ENROLLMENT SERVICES – ADMISSIONS AND RECORDS/REGISTRATION

Central Oregon Community College is an open-door, equal-access institution. Enrollment Services is located in the Boyle Education Center. Services include admission, registration, student payment, financial aid, veterans’ benefits, transcript evaluation, degree/certificate evaluation, student records, grade and transcript requests. Most services are also available at COCC’s Redmond, Madras and Prineville Campuses.

COCC students can register for classes online and in person at specific dates during each term. Registration dates and times are available online and will be emailed to current students approximately three weeks prior to the beginning date. For a step-by-step guide to registration, see www.cocc.edu/getting-started.

ADMISSION CRITERIA

New students
To qualify for admission, students must be 18 years of age or older, or possess a high school diploma or GED. Applications are available on the College website, www.cocc.edu, or at any campus. All new students (those who have never taken credit courses at COCC) are required to submit a $25 non-refundable application fee at the time of application. Applications will not be processed without this fee.

Students returning after an absence
Students who have attended COCC but have been absent for four quarters or more must submit a new application as early as possible in order to receive timely registration information. No application fee is required.

Transfer students
First time COCC students transferring from another college or university must submit an application for admission and a $25 application fee. In addition, all official transcripts from previous institutions must be submitted prior to advising and/or registration.

Students not seeking a certificate or degree
Many students take college credit courses at COCC, yet are not planning to earn a certificate or degree. Such students apply through the regular application process and are required to take the placement test prior to registration. Some students may be exempt from the placement test; see the College website for exemption criteria. Non-certificate/non-degree-seeking students are not required to participate in advising but are welcome to do so.

APPLICATION DATES

COCC accepts applications on a continuing basis and prospective students are encouraged to apply early in order to receive early, new-student registration information. For new student advising and registration dates, check the College website, www.cocc.edu. The application deadline for each COCC term is the Wednesday before the start of courses. COCC reserves the right to close admission prior to the application deadline. Students are strongly encouraged to apply early.

PLACEMENT TESTING

Prior to registering for courses, all COCC credit students must take COCC’s placement test to determine their skills in writing, reading and math. Scores from the test will serve as tools for students and advisors to use when choosing courses and planning academic schedules. The placement test is offered year-round and takes about two hours.

Students are exempt from the test if they:
• have an associate, bachelor’s or higher-level college degree and have submitted a copy of their transcript prior to advising and registration;
• have completed college level reading, writing and math courses with a ‘C’ or better at another regionally accredited college and have submitted transcripts prior to advising and registration;
• have taken the placement test within the last two years and have submitted a copy of their testing scores prior to advising and registration; or
• are taking only HD 110 Career Planning, HD 190 Latino Leadership, studio art, foreign language, computer skills, music performance or HHP activity courses.

Note: Placement test scores are recommendations only, with some exceptions including WR 121, MTH 105 and MTH 244. For other courses or programs that may have prerequisites, see the online class schedule or the course descriptions, pages 187-280 in this catalog.

See the COCC website, www.cocc.edu, for placement testing dates and reservations.

ADVISING

Once placement testing is complete, all certificate- and degree-seeking students meet with an academic advisor. For new students, dates and times of group advising options are available on the COCC website. Current students should contact their advisor directly to schedule an advising appointment. Students can confirm the name of their advisor by contacting the CAP Center (located in the lower level of the Barber Library) or by logging on to their Bobcat Web account. All students who participate in group advising sessions will be emailed the name
of an individual academic advisor, based on the major stated on their admission application, shortly after the start of each term. Students can change their advisor by contacting the CAP Center, at 541-383-7200.

Note: Current students may choose to be self-advised, which means that the advising requirement is waived and students are responsible for choosing their courses and making sure that those courses fit their degree goal. To apply for and review the requirements for receiving self-advising status, visit the COCC advising website, www.cocc.edu/CAP.

REGISTRATION

After submitting an application for admission, taking the placement test and meeting with an advisor (if degree-seeking), students may register for courses based on the dates and times listed on the COCC website. The registration schedule for credit students is based on enrollment status and number of credits earned at COCC. Degree-seeking students who have attended credit classes at COCC in Fall, Winter or Spring terms are eligible for priority registration. Transfer credits may meet some program requirements but are not counted toward “earned credits” for registration purposes. Students may view the priority registration schedule at www.cocc.edu/registration-home.aspx. Students wishing to pursue a cohort program without a selection process must meet the basic prerequisite competencies and will be placed in the program according to seat availability on a first-come, first-served basis according to the priority registration schedule.

Student registrations are complete only when courses are web or data-entered into COCC’s computer system. A student may not register if a debt is owed to the College. Students must be registered in order to attend class. Students may not take more than 19 credit hours per term without permission from Admissions and Records.

HIGH SCHOOL STUDENTS

Students who are still attending high school, but wish to take credit courses at COCC, have these options:

Special admission/Concurrent enrollment
High school students 15 years and older are eligible to register in up to 19 credits at COCC. High school students who register at COCC are fully responsible for complying with all the policies and procedures of the College as outlined in the Special Admission Information for High School Students form. This form is sent to each high school student upon admission to COCC and is also available on the COCC website. It is important to note that parents cannot access student records (grades, class schedule, attendance, etc.) without written permission from the student. Although members of the College staff can provide academic advising, they cannot interpret high school requirements or act in a supervisory role. The student is responsible for all tuition, fees, books and related expenses.

College Now
COCC works with area high schools to offer students the opportunity to earn college credit for certain career and technical education and general education transfer courses they complete at their schools. Courses offered vary by high school and are designed for high school juniors and seniors. The fee is $15 per college credit. General education transfer courses can be used to meet COCC certificate or degree requirements as well as for transfer to most Oregon community colleges and universities. Students should check with all colleges about their policies for transferring college credits earned in high school. For complete details and a listing of courses offered by high schools, contact the appropriate high school counselor, call COCC’s College Now office at 541-504-2930, or visit the College Now web page at www.cocc.edu/college-now.

Expanded options
High school students have the opportunity to take credit courses at COCC with no charge to them for tuition, fees, supplies and books (transportation to and from COCC not included). Students interested in the Expanded Options program must submit an Intent to Enroll form to their high school counselor and meet the high school’s participation requirements. Check with the high school counselor or ASPIRE coordinator for more information on eligibility requirements.

STUDENTS UNDER AGE 15

Students under the age of 15 must meet with the director of admissions/registrar or designee to assess readiness for college-level work prior to applying for admission. Students must meet minimum placement test scores, provide a statement of support from their school counselor and obtain permission from each instructor every term. If admission is approved, the student must submit a Special Admission form at the time of registration. See www.cocc.edu/high-school-options for complete details.

Students under age 15 who register at COCC are fully responsible for complying with all policies and procedures of the College. As such, parents cannot access student records (grades, class schedule, attendance, etc.) without written permission from the student. Although College staff members can provide academic advising, they cannot interpret high school requirements or act in a supervisory role.

TUITION AND FEES

Tuition and fees are due by the second Friday of the term. Payment may be made online with checking or savings account information, Visa or MasterCard; or in person with cash, check, VISA, Discover or MasterCard. Students who cannot meet this deadline should apply for a tuition payment plan through Enrollment Services by the tuition deadline. A tuition payment plan does not relieve the student of an obligation to meet registration and/or withdrawal (drop) deadlines for refund purposes.

Payment of the stipulated tuition and fees entitles all registered credit students, full-time or part-time, to all services maintained by the College. These services include use of the Library, Tutoring
Center, laboratories and equipment in connection with courses for which the students are registered, access to the student newspaper and admission to special events sponsored by the College. No reduction in tuition and fees is made for students who do not intend to use these services.

The College reserves the right to make changes in tuition and fees without notice; however, any changes made during a term will not become effective until the next term. Courses with unusually high costs associated in its offering may include fees higher than the normal rate.

TUITION PAYMENT PLAN
A tuition payment plan is available in Enrollment Services, Boyle Education Center, for students registered in six or more credits. To initiate a payment plan, students must complete a contract and pay $20 plus one-third of tuition and fees by the tuition due date. The balance will be due by August 12 for summer term, by November 18 for fall term, by February 24 for winter term and by May 18 for spring term. A $50 late fee is charged for payments made after the deadline.

TUITION FOR CREDIT COURSES
FOR 2015-2016
In-district $91 per credit hour
Non-resident Veteran $105.50 per credit hour
Out-of-district/In-state $120 per credit hour
Border state (CA, ID, NV, and WA) $120 per credit hour
Out-of-state $246 per credit hour
Audit same as for credit
(CA, ID, NV and WA residents are charged out-of-district tuition)

Check the COCC credit class schedule for courses that require additional fees. There are program fees in the following areas: automotive, aviation, career planning, culinary, dental assisting, emergency medical services, forestry, health and human performance, health information technology, manufacturing, massage therapy, medical assisting, non-destructive testing, nursing, outdoor leadership, pharmacy technician, structural fire science, veterinary technician, and all online courses.

Full time: For the purposes of financial aid, veterans’, Social Security and other benefit programs, 12 credits is considered full-time.

Fees for students enrolled in credit courses
Student Activities fee $1.50 per credit
Technology fee $6.00 per credit
Green Energy fee 25¢ per credit
Online course fee (applies to online courses only) $10 per credit
Science lab fee $12.00 per course
Optional Mazama Gym user fee (per term) $20
Late registration (after the second week of class) $30 per transaction
Late-late registration (after exam rosters are run) $50 per transaction
Late tuition and fee payment—each week after deadline $30 up to three weeks maximum $90

Fees for other courses
English Language Learning (ELL) classes $20

NSF CHECKS
If a payment is made with a check that is returned to the College due to insufficient funds, the student’s account will be charged a $20 returned check fee. Additionally, the student (or payer) will be required to pay tuition and fees with cash for one year.

COLLECTIONS POLICY
If a student fails to pay his/her tuition, fees, or other charges by the end of the term, the balance due amount may be turned over to the Oregon Department of Revenue (ODR) for collections. At that time, a collections fee will be applied to the student’s account and the student may make payment(s) directly to the ODR or to the College. Once payment is received in full, the student will be allowed to register for courses and order official transcripts.

ADDING AND AUDITING COURSES/ WAIT LISTS
Courses may be added until 7 a.m. on the first day of the first class session. After this time, an instructor’s permission is required to add a course. Students may add courses via their Bobcat Web Account (with electronic instructor approval) or in person at the Boyle Education Center, or at the Redmond, Madras and Prineville Campuses.

Students may not begin attendance in a new class after the first week of the term.

Note that students may not register for two sections of the same course. If students wish to register for courses that overlap in time, they must receive permission from both course instructors.

Auditing courses
Full-term courses may be changed to/from audit through the seventh week of the term. Such changes must be done in person or by calling Admissions and Records. Audited courses do not apply toward financial aid. Note: Different deadlines exist for short-term courses; contact Admissions and Records, 541-383-7500, for details.

Wait lists
Students who are on a wait list for a course will automatically be registered into the course if a seat becomes available. The automated waitlist registration process turns off at 5 p.m. the Friday prior to term start. (For information on short term classes, please contact Admissions and Records). Students will receive a message in their COCC email account notifying them they have been registered for the course and are now responsible for applicable tuition/fees. Students who are not automatically registered in the course and remain on the wait list can take a registration form to the first class session. If a seat is available, the instructor must sign the registration form. The student submits the form in person to Enrollment Services up to two business days after signature, to enroll in the class. Following that time, the form is no longer valid. Alternatively, the instructor can submit electronic instructor approval so the student can add the class via the student’s online services account, or call Enrollment Services to process the registration.
ATTENDANCE/ ADMINISTRATIVE WITHDRAWAL

In order to assure that all available class seats are filled with students—both registered students and students from the waiting lists—COCC enforces an attendance policy during the first week of the term.

To maintain enrollment in each class, the student must attend the first class meeting and 100 percent of the first week’s class and lab meetings. (For classes that do not span the entire term the student must attend the first class session.) Students who do not do so, will be administratively withdrawn from that class by the instructor at the time class role is taken. If this results in a tuition refund, the refund will be processed within three weeks. If students are unable to attend a session within the first week due to extenuating circumstances, they must contact the instructor by phone, fax, email or in person prior to the first class meeting if they wish to avoid administrative withdrawal.

The College is not responsible for liabilities associated with the administrative withdrawal of students.

The administrative withdrawal policy does not relieve students from full responsibility for officially dropping a course within the given deadline to not incur tuition charges and to not receive a grade for the course.

DROPPING COURSES/ COMPLETE WITHDRAWAL

Students registered in courses are considered to be in attendance. Students who stop attending class but do not submit a drop form will receive a grade for that course and will owe all tuition and fees. This grade will be a permanent part of the student’s academic record.

To drop one or more courses, students should complete the drop section on a registration form and submit it in person at the Boyle Education Center or at the Redmond, Madras or Prineville Campuses. Or students may call Admissions and Records, 541-383-7500, to drop a course over the phone.

Short-term courses
- For a refund or credit for courses with only one, two or three class meetings, students must submit a drop form at least seven days before the first class meeting.
- For a refund or credit for courses with four or more class meetings, but which do not span the full term, students must drop the course prior to the start of the second class.

Full-term courses
Students may drop a course during the first two weeks of the term and receive a full refund, and no grade will appear on the student transcript. Between the third week and the end of the seventh week of the term, students can drop a course; no refund is available, but no grade will appear on the transcript. From the eighth week of the term through the Wednesday before finals week, a student may submit a drop form, with an instructor’s signature; no refund is available and a “W” will appear on the student transcript. No withdrawals will be accepted after this time or after a course has ended. See the academic calendar on COCC’s website for specific dates.

Complete withdrawal
Students receiving federal financial aid may owe a repayment if they completely withdraw from courses. See Enrollment Services–Financial Aid, pages 12-16, for details.

Withdrawing due to Active Military Duty
Active duty, guard and reserve military personnel (Army, Navy, Air Force, Marines and Coast Guard) who are enrolled at Central Oregon Community College and whose academic progress is interrupted due to deployment or activation mid-term may withdraw without tuition penalty. A student currently in a course will not be charged for the course, and the registration will be voided with no indication on the transcript. Students must submit a copy of their military duty assignment orders verifying deployment or activation along with their request to withdraw from the course to Admissions & Records. Copies of the orders must also be submitted to the COCC VA Certifying Officer if any military benefits are being used. If the service member intends to return to school, the person will be readmitted with the same academic status as when last attended. This policy does not apply to retired military personnel or dependents.

Cancelled classes
The college reserves the right to cancel or postpone a class. However, every effort will be made to cancel the class well in advance of the intended start date allowing students to reschedule or make other arrangements. Students registered in classes that are cancelled will be notified via their COCC email account and issued a full refund.

TUITION REFUNDS FOR CREDIT COURSES

To qualify for a refund, the student is responsible for initiating a course drop in Admissions and Records by 5 p.m. on the deadline day; see the inside front cover of this publication for drop deadlines. (Note that drop deadline dates are also posted on the student’s “Student Detail Schedule,” which is available by logging into the student’s Bobcat Web Account.) Any debt owed to the College will be processed against the refund first, with the net balance remitted to the student within a reasonable processing period.

Please carefully review the attendance policy on this page.

Short-term course refunds
To receive a tuition refund for courses with only one, two or three class meetings, students must submit a drop form at least seven days before the course begins.
RESIDENCY POLICY

Determination of residency for purposes of tuition will be made according to the following definitions. Students applying to COCC’s nursing program must satisfy in-district residency requirements, as outlined in the nursing program application packet, prior to the application deadline.

**In-district residency**

An individual who, for one full year prior to beginning taking credit classes has either: a) owned property (or if under the age of 24, whose parent/guardian owns property); or b) maintained a permanent and continuous residence in the district will be classified as an in-district resident. The COCC District consists of all of Deschutes, Crook and Jefferson counties, the northern portions of Klamath and Lake counties, and the Warm Springs Indian Reservation in Jefferson and Wasco counties.

**Out-of-district (in-state) residency**

An individual who, for one full year prior to beginning taking credit classes has either: a) owned property (or if under the age of 24, whose parent/guardian owns property); or b) maintained a permanent and continuous residence in the state of Oregon (but outside the COCC District) will be classified as an out-of-district resident. The student will remain an out-of-district student for two calendar years after the term in which the student began courses; at that time, the student will convert to in-district residency.

**Out-of-state residency**

(CA, ID, NV, WA residents see exemption below)

An individual who has not maintained a permanent and continuous residence in the state of Oregon during the year prior to the beginning of the first term of enrollment will be classified as an out-of-state resident. The student will remain an out-of-state student for two calendar years after the term in which the student began courses; at that time the student will convert to in-district residency.

**Exemption**

Per Oregon Administrative Rules, residents of California, Idaho, Nevada and Washington will be charged in-state (out-of-district) tuition.

**Verification**

Residency of each applicant for college credit courses is determined from information provided at the time of application. When there appears to be an inconsistency, the College staff may require documentation to verify residency.

**Transferring to another Oregon institution**

In-state residency classifications are different at Oregon community colleges than at Oregon public universities and can affect tuition rates. Students are encouraged to check residency classifications before beginning their education in Oregon to avoid surprises later.

Oregon public universities often classify people who move to Oregon to go to school as non-residents even if they have resided in
the state for a year, attended a community college as an in-state resident, have registered to vote and own property in this state.

Military personnel
Military veterans who have been discharged from service under honorable conditions will be assessed tuition as follows:

- Students who were in-district residents prior to serving in the military will be charged the in-district tuition rate.
- Students who were in-state/out-of-district/border state residents prior to serving in the military will be charged the non-resident veteran tuition rate.
- Students who were not Oregon residents prior to serving in the military will be charged the non-resident veteran tuition rate. The non-resident veteran tuition rate is calculated as the in-district tuition rate plus 50 percent of the difference between COCC’s in-district rate and out-of-district/border state rate.

In order to receive these benefits, veteran students must have submitted all required paperwork to the COCC Veteran Certifying Official by the Friday prior to the term’s start. Requests received after this date will be considered for the following term. Per the College’s standard residency policy, a non-resident veteran student will be classified as an in-district resident after two years of enrollment.

Tuition waiver for students 65 years of age and older
Students 65 years of age and older are eligible for a tuition waiver for COCC credit classes based on the following conditions:

- The student must be a resident of Oregon.
- The student must have a current term application on file in order to register. The application deadline is the Wednesday before the term begins. (Under certain circumstances, COCC may close admission prior to this deadline. Students are encouraged to apply early.)
- The student must be 65 years or older at the beginning of the term in which the course is offered.
- Space is available in the course(s). Student may add courses under this policy only during the first two weeks of the term; instructor permission is required.
- The tuition waiver is valid for eight or fewer credits per term.
- The student is auditing the course(s).
- The student is responsible for all fees (application fee, student fees, course fees, etc.).
- Tuition Waiver forms will not be accepted after the tuition due date of the term.

Students requesting a tuition waiver must register in person and complete a Tuition Waiver form (available in the Admissions and Records office). At the time the Tuition Waiver form is submitted, students must show photo identification that includes date of birth and an Oregon address. All fees must be paid in full by the tuition deadline in order to avoid late payment fees.

Native American students
Students who are enrolled members of federally recognized tribes of Oregon or of a Native American tribe that had traditional and customary tribal boundaries that included part of Oregon or which had ceded or reserved lands within the state of Oregon shall be charged in-state, out-of-district tuition regardless of their state of residence. (Note that residents of the Confederated Tribes of Warm Springs are automatically charged in-district tuition.) For a listing of eligible tribes, visit COCC’s website at www.cocc.edu/admissions/tuition-fees-payment/residency-policy. Note that students must provide a copy of tribal enrollment documents prior to starting courses.

Residency appeals
Students may appeal their residency status by completing a residency petition, available through the Admissions and Records office. Residency petitions and supporting documentation must be submitted within 30 days of receipt of letter of admission or the Friday prior to the start of the term, whichever is sooner. Petitions received after the deadline will be considered for the following term. Any change in residency status will not be retroactive.

STUDENT RIGHT-TO-KNOW ACT
In order for students to make more informed decisions about attending college, Central Oregon Community College makes the following information available in accordance with the federal Student Right-to-Know Act and related regulations:

- General Institutional Information: services for disabled students, 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, net price calculator, non-discrimination policy.
- Financial Aid Information: refund policy, withdrawal policy and associated financial aid implications, types of aid, how to apply for aid, how aid is disbursed, rights and responsibilities of students receiving aid, financial aid penalties for drug law violations, work-study terms and conditions, satisfactory academic progress criteria, study abroad financial aid opportunities.
- Student loan information: initial loan counseling for students, exit loan counseling for students, deferment options for Peace Corp and related service organizations.
- Academic information: academic warning standards, accreditation, degree options, academic programs, adult basic skills programs, campus academic facilities, faculty and staff contact information, transfer credit policy, international baccalaureate credit.
- Health and Safety Information: campus crime report/safety, alcohol/drug policy, drug and alcohol abuse prevention information, emergency procedures, sex offender information, vaccination policies, mandatory reporting-child protection policy.
- Student outcomes: graduation and transfer rates, retention rates, graduate employment status.

Student Right-To-Know information is available on the College’s website at www.cocc.edu/srtk.