

COLLEGE NOW STUDENT GUIDE



Welcome to College Now!



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WELCOME MESSAGE

Welcome! College Now is a partnership program between Central Oregon Community College (COCC) and your high school and allows you the opportunity to earn college credit and experience college course work while you're still in high school.

College Now teachers have met COCC faculty requirements and have been approved by their COCC academic department. They work with a faculty mentor at COCC to ensure the class you take meets the same rigorous standards as the course taught on campus. You'll take College Now courses right at your high school, taught by teachers approved by COCC. The best part? These classes fit right into your regular school schedule. You have transfer course options like math, writing, and history as well as hands-on career and technical education courses like automotive technology, criminal justice, and culinary. To see which College Now courses are available at your high school, visit [COCC's College Now website](#).

College Now benefits include:

- Conveniently taught at your high school during school hours
- Earn both high school and college credit (dual credit)
- Save time and money (\$25 per credit)
- Get a jump start on college coursework
- Explore new careers and areas of interest

We are excited to have you a part of the College Now program!

TYPES OF COURSES AND DEFINITIONS

Definitions

- **Course Numbering:** Courses numbered 100 to 299 (e.g., MTH 111Z Precalculus I: Functions) are college level and designed to meet program requirements or transfer to a four-year institution.
- **Prerequisites:** Courses or other requirements that must be met before you can register into the course. If you are registered in the current term in a prerequisite course, you will be able to register for the future course before a grade is posted. However, if you do not receive a C grade or higher in the prerequisite course, you will be dropped from the future course.
 - The following COCC College Now courses have prerequisites: MTH 112Z, MTH 252, MTH 253 and WR 122Z. If you do not register for college credit for the first course in the series then you will not be able to register for the second course in the series.
- **Prerequisite with concurrency:** A course which must be completed before or while attending the selected course.
- **Recommended preparation:** Similar to a prerequisite but not enforced in the registration process; students should contact the teacher with questions about registering in a course without having completed recommended preparation.
- **Course description:** Summarizes the course content.
- **Course outline:** Summarizes the course content and includes course learning outcomes, instructional contact hours, topics, and required materials.

Transfer Courses

The College Now program offers transfer courses (also called lower-division collegiate) which are designed to transfer to community colleges, colleges and universities. Many of these classes fulfill requirements for the AAOT (Associate of Arts Oregon Transfer) degree which is designed so that you can easily transfer to an Oregon public university to pursue a bachelor's degree. If and how College Now courses transfer is up to the receiving institution. We recommend you check with the college or university you plan to attend to see how credits earned through COCC

will transfer and apply. You can also see how COCC courses will transfer using Transferology which is a free tool that provides a quick way of seeing how courses will transfer.

Career Technical Education (CTE) Courses

The College Now program offers Career and Technical Education (CTE) courses which lead to a certificate or degree and are designed for entry into the workforce. CTE courses offer skills and hands-on education. Options include courses in automotive, business, criminal justice, culinary, hospitality, early childhood education, and manufacturing. While CTE courses are not designed to meet degree requirements at four-year colleges, most Oregon Public Universities accept up to 12 credits of CTE courses. Check with specific colleges and universities about transferring these credits to their institutions.

REQUESTING STUDENT ACCOMMODATIONS

Students who choose to register for college credit available via a College Now course at their high school are expected to meet COCC's standards and expectations for the course. As such, the student must follow COCC's process for pursuing and identifying allowable accommodations at the college level.

If a student has one or more of the following accommodations identified on their IEP or 504 plan, they are welcome to work with their instructor to implement these accommodations, as applicable, without going through COCC's formal accommodations process:

- 1.5x (50%) extra time for testing
- Reduced distraction testing
- Audio books
- Note taking

If a student wishes to pursue accommodations beyond these standard allowances, they will need to submit the [College Now Request for Student Accommodations form](#) available on the [College Now website](#). Once this form has been processed, the student will be connected with

COCC's Services for Students with Disabilities team to begin the process. Students who are considering participation in a College Now course, and intend to pursue accommodations, are encouraged to submit the [College Now Request for Student Accommodations form](#) in advance of the academic year to ensure adequate time to complete the process.

Please note the above policy and process is specific to the College Now program. If a student chooses to take COCC courses outside of the College Now program, either while in high school or upon graduation therefrom, the student will need to go through COCC's formal accommodations process to determine any accommodations allowable. This process is outlined on the [Disability Services website](#).

HOW TO REGISTER FOR COLLEGE NOW COURSES

Step 1: Submit the College Now online registration form located on [COCC's College Now website](#) (select your high school).

Registration takes place after you start your College Now course at your high school. Only students scheduled into College Now courses at your high school are able to register. Please see [College Now dates and deadlines](#) to view when registration opens and closes at your high school. Your high school teacher will announce registration information and dates in your class.

Step 2: Activate Your COCC Bobcat Web Account and Enroll in DUO.

You will receive an email with account activation and DUO information when your registration has been processed (1-2 business days). You will need to activate your account and enroll in DUO to verify your registration, pay for your College Now courses, view your grades, print unofficial transcripts and/or request official transcripts. Please view [COCC's College Now Student Resources webpage](#) for instructions and video tutorials on how to activate your account.

Step 3: Pay for your College Now courses (see below).

HOW TO PAY FOR YOUR COLLEGE NOW COURSES

College Now courses are \$25 per credit and payment is due after your registration is processed. The [deadline to pay is date registration closes](#). You will receive an email with payment information once your registration has been processed. Your parent/guardian will receive program and payment information if you entered a parent/guardian and their email on the release of information section on the registration form.

To pay online, you will first need to [activate your Bobcat Web Account](#) and [enroll in DUO](#). You can also pay over the phone by calling COCC's cashier line at 541-383-7229. If you have a financial barrier, connect with your high school counselor to see if there are scholarships or other sources of funding available. Students who have a balance due will not be able to register for future COCC College Now courses or standard COCC courses until the balance is paid. Unpaid accounts are sent to collections at the end of the school year. Please see [How to Make a Payment](#) for more information.

COLLEGE NOW CONSIDERATIONS

Credits with a Purpose

Earning college credits while still in high school is a great opportunity, however, credits should fit into your future plan of study or major to provide the greatest benefit. Poor grades can impact admission into colleges/universities and future financial aid eligibility. Below you will find additional information on financial aid considerations as well as information on how courses transfer.

Financial Aid Considerations

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 COCC College Now courses.

In addition, students are limited to financial aid eligibility 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. It is also important to note that the Oregon Promise scholarship covers up to 90 credits, including any credits earned in while high school.

DROPPING A COLLEGE NOW COURSE

If you are doing poorly in a College Now course, you may drop the course to avoid having a poor grade on your college transcript. If you don't drop before the drop date, you can still withdraw from a course which will result in a "W" on your transcript. Please view [COCC's College Now website](#) to view drop deadlines specific to your high school and to access the needed drop form. COCC will issue a refund if you drop a College Now course by the stated College Now drop deadline. Please note, there is no refund when withdrawing from a College Now course.

PETITION PROCESS

College Now's registration and drop 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 exceptional circumstance, students can request an exception to a published academic policy by submitting the [College Now Petition Form](#). Such policies may include but are not limited to late drop or withdrawal, late registration, and/or refund of fees.

In order for your petition to be considered, you must demonstrate that there were non-academic extenuating circumstances beyond your control which prevented you 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. Supporting documentation attached to your petition is not required, but will potentially expedite the decision on your petition.

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 Director of High School Partnerships 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

GRADING POLICY

High school teachers certify your course completion based upon your mastery of required articulated course outcomes. You are graded according to these pre-determined course outcome requirements. Course grading is explained on the COCC course syllabus your teacher gives you at the beginning of the course. The COCC Grading Policy, not the high school grading policy, is followed for College Now courses. Please see [COCC's Grading Policy](#) for a list of grades, the grading scale and additional information.

Grade Changes

The responsibility of assigning grades for College Now classes is your high school teacher. If you dispute the final grade (A–F, W) in a course, you should meet with the teacher to review it. If you're not satisfied, you may meet with the College Now faculty mentor or department chair, who can further review the grade with the teacher. If you believe that the grade reflects discrimination in some form, you have recourse through the College's grade appeal procedure. Please call 541-504-2930 if you have questions.

Incomplete 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 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 before 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.

WHAT HAPPENS AFTER I COMPLETE MY COLLEGE NOW COURSE?

After you complete your College Now course, you will be issued a COCC grade. The course will be recorded on your COCC academic transcript, which is your official record of courses, grades, and credits awarded. Through the official transcript, the courses can be used to meet COCC certificate or degree requirements or may be transferred to many other community colleges and universities in Oregon and across the country.

[Viewing your Grade\(s\)](#)

COCC will transcript credits and post grades to your [Bobcat Web Account](#) after your high school teacher enters final grades. Grades are posted at the end of each COCC term (approximately five days after COCC's finals week). Please see [COCC's College Now Dates and Deadlines webpage](#) for official dates when grades are posted. View [How to View Your Grades](#) for more information and detailed instructions.

[How to View/Print Your Unofficial Transcript](#)

You can view and print an unofficial COCC transcript at no cost from your [Bobcat Web Account](#). View [COCC's Transcript Request webpage](#) for instructions on viewing and printing an unofficial transcript.

How to Request an Official Transcript

Request an official transcript through your [Bobcat Web Account](#) or through [COCC's Transcript Request webpage](#). Both places direct you to the National Student Clearinghouse to order an official transcript. Official transcripts are \$7 each.

How College Now Courses Transfer

Credits earned through College Now are regular COCC credits which are transferable to community colleges, colleges and universities. If and how College Now courses transfer is up to the receiving institution. It is important that you check with the college or university you plan to attend to see how credits earned through COCC will transfer and apply. On [COCC's How College Now Courses Transfer webpage](#), you will find links to each Oregon Public University transfer equivalency tool. Colleges and Universities usually have a similar tool posted to their website if you are not transferring to an Oregon Public University. You can also see how COCC courses will transfer using [Transferology](#) which is a free tool that provides a quick way of seeing how your courses will transfer.

Student Course Evaluation

As part of our commitment to continually improving COCC's College Now program, you will be invited to participate via an online course evaluation/survey for each College Now course you are registered into when the course concludes. The evaluation/survey is anonymous and results will be shared with each College Now High School instructor after final grades are posted.

Other COCC High School Options

Do you want to take additional credit courses through COCC in addition to College Now? You have the opportunity to take credit courses on COCC's Bend, Redmond, Prineville or Madras campus or online through concurrent enrollment. Visit [COCC's High School Options webpage](#) for more information. Please note that College Now is a unique program that doesn't require official admission to the college. If you want to take classes at a COCC campus or online, you'll need to apply to COCC and complete the enrollment steps.

PRIVACY AND YOUR STUDENT RECORDS

Now that you're a college student, your records are protected, even from your parents. You can provide a release for your parents/guardians or other non-college entities by completing and signing the "Release of Information" section on the College Now registration form. Please view [COCC's FERPA Privacy Policy](#) for additional information.

STUDENT RIGHTS AND RESPONSIBILITIES

Please review [COCC's Student Rights and Responsibilities](#) as these rights and responsibilities apply to all students at COCC.

[COCC Non-Discrimination Policy](#)

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 or military status, pregnancy, 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 at 541- 383-7216 or hr@cocc.edu.

[Title IX Statement](#)

The goal of Central Oregon Community College is to provide an atmosphere that encourages faculty, staff, and students to realize their full potential. To assist in this, the College adheres to federal Title IX and state of Oregon sexual harassment laws, noting that this includes sexual harassment, sexual assault, domestic or dating violence, or stalking.

The College's [policies](#) and [procedures](#) related to Title IX and State of Oregon sexual harassment laws are included in the College's Policies and Procedures. Individuals wanting more information or who need to report a Title IX or sexual harassment should contact the College's Title IX coordinator at 541-383-7211 or to file an [incident report](#).

CONTACT INFORMATION

Please contact [COCC's College Now office](#) if you have any questions. We are happy to help!

RESOURCES

- [College Now Website](#)
- [Student Forms/Resources](#)
- [College Now FAQ](#)
- [Intro to College Now \(Video\)](#)
- [How to Register for a College Now Course \(Video\)](#)
- [Activating Your COCC Account](#)
- [Accessing Your Bobcat Web Account](#)
- [Grading Policy \(PDF\)](#)
- [Student Rights and Responsibilities](#)
- [Consumer Information](#)