



## ***CONCURRENT STUDENT ENROLLMENT INFORMATION***

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Central Oregon Community College (COCC) offers current high school students the opportunity to take college classes at COCC. With this, students can earn college credit and possibly use the credits towards high school course requirements.

Concurrent students can take classes on a COCC campus, online or in the high schools (please see your high school counselor for current options offered at your school). Regardless of course location, concurrent students are required to follow all college policies and procedures. Highlights of those policies and procedures are listed in this document. Complete details are available in [COCC's College Catalog](#).

### **Student Rights and Responsibilities**

Choosing to join the college community obligates each member to a code of behavior. COCC students will bear the ultimate responsibility for the effects of their decisions and behavior. Violations of COCC's [Student Rights and Responsibilities](#) may result in disciplinary action.

It is important to emphasize that COCC is an adult-oriented learning environment. Course content, instructor focus and class discussions will not be amended for high school students. COCC staff expect mature, adult behavior at all times from all students, regardless of age.

### **Student Privacy**

Under the [Family Educational Rights and Privacy Act](#) (FERPA), COCC will not release information about students' grades, class schedule, day-to-day attendance, course progress or other educational records to anyone, including parent/guardian(s), without the student's written consent. This includes the following examples:

- 1) The College cannot discuss a student's class attendance with parents or guardians.
- 2) Parents and guardians may not attend classes with the student unless they are registered for the class and pay the required tuition and fees.
- 3) Instructors may not discuss a student's academic progress with a parent or guardian.
- 4) Students will have access to grades and unofficial transcripts through their Bobcat Web account. COCC cannot discuss grades with parents or guardians.

If students wish to have this information released to someone else, the STUDENT must complete a "Release of Information" form.

### **Student Accounts:**

#### **Student Bobcat Web Account**

Students can register for classes, check grades, pay for classes and update personal information via their [Bobcat Web account](#). Students may also select the "Login Help" link available on the "Student Login" page to get more information.

### **Student Web Email Account**

COCC departments and faculty regularly communicate with students regarding course information, upcoming campus events, important due dates, and general account information via your [COCC Student Email](#). Students are encouraged to check this email at least once each week and more if necessary.

### **Canvas**

A majority of COCC instructors use [Canvas](#) for communicating with students, posting assignments, creating community discussions boards, and posting grades. Not all instructors use Canvas so check with each individual instructor regarding their expectations.

### **Attendance**

If a student misses a class during the first week of the term, per [COCC's Administrative Withdrawal Policy](#), they will be withdrawn from the course and can only re-add the course with instructor approval.

The Administrative Withdrawal policy does not relieve students from full responsibility for officially dropping a course within the given deadline. In order to guarantee withdrawal from a course, and not incur tuition charges, students should drop the course online through their Bobcat Web account, by submitting a drop form at the Enrollment Services office at any COCC Campus, or by calling 541-383-7500. If a student has an emergency, s/he should contact the instructor prior to the class meeting if they wish to avoid administrative withdrawal.

If a student has an anticipated absence, it is the student's responsibility to contact the instructor before the absence to discuss assignment deadlines and related topics. A student should contact the instructor as soon as possible after an unanticipated absence.

Throughout the term, students should attend all class sessions, as class participation is essential for success. Attendance is not a requirement and is not enforced by COCC. However, individual instructors may base grades, in part, on attendance and participation. If a student is absent, s/he must make up the work promptly. The student is responsible for learning the information taught in class.

### **Homework and Class Assignments**

Students should be prepared to study for two to three hours for every hour of class time. Unlike some high school classes, the expectation is that the students will do most of the necessary research and preparation outside of class. Students will be expected to use the syllabus to keep track of assignments and expectations, and are responsible for completing assignments based on the dates provided.

### **ID Cards**

COCC students access many student services at the College through the use of student ID cards. After registering for classes, students can get their ID card in the Boyle Education Center on the Bend Campus or in Building 3 on the Redmond Campus. Students must provide a copy of their class schedule. There is no charge for the first ID card. If the card is lost or stolen there is a \$5 replacement fee.

### **Student Grades**

Student grades will be available via the student's Bobcat Web account the Thursday following each term's finals week. All grades earned at COCC are part of the student's permanent academic history and cannot be changed unless extraordinary circumstances exist. Students will be required to send an official COCC transcript to other colleges or universities when they apply for admission in the future.

### **Registering for Future Terms**

Current degree-seeking students are given first access to the next term's registration and will be notified via their COCC email account of their registration date and time approximately three weeks prior. Students may view their registration date and time via the Bobcat Web account under the "Registration Status" link. This link will also show any holds or pre-registration requirements needing to be fulfilled prior to registration.

### **Student Transcript and Transfer of Credit**

Students can order an official copy of their COCC transcript via their Bobcat Web account or in person. The cost is \$7 for each transcript. Unofficial transcripts are also available via the Bobcat Web account and are free.

*It is the high school's responsibility to determine how the credits will apply towards high school graduation requirements. Additionally, it is the responsibility of transfer colleges or universities to determine how the credits will apply towards their degree requirements*

### **Tuition, Fees, Billing and Payment Procedures.**

Regular [tuition and fees](#) will apply for concurrent students. Note: Certain courses carry additional course fees. See the [class schedule](#) on COCC's website for details.

Tuition and fees are due the second Friday of the term. Payment can be made via the Bobcat Web account (via checking or savings account information, or by credit card), in person at any COCC campus or by phone to 541-383-7229 (credit cards only). If the class is taught in the high school, the high school may or may not pay for the tuition; contact the high school counseling office for details. See [Tuition and Fees page](#) for more information.

### **Textbook Buy Back**

Concurrent students are welcome to participate in the COCC textbook buy back process. COCC's textbook buy back is held each term during finals week. Please visit the Bookstore, or call 541-383-7570, for more information. Students who had their books paid for by their high school need to check with their counselor regarding where to return books.

### **Dates & Deadlines**

Refer to the [Academic Calendar](#) on COCC's website under for a list of important dates and deadline for each term.

### **Reasonable Accommodation for Students with Disabilities**

All students with documented disabilities are encouraged to access services provided by Central Oregon Community College's office of Student Accessibility Services. These services may include note takers, extra time on tests and in-class assignments, sign language interpreters, alternate formats for books, special arrangements for seating, etc. In order to access these services, students must meet with the Coordinator of Services for Students with Disabilities as well as provide documentation of their disability in order to meet eligibility requirements. While an Individualized Education Program (IEP) may be useful in helping to determine appropriate accommodations, it is not considered documentation at the college level. Testing and diagnosis for disabilities should be current and performed by a diagnosing professional (see <https://cocc.edu/departments/student-accessibility-services/> for additional information).

One key difference between high school and college is the level of self-advocacy and independence a successful student needs to exhibit. For the student to have the best chance at success, it is advised to schedule an appointment with the SSD office either before, or early on, in the term as some accommodations may require advanced notice to implement in a timely manner.

**Federal Financial Aid**

Based upon federal law, you must have a high school diploma or GED to be eligible for federal financial aid.

**COCC Policies**

Students are solely responsible for meeting all college policies, expectations, and deadlines associated with enrollment and instruction as outlined in the [COCC College Catalog](#).