal unless there is information pertinent to the outcome, which was not submitted at the time of the initial request. The College Now Petition form is available online: <https://www.cocc.edu/departments/college-now/college-now-forms.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 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 the 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.

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## 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 one-two years typically depending on 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 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. The students will need access to a tablet, computer or smartphone.
5. Results will be emailed to you after your final grades are posted.

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## Roles and Responsibilities

### *High School Articulating Teacher Responsibilities:*

- Allow presentations by the College Now staff to conduct registration process.
- 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 one-two 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 annually 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.
  - Complete Outcomes Checklist for CTE course to turn in with Grade Roster.

### *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 the 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 them 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 the 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 outcomes 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

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W Withdraw: not computed in GPA; assigned if a student submits a drop from between the Drop and Withdrawal dates. W are calculated in the student's completion rate.

All grades are reviewed by your mentor, and the mentor has final approval.

### Incomplete (I) Grade Policy

An Incomplete/I grade is assigned when a student successfully completes approximately 75 percent of course requirements, but for reasons acceptable to the instructor, the student is not able to complete the remaining requirements during the given term. An "I" grade is not a substitution for a

failing grade but indicates that there is a reasonable expectation that the student will pass the course. An incomplete grade will not count towards academic warning.

Students may request an Incomplete/I grade by contacting the instructor prior to the end of the term. Students must complete the remaining requirements within one quarter after the end of the original course (summer term excluded) unless the instructor designates a later completion date. Instructors will submit a grade change to the College Now Office within one week of the student completing the course requirements; if no grade is submitted, it is assumed the student did not complete the requirements and the “I” grade will convert to an “F”. (Note that if the student has earned a different grade without completion of these requirements, the instructor has the option to submit that letter grade instead).

Before an Incomplete/I is issued the instructor must submit an **Incomplete Grade Contract** to the College Now office.

### *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.

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## 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 the completion of your course, provide the following documents to the College Now Liaison, or if out of district, email or 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 the student.
3. Documentation for **Transfer** courses as agreed upon with your COCC faculty mentor.

For completion deadlines, see the College Now Calendar 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 at <https://www.cocc.edu/departments/admissions/grades-and-student-records/how-do-i-check-midterm-or-final-grades-.aspx>.

**All College Now Forms 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 to:

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

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## 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 nondiscrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office, 541.383.7216.

## TITLE IX STATEMENT:

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, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other protected classes under Federal and State statutes in any educational programs, 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.

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.

# CONSUMER INFORMATION

## General Student Disclosure

Federal law requires that all registered students and employees be notified about specific items related to financial aid, federal privacy laws, and related topics. Specifically, this includes information on:

### General Institutional Information:

- [Services and Facilities for Students with Disabilities](#)
- [Cost of Attendance and Additional Program Costs](#)
- [Student Diversity](#)
- [Students' Rights under the Family Education Rights and Privacy Act \(FERPA\)](#)
- [Student Concerns Procedure](#)
- [Copyright Infringement Policies](#)
- [Net Price Calculator](#)
- [Nondiscrimination Policy](#)
- [Annual Student Demographic Information](#)
- [Misrepresentation Information](#)
- [Students Rights and Responsibilities](#)

- [Return of Financial Aid Due to Withdrawal](#)
- [Types of Financial Aid](#)
- [Applying for Financial Aid](#)
- [Financial Aid Disbursement](#)
- [Financial Aid Penalties for Drug Law Violations](#)
- [Work Study Terms and Conditions](#)
- [Satisfactory Academic Progress Policy](#)
- [Study Abroad Financial Aid Opportunities](#)
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- [Campus Academic Facilities](#)
- [Faculty and Staff Contact Information](#)
- [Transfer Credits to COCC](#)
- [International Baccalaureate Credit](#)
- [Out-of-State Academic Student Complaint Procedure](#)
- [Withdrawal and Refund Policy](#)

### Health and Safety Information:

- [Campus Crime and Fire Safety Report](#)
- [Alcohol/Drug Policy](#)
- [Drug and Alcohol Abuse Prevention Information](#)
- [Emergency Procedures](#)
- [Sex Offender Information](#)
- [Vaccination Policies](#)
- [Vaccine-preventable Disease Information \(pdf\)](#)
- [Mandatory Reporting Child Protection Policy](#)

### Student Loan Information:

- [NSLDS Disclosure](#)
- [Initial Loan Counseling for Students](#)
- [Exit Counseling for Students](#)
- [Deferment Options for Peace Corp and Related Service Organizations](#)
- [Rights and Responsibilities for Student Loan Borrowers](#)

### Student Outcomes:

- [Graduation and Transfer Rates](#)
- [Retention Rates](#)

### U.S. Dept. of Education:

- [College Scorecard](#)
- [Official Cohort Default Rates](#)

### Financial Aid Information:

# CONTACT INFORMATION

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.

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