STUDENT SERVICES

Central Oregon Community College offers a variety of academic and support services designed to foster student success. All prospective students are encouraged to contact Enrollment Services – Admissions and Records, 541-383-7500, or www.cocc.edu, for information and assistance in planning their education at COCC.

ACADEMIC ADVISING (CAP CENTER)
Academic advising at COCC is provided by both the CAP Center (Career services, Academic advising, and Personal counseling) and by full time faculty members in each department. The purpose of academic advising is to guide students toward achieving their educational goals and to help students become self-reliant in understanding College policies and practices. Various advising requirements are in place to support this purpose.

Prior to registering for classes, new certificate- and degree-seeking (CDS) students and students who have not attended for more than a year participate in small-group advising sessions. After the first advising session, students are assigned an advisor in their declared major and emailed the advisor’s contact information. Students are required to meet with their advisor to develop long-range academic and career plans before the next term’s registration. All CDS students are required to meet with an advisor prior to registration if they participated in a group advising session the previous term, or as determined by the advisor and at least once a year.

COCC provides an online tool, GradTracks, to help students and their academic advisor track progress toward graduation. GradTracks allows students to see how completed courses are applied toward their certificate or degree and identifies requirements and courses still needed to graduate. Students can also explore other certificate and degree options. Students can access GradTracks by logging on to their Bobcat Web Account and selecting the Student Services & Financial Aid Tab; clicking on the GradTracks link and again on the GradTracks button. Students must be taking credit classes in order to view information in GradTracks.

Students are responsible for monitoring their advising requirement and for completing the advising steps in a timely manner. COCC recommends that students plan their advising appointments well in advance of the opening of registration. Students who want to find their assigned advisor’s name and contact information and see if they have an advising requirement for an upcoming term, should look in their student Bobcat Web Account. To do so, go to www.cocc.edu and select “Student Login.” After logging in, select “Student Services and Financial Aid,” then “Registration,” and then the “Can I Register for Credit Classes?” page.

Students may request a specific advisor or a change in advisors if their major changes. Students not seeking a certificate or degree are not required to meet with an advisor, but are welcome to meet with a CAP Center advisor. Contact the CAP Center, Barber Library lower level, 541-383-7200, for advising options.

ASSOCIATED STUDENTS OF COCC (ASCOCC)
ASCOCC provides students with numerous opportunities for governance, advocacy and social programming. The council is responsible for allocating student fees, appointing students to campus governing committees, advocating for the entire student body and providing diverse social and educational programs and services. The ASCOCC council offers a limited number of paid positions each year.

Contact ASCOCC, 541-383-7595 or visit the website, www.cocc.edu/ASCOCC, to find out about current activities and how to get more involved with the student council.

BASIC SKILLS
For those students who need to sharpen their skills in reading, writing, math and basic computer, the College offers courses in these areas. Using placement test results, advisors will recommend courses that will provide the most help. These courses are at the pre-college level. Although non-transferable, they are extremely valuable courses for students who need preparation for success in retraining and re-entry into academic studies. See page 32 for more information.

BOOKSTORE
The Campus Bookstore, located in Newberry Hall on Bend’s main campus, sells textbooks, class materials, educational and personal supplies, gifts, convenience food and beverages. Textbooks can be ordered 24 hours a day at www.cocc.edu/Bookstore/. For more information about the Bookstore, call 541-383-7570 or visit its website, listed above.

Redmond Campus Bookstore (Building 1, Room 111) sells textbooks, class materials and educational supplies. Please visit www.cocc.edu/Bookstore for hours or call 541-504-2929.

THE BROADSIDE STUDENT NEWSPAPER
The Broadside is a student-run newspaper serving COCC, OSU-Cascades and the larger community. The staff publishes a minimum of 25 issues per school year with a circulation of 1,500 to campus and other locations around Central Oregon. The newspaper provides a forum for student free speech as well as a focus on college news, features and sports. The newspaper’s website, www.TheBroadsideonline.com, offers year-round advertising opportunities and ongoing, updated news information.

Each year The Broadside offers dozens of students opportunities in reporting, editing, design and layout, multi-media communications, photography, and journalism leadership. All students are welcome to apply for the paid positions. For more information, call The Broadside advisor, 541-383-7252, or email The Broadside editor-in-chief at broadsidemail@cocc.edu.
CAMPUSS PUBLIC SAFETY
The COCC Department of Campus Public Safety provides 24/7 patrol and response services with state-certified public safety officers. Officers respond to calls for assistance, crime reports, traffic accidents, safety escorts, policy violations, medical emergencies and also enforce parking, traffic and policy regulations. The department provides information on crime prevention and personal safety.

Please report all incidents to the department at the numbers below. Active emergencies should be reported first to 9-1-1, then call the appropriate number (below):

Campus Public Safety can be reached 24 hours each day, 7 days per week at 541-383-7272 or ext. 7272 from campus phones.

All students who park on campus must register their vehicles and display registration decals. Parking, traffic and other regulations may be found in the Parking and Traffic Regulations handbook available, along with registration decals, in the Boyle Education Center at either the Campus Public Safety office or in the Information Office. There is no charge for parking permits. Certain parking areas on campus are reserved for guests, carpool commuters, staff and vehicles displaying valid disabled parking decals.

CAP CENTER (CAREER SERVICES, ACADEMIC ADVISING, PERSONAL COUNSELING)
The CAP Center offers a variety of student services to support COCC students in setting and meeting their educational goals. The CAP Center is located in the lower level of the Barber Library. Call the CAP Center for more information about each of these services, 541-383-7200, or go online, www.cocc.edu/CAP/.

CAREER SERVICES (CAP CENTER)
COCC Career Services assists students with career planning and exploration, finding part-time student employment (including work-study job placement), developing job search skills and locating career placement resources. Local employers can use these services to locate students and graduates with the specialized knowledge and skills needed in today’s workplace. Career Services is part of the CAP Center, located in the lower level of the Barber Library and offers personal appointments, print-based and Web-based resources, and workshops open to COCC students and alumni. Call the CAP Center, 541-383-7200, or visit www.cocc.edu/CAP/Career-Services for more information.

CLUB SPORT/INTRAMURAL AND RECREATION PROGRAMS
The COCC Club Sport/Intramural and Recreation programs offer a wide range of traditional and nontraditional sports and recreational activities along with special events and tournaments for people of all interests and abilities. The spacious Mazama complex features top-flight sports and recreation facilities.

COCC Club Sports provide opportunities for competition, skill development, leadership and recreation. Clubs are organized by students with guidance from coaches, students, faculty, staff and community members. Current clubs include alpine ski racing, baseball, basketball, body building, bowling, cycling, disc golf, golf, martial arts, nordic skiing, rugby, soccer (indoor and outdoor), swimming, volleyball and running.

Organized intramural activities are available at convenient times for COCC students, faculty and staff. The emphasis is on having fun, making friends and staying fit. Some activities feature friendly competition while others are purely recreational. Activities include basketball, bench-press tournaments, cycling (recreational and races), indoor soccer, day hikes, disc golf tournaments, flag football, golf tournaments, soccer (outdoor), softball (coed), swimming, table tennis, tennis, ultimate frisbee and volleyball.

COCC promotes lifetime fitness for everyone. Facilities are available for drop-in use throughout the week for a small per-term user fee. Informal recreational activities and organized sports are available to all. Passes for local recreation facilities are available to students at no cost (swimming and bowling). Call 541-383-7794 or visit online at www.cocc.edu/Sports for more information.

CLUBS
ASCOCC offers many opportunities for students to participate in campus clubs. Clubs must involve at least four current COCC students, have a faculty or staff advisor and create a budget. Those having questions or ideas about forming a student club or participating in an existing club can contact ASCOCC at 541-383-7595 or visit its website: www.cocc.edu/Student-Life/ASCOCC/Clubs-and-Programs/Clubs/.

COMPUTER LABS
COCC offers a variety of computing resources to students registered in its credit classes, Community Learning classes or Oregon State University-Cascades programs.

Drop-in computer labs are located on the Bend campus in the Barber Library, Pioneer Hall, Boyle Education Center and on the Redmond Campus in Building 3. Additionally, the COCC Madras and Prineville Campuses have computer labs that are scheduled for classes and drop-in use. There are computer labs specific to Math, Networking, Computer-Aided Drafting and Design, Science, and Geographic Information Systems on the Bend campus and additional computer classrooms located on all campuses. All drop-in computer labs are staffed by student workers who offer assistance logging into student accounts and answering general questions.

Computers at COCC use the Windows operating system and most Microsoft Office programs along with class-specific programs. Drop-in labs are equipped with black-and-white and color laser printers, flatbed scanners, and adaptive workstations. All non-classroom printing has a pay-to-print fee. Payment is by COCC/OSU-Cascades student ID card or COCC print card.

COPY CENTER AND MAIL SERVICES
The Copy Center, located in the Bookstore (Newberry Hall) on the Bend campus, is a full-service copy center. Services include black and white as well as color copies, transparencies, binding and general mail services including UPS. For more information about the Copy Center and/or Mail Services, call 541-383-7579.

COUNSELING (CAP CENTER)
Professional counselors are available at no charge to help COCC students identify and resolve personal issues. Counselors can help with stress management, depression, test anxiety, eating
disorders, substance abuse, relationship issues or any other problems that may affect college success. All students who are enrolled in at least one credit or in Adult Basic Skills/English Language Learning courses are eligible to receive short-term counseling at no charge. For further information visit www.cocc.edu/CAP/personal-counseling/. Counseling appointments are confidential and can be made through the CAP Center (Career services, Academic advising and Personal counseling) in the lower level of the Barber Library or at 541-383-7200.

FOOD SERVICE AND CATERING
Quality food service is available across campus, with the main campus dining services available in the Campus Center. For details on locations, prices and options, visit the Food Service website at www.coccdining.com or contact Herb Baker, the Food Service Director, hbaker@cocc.edu.

LATINO PROGRAMS
The Latino Program assists in the recruitment, retention and academic success of immigrant and native Latino students. The Program Coordinator assists students to meet their educational goals and contribute to the campus community. The Coordinator advises the Latino Club with planning and implementing of relevant educational programs and social activities.

For more information, contact the Latino Program Coordinator at 541-318-3726. The Latino Program website is at: www.cocc.edu/Multicultural/Latino/Latino-Students-Program/.

¡AVANZA! (Moving Forward!) Latino College Preparation Program
The goal of ¡AVANZA! is to encourage Latino/a youth to graduate from high school and to pursue higher education, and ultimately, to obtain a rewarding career and contribute to their communities. To reach this goal, the program offers a dynamic curriculum that integrates leadership, college preparation and culturally relevant themes for the Latino/a students.

For more information, contact the ¡AVANZA! Program Coordinator at 541-318-3717. The ¡AVANZA! Program website is at: www.cocc.edu/Multicultural/Avanza/.

LIBRARY
The Barber Library serves the research and information needs of the College, Oregon State University-Cascades and residents of Oregon. Staff can be reached at 541-383-7560. The Library is on the Web at www.cocc.edu/Library/. The Library catalog and its extensive collection of online resources are available from the web page.

Information help desk
A librarian or staff member is available at the reference desk to assist with reference and research questions. Help is also accessible online via email or through 24/7 chat service. (See the "Need Help?” link on the Library Web page, www.cocc.edu/Library/.)

Computer workstations and wireless access
The Barber Library has 54 networked computer workstations available to students for their own research, as well as wireless accessibility for students, faculty, staff, community patrons, and campus visitors. For more information, refer to the Wireless Network Web page, www.cocc.edu/ITS/ITS-Services/Wireless/. The Library also houses a computer classroom and a 38-workstation computer lab.

Library collection
The Barber Library collection consists of online reference sources, print and e-books, print and e-journals, magazines, DVDs, streaming video, Web resources and online article databases supporting COCC and OSU-Cascades academic programs. Students at the Redmond, Madras, and Prineville campuses have access to services and academic resources available through the Library. All online resources are available via the Library’s website at www.cocc.edu/Library/.

Technology equipment
Students, faculty and staff may also check out laptops, iPads, Kindles, digital cameras and camcorders, projectors, and assorted multimedia accessories from the Library.

Books and articles from other libraries
Students can request materials not available in the Barber Library. The Library is a member of the Orbis Cascade Alliance, a consortium of college and university libraries in the Northwest.

The Alliance’s joint catalog, Summit, provides access to approximately 30 million books, audio-visual materials and more. It is accessible from the main Library Web page, www.cocc.edu/Library/. Current, credit-enrolled students, faculty and staff of COCC and OSU-Cascades may self-initiate requests for Summit items, most of which arrive in three to five working days.

Other interlibrary loan services are also available to COCC students, faculty and staff for materials not available in Summit or for journal articles not found in the Library or in the Library’s full text databases.

Materials on reserve for classes
Print and AV course reserves are available at the circulation desk at the front of the Library. Students also may retrieve a number of e-reserve materials, which are available 24 hours a day, seven days a week, through the electronic reserves site on the Library Web page.

Government documents
The Barber Library is a selective depository library for U.S. federal documents.

Library instruction
Faculty librarians work closely with faculty in all disciplines to provide research instruction in classes when appropriate. The Library also offers stand-alone credit courses in research skills at three levels–LIB 100, LIB 127, LIB 227. See course descriptions for more information.

Library events
Literary events and art exhibitions are held regularly in the Barber Library. Watch for announcements in the student newspaper, The Broadside, and on the College and Library Web pages.
MULTICULTURAL ACTIVITIES
The Office of Multicultural Activities promotes the development of a respectful and inclusive campus community by sponsoring cultural events and educational programs.

The Multicultural Center, located in Room 217, Campus Center Building, fosters cross-cultural understanding and respect by providing a welcoming setting for learning, sharing and connection. For more information, contact the director of multicultural activities at 541-383-7412 or visit the Multicultural Activities website at www.cocc.edu/Multicultural/.

NATIVE AMERICAN PROGRAM
The Native American Program focuses on the recruitment and retention of Native American students. The program coordinator offers students individualized assistance as they navigate academic and administrative aspects of student life. As the advisor to the First Nations Student Union, the coordinator supports club members as they volunteer in the community, plan education and social events, and organize the annual Salmon Bake.

For more information, contact the Native American program coordinator at 541-318-3782 or visit the website: www.cocc.edu/Multicultural/Native-American/.

OFFICE OF STUDENT LIFE
Participation in campus activities beyond the classroom is encouraged in order to complement college academic programs and to enhance the educational experiences of students. Through exposure to and participation in intellectual, vocational, cultural, recreational and social programs, students may explore their potential as individuals and develop meaningful relationships with others. For more information, contact the office of Student Life in the Campus Center, 541-383-7590 or visit www.cocc.edu/Student-Life/Student-Life/.

SERVICES FOR STUDENTS WITH DISABILITIES
The Services for Students With Disabilities (SSD) office endeavors to ensure equal access to all students with qualifying, documented disabilities at all COCC campuses and Community Learning centers, as defined by federal legislation. Awareness of students’ needs and goals helps to create an atmosphere in which learning and growth can occur. We encourage referral of students by staff and faculty to the SSD office for consultation and determination of eligibility. For more information, visit the SSD website at www.cocc.edu/Disability-Services or drop in to the office at the Boyle Education Center, Rooms 115, 124 and 125.

SHUTTLE BUS
A free campus shuttle services the Bend campus. The 12-person bus features two bike racks and automatic snow chains. Shuttle maps with pick-up and drop-off times are available in the Boyle Education Center, Campus Services office, Campus Center or online at www.cocc.edu/Campus-Services/Campus-Shuttle/.

STUDENT EMAIL ACCOUNT
COC provides qualifying COCC students with an email account via Microsoft Office 365. COCC’s primary means of communicating with students is through their COCC email account. This includes billing statements, registration and wait list information and important announcements. Students are expected to regularly check their COCC email account.

To access your Office 365 email account, visit the COCC homepage at www.cocc.edu and click the “Student Login” button in the upper right-hand corner. Next, click the web email button, to access the login page and Cloud 365 information page.

Students can find their username and password at www.cocc.edu by clicking on the "Student Login" button in the upper right-hand corner, then the "Bobcat Web Account" button. Once logged in, select the Personal Information link followed by the View Email Address(es) link. If a COCC email address has been assigned, it will be displayed on this page, along with a comment, which includes the initial password for campus computers, email and Blackboard. The information will not include the correct password if the student has changed it previously. Passwords are case sensitive.

STUDENT HEALTH INSURANCE
Central Oregon Community College does not offer student health insurance. At the same time, the College does not require students to have health insurance coverage in order to enroll in courses and to participate in related activities and events.

Students are responsible for their own health insurance coverage. The College does not have a student health clinic on campus. Limited health services are available for free or at a reduced cost in the local community. Links to health resources in the community are available on the Student Health Insurance Web page listed below.

COCC does not endorse any particular insurance, but it does have information on a few options. For information about contacting the carriers and other local resources in the community visit the Student Life Web page at www.cocc.edu/Student-Life/Student-Resources/Student-Health-Insurance/.

STUDENT HOUSING – ON CAMPUS
Juniper Hall houses 102 male and female students each year in a coed, academically focused, on-campus housing environment. Located near Grandview Hall at the top of the COCC campus, Juniper Hall offers shared double rooms, local cable, Internet access, laundry rooms and recreational facilities along with a full meal plan and what some say is the best view on campus.

Space in Juniper Hall is limited. Students seeking accommodations are encouraged to submit a Housing Application and Agreement at their earliest convenience. All paperwork and deadline dates are available online. Upon signing a Housing Application and Agreement, students must be prepared to pay a security deposit to guarantee a space in the hall. The room and board rate for the 2014-15 academic year (fall, winter, spring) has been set as follows: (see next page)
Room and Board Package for Juniper Hall

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<tr>
<td></td>
<td>Fall</td>
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<td>double occupancy</td>
<td>$3,654</td>
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Note: Students living in Juniper Hall for spring term only will be assessed an additional $300 for spring term.

STUDENT HOUSING – OFF CAMPUS
Availability of off-campus housing varies from season to season and year to year. The Office of Student Life accepts postings electronically on its website from the community for off-campus housing opportunities. Available housing options include apartments for rent, rooms for rent in homes, and homes for rent.

To view current submissions visit www.cocc.edu/Student-Life/Student-Resources/Off-Campus-Housing/. This website also provides other community resources that may be helpful in locating off-campus housing. The College provides this information as a service to students; however, it does not assume responsibility for screening rentals.

STUDENT NETWORK ACCOUNT
The student network account is a free account that permits students to connect to the College’s computer network system. Once logged on to COCC computers, users will find their personal folder (identified with their name) on the desktop. Each folder contains 200 MB of space. Students are responsible for reading and adhering to COCC’s Acceptable Use of Technology Resources policy. See www.cocc.edu/ITS/Computer-Labs/Acceptable-Use-of-Information-Technology-Resources/.

STUDY ABROAD
The College seeks to provide opportunities for students to study abroad while earning COCC transfer credit. For specific offerings, visit www.cocc.edu/Study-Abroad/. Current programs include:

- Spring Quarter in London (2015). The heart of British history, government and culture offers Oregon students not only access to the theater district and the riverside lifestyle, but dozens of museums, cathedrals and historical sites, such as Oxford and Stonehenge, to enrich their study-abroad experience. This program will alternate every other year with the program in Barcelona.
- Fall Quarter in Barcelona (2015). Students experience Spanish life, language and culture while living and studying in bilingual Barcelona, the heart of Catalonia. Students live in shared apartments among other international students, while enjoying a seaside temperate climate in the home of Gaudi’s fanciful art and architecture. This program will alternate every other year with the program in London.
- Summer two-week intensive Spanish study, followed by a two-week field biology course in Costa Rica. Students experience a home stay and language study near the capital, San Jose; then study lowland tropical jungle wildlife at La Selva research station, dry forest ecology and marine biology at Cabo Blanco on the Pacific Coast, and mountain rainforest ecology at the University of Georgia Ecolodge in Monteverde Cloud Forest.

For questions about COCC’s Study Abroad program, contact Sara Henson, 541-330-4357, shenson@cocc.edu.

TUTORING AND TESTING CENTER
The Tutoring and Testing Center is located in the lower level of the Barber Library with the Tutoring Annex in the back of the first floor of the Library. Hours of operation are available at www.cocc.edu/Tutoring-and-Testing/. Math tutoring occurs when the Barber Library is open; proctored testing starts a half-hour after the building opens and ends a half hour before the building closes. Math/Writing/CIS tutoring and limited test proctoring is available on the Redmond, Madras and Prineville campuses.

Tutoring
Tutoring services are free to COCC students for the COCC courses in which they are currently enrolled. Drop-in tutoring is offered for math, writing, sciences, foreign languages, business administration, computer science and the social sciences, as well as Career and Technical Education subjects. Tutoring is conducted on both an individual and a group basis. Tutor-led study groups are also an option for some key courses. Resources include printed materials, textbooks and graphing calculators. The Writing Center and computer science tutoring is located in the Tutoring Annex on the first floor of the Library in Bend. Students are encouraged to bring in their writing assignments for one-on-one help with any stage of the writing process. Tutoring sessions for Science related topics are conducted in the Science building. Just in Time Math Tutoring is available on a limited basis in Grandview Hall.

Testing
The COCC Testing Center is a regional testing center serving a diverse constituency of students and community members. A charter member of the Consortium of College Testing (www.ncta-testing.org/ccctc) and a certified PearsonVUE Virtual University Enterprise (www.pearsonVUE.com), Prometric APTC (www.prometric.com) and Computer Assisted Testing Service (www.catstest.com) FAA test site, the Testing Center’s mission is to provide opportunities for Central Ooregians to obtain academic, professional and standardized testing locally. GED testing for the region is also available via the PearsonVUE Testing Center on the Redmond campus in Building #1 (www.cocc.edu/Tutoring-and-Testing/GED-Testing). For a current list of tests offered, visit the COCC Tutoring and Testing Center’s website listed below. For more information about tutoring and testing services, contact the Tutoring and Testing Center at 541-383-7538 or visit www.cocc.edu/Tutoring-and-Testing/.

TRANSPORTATION
In addition to the free campus shuttle bus, the region offers local transit service for the general public, Cascades East Transit (CET). For more information visit www.cascadeseasttransit.com/.

Notice
The student services and activities descriptions in this catalog are valid for this academic year. Student services and activities are evaluated yearly to assess student needs and available College resources.