



# Student Handbook

# Table of Contents

## **Student Handbook | Page 3**

### **Welcome | Page 3**

Accreditation | Page 3

Vision, Mission and Values | Page 3

College Contact Information and Campus Locations | Page 3

### **Student Resources | Page 5**

Your College Store (Bookstore) | Page 5

Library and Information Services | Page 6

My.OregonCoast portal | Page 6

Public Phones and Transportation | Page 6

Tutoring Center | Page 6

Veterans Services | Page 7

### **Planning your Education | Page 7**

Academic Success - CG 100 and Early Alerts | Page 7

Planning your academics | Page 7

Reading the course schedule | Page 8

Types of course delivery | Page 9

Technical Awareness and Computer Skill Requirements for Online Courses | Page 9

Managing your time in college | Page 9

### **Paying for College | Page 10**

Getting started with Financial Aid | Page 10

Financial Aid and SAP | Page 10

Financial Aid and Scholarships FAQ | Page 10

### **Campus Life and Student Groups | Page 11**

Activities on campus | Page 11

Associated Student Government (ASG) | Page 11

Phi Theta Kappa (ΦΘΚ) | Page 12

Student Clubs | Page 12

### **Important Policies and Student Consumer Information | Page 12**

Understand your rights and responsibilities as a student | Page 12

Academic Integrity | Page 13

Auditing a Course | Page 14

Standards for Academic Progress | Page 14

Student Records Policies | Page 15

### **Contact Information | Page 15**

College Contact Information and Campus Locations | Page 15

Quick Contacts | Page 16

### **Glossary of College Terms | Page 16**

Glossary of terms | Page 16

# Student Handbook

## Welcome

### Accreditation

<https://oregoncoast.edu/accreditation-status-of-occc-programs-and-services/>

Oregon Coast Community College is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact: Northwest Commission on Colleges and Universities 8060 165th Avenue N.E., Suite 100 Redmond, WA 98052 (425) 558-4224 [www.nwccu.org](http://www.nwccu.org).

Oregon Coast Community College was recognized as independently accredited by the NWCCU in February 2020. The links below provide a comprehensive history of the institution's journey towards, and achievement of, independence. The College submitted its Ad Hoc Report to the NWCCU in April 2021, and will host a mid-cycle review in **Fall 2022**. Direct questions about OCCC's accreditation status to [officeofinstruction@oregoncoast.edu](mailto:officeofinstruction@oregoncoast.edu).

### Vision, Mission and Values

[www.oregoncoast.edu/mission/](http://www.oregoncoast.edu/mission/)

#### Vision

Shaping the Future Through Learning

#### Mission

At Oregon Coast Community College, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs and a commitment to equitable outcomes, we enrich the economic and civic vitality of Lincoln County and beyond.

#### Values

The Board of Education, administration, faculty, staff and students of Oregon Coast Community College commit to these values:

##### Accountability

We accept responsibility for our actions and commit to transparent practices.

##### Collaboration

We purposefully build partnerships to achieve common goals.

##### Excellence

We hold ourselves to the highest standards and are committed to continuously improving the work we do.

##### Inspiration

We show curiosity, illuminate new possibilities and ignite the joy of thinking well.

##### Integrity

We act with honesty and authenticity to foster a culture of ethics and respect that embodies our work and serves the community.

##### Learning

We celebrate the life-long process of developing valuable knowledge and skills.

##### Sustainability

We are responsible stewards of our financial, material, natural and human resources.

##### Equity

We embrace diversity and address the inequities and barriers that prevent people from learning and working to their full potential.

### College Contact Information and Campus Locations

#### Central County Campus

400 SE College Way

Newport, OR 97366  
 541-265-2283  
 FAX: 541-265-3820 (Administration)  
 FAX: 541-867-8559 (Student Services)  
 Business Hours: Monday - Friday: 8am - 5pm (Summer term the campus is closed on Fridays)

### North County Center

3788 SE High School Drive  
 Lincoln City, OR 97367 541-996-6222  
 FAX 541-996-4958  
 Business Hours: Monday - Friday: 8am - 5pm (Summer term the center is closed on Fridays)

### South County Center

3120 Crestline Drive  
 Waldport, OR 97394  
 541-563-4502  
 FAX 541-563-4502  
 Business Hours: Varies, call the Central County Campus for information.

# 2022-2023 Academic Calendar

## Summer 2022

Term length: 8 weeks

May 17, 2022	Schedules Available
May 24, 2022	Registration Opens for Returning Students
July 1, 2022	Payment Deadline
July 5, 2022	Classes Begin
July 3, 2022	Last Day to Add a Class Without Instructor Permission
July 9, 2022	Last Day to Add a Class With Instructor Permission
July 9, 2022	Last Day to Drop a Class With a Refund*
July 8, 2022	Last Day to Submit an Audit Request
August 6, 2022	Last Day to Withdraw Without a Refund*
August 5, 2022	Last Day to select the P/NP Grading Option
August 22-27, 2022	Finals Week
August 27, 2022	End of Term
August 30, 2022	Grades Available in My.OregonCoast Account
Between Term Break (College Open)	Spring-Summer Break June 20-July 1, 2022, Late Summer break August 28- September 11, 2022
Independence Day - Observed July 4, 2022	College Closures (Holidays & In-Service)

Labor Day September 5, 2022	College Closures (Holidays & In-Service)
All OCCC locations are closed Fridays starting the week of June 20th through the week of September 6th, 2022	College Closures (Holidays & In-Service)

## Fall 2022

Term Length: 12 Weeks

May 17, 2022	Schedules Available
May 24, 2022	Registration Opens for Returning Students
May 26, 2022	Registration Opens for New Students
September 16, 2022	Payment Deadline
In-Service September 12-15, 2022	College Wide Events
September 19, 2022	Classes Begin
September 18, 2022	Last Day to Add a Class Without Instructor Permission
September 24, 2022	Last Day to Add a Class With Instructor Permission
September 24, 2022	Last Day to Drop a Class With a Refund*
September 23, 2022	Last Day to Submit an Audit Request
November 12, 2022	Last Day to Withdraw Without a Refund*
November 11, 2022	Last Day to select the P/ NP Grading Option
December 5-10, 2022	Finals Week
December 10, 2022	End of Term
December 13, 2022	Grades Available in My.OregonCoast Account
Late Summer Break August 29-September 16, 2022, Winter Break December 12-22, 2022	Between Term Break (College Open)
Veterans' Day Observed November 11, 2022	College Closures (Holidays & In-Service)
Thanksgiving Day November 24, 2022	College Closures (Holidays & In-Service)
Day After Thanksgiving November 25, 2022	College Closures (Holidays & In-Service)
Winter Holidays December 24, 2022 - January 2, 2023	College Closures (Holidays & In-Service)

## Winter 2023

Term Length: 11 Weeks

November 1, 2022	Schedules Available
November 15, 2022	Registration Opens for Returning Students
November 17, 2022	Registration Opens for New Students
January 6, 2023	Payment Deadline
January 9, 2023	Classes Begin
January 8, 2023	Last Day to Add a Class Without Instructor Permission
January 14, 2023	Last Day to Add a Class With Instructor Permission
January 14, 2023	Last Day to Drop a Class With a Refund*

January 13, 2023	Last Day to Submit an Audit Request
March 4, 2023	Last Day to Withdraw Without a Refund*
March 3, 2023	Last Day to select the P/NP Grading Option
March 20 - 25, 2023	Finals Week
March 25, 2023	End of Term
March 28, 2023	Grades Available in My.OregonCoast Account
Spring Break March 27 - March 31, 2023	Between Term Break (College Open)
New Year's Eve - Observed December 30, 2022	College Closures (Holidays & In-Service)
Martin Luther King Jr. Day January 16, 2023	College Closures (Holidays & In-Service)
Presidents' Day February 20, 2023	College Closures (Holidays & In-Service)

## Spring 2023

Term Length: 11 Weeks

January 31, 2023	Schedules Available
February 14, 2023	Registration Opens for Returning Students
February 16, 2023	Registration Opens for New Students
March 31, 2023	Payment Deadline
April 3, 2023	Classes Begin
April 2, 2023	Last Day to Add a Class Without Instructor Permission
April 8, 2023	Last Day to Add a Class With Instructor Permission
April 8, 2023	Last Day to Drop a Class With a Refund*
April 7, 2023	Last Day to Submit an Audit Request
May 27, 2023	Last Day to Withdraw Without a Refund*
May 26, 2023	Last Day to select the P/NP Grading Option
June 12-17, 2023	Finals Week
June 16, 2023	Commencement
June 17, 2023	End of Term
June 20, 2023	Grades Available in My.OregonCoast Account
Spring Break March 27-March 31 2023, Spring-Summer break June 19-23, 2023	Between Term Break (College Open)
Spring In-Service April 21, 2023	College Closures (Holidays & In-Service)
Memorial Day May 29, 2023	College Closures (Holidays & In-Service)

## Student Resources

### Your College Store (Bookstore)

[www.oregoncoast.edu/bookstore](http://www.oregoncoast.edu/bookstore)

Open 8am-4:00pm Monday-Thursday (Summer Hours, 8am-1pm Monday-Thursday)

Located just off the Commons in the Oregon Coast Community College Central County Campus in Newport, the OCCC Bookstore, "Your College Store," offers fresh sandwiches, a salad bar, healthy snacks, beverages, supplies - and, of course, textbooks. You can reach YCS at (541) 867-8523.

Students need their books to be successful. If the posted hours do not work for a student's schedule, students may call 541-867-8523 for an appointment. Textbooks may be ordered for pickup at the North County Center in Lincoln City. For information, contact YCS at (541) 867-8523.

### Using Financial Aid and/or Scholarships to Purchase your Required Course Materials

Students with a confirmed financial aid award/offer letter can charge their course materials against their pending financial aid. Purchases are limited by the amount of the financial aid offer in relationship to the student's enrollment level, course tuition, and fees. Students must present their financial aid award/offer letter to the cashier when making their purchase.

### Refund Policy

Book refund deadlines and tuition refund deadlines are the same. Check the Academic Calendar for this date. A full refund on textbook purchases will be made provided: the current original receipt is presented; the book is unmarked and in the original condition with all packaging intact; sales of study guides, supplies, and non-required items are returnable for refund or replacement only if defective.

### Buy Back Policy

Used book buy back is held during Finals Week ONLY.

The following conditions must be met to sell back textbooks: books must be listed in the current buying guide; the book is the current edition, volume, etc., and is in good condition; textbooks may contain a reasonable amount of highlighting or writing; study guides or any "fill in the blank" books must be absolutely clean and complete, with no marking of any type; workbooks must be clean and complete.

### Used Book Bulletin Board

Students are encouraged to post their textbooks for resale on the bulletin board next to YCS. Students purchasing textbooks from other students are encouraged to check with YCS to validate current edition and author information prior to purchasing. All such transactions are between the buyer and seller, and do not involve OCCC.



# Library and Information Services

<https://oregoncoast.edu/library/>



The Library provides access to collections, services, and spaces in support of the College mission. We are a member of the Chinook Libraries Network (CLN), a consortium of three academic and three public libraries in Oregon. Through that membership, users have access to the collections of all Chinook libraries. Consortium materials may be picked up at any consortium library, including the OCCC central campus and the OCCC north and south county sites. The Library's academic e-book collection, streaming videos, and databases support teaching and learning, ensuring that resources are equitably serving all college programs and services.

The Library offers various spaces in support of learning and life at OCCC. Comfortable furniture greets users at the Library entrance for those wishing to relax or take a break. Large tables encourage collaboration, while tall cafe-style tables with outlets cater to laptop users. A Team Lab designed for group collaboration houses four computers, a printer, and a whiteboard. Three additional computers are stationed within the Library for individual

work, including one at an adjustable standing desk. The Library also manages six study rooms; four designed for individual use and two for groups of three or more.

Library Services include:

- Computers
- Interlibrary loans
- Laptops for check-out
- Reference and research assistance
- Reserve materials for classes
- A self-checkout machine
- Small-item lending, such as headphones, laptops, and calculators

## My.OregonCoast portal

My.OregonCoast is where you'll go to sign up for classes, check your student email, access your classes online, and more.

### Get started with My.OregonCoast

1. Make sure you have been admitted to OCCC.
2. Go to the [login page](#) and follow instructions for first time users.
3. The landing page displays your student information as well as links to Registration, Student Email, Canvas (Online Learning System) and more

### Need help logging in?

Students may call 541-867-8501 or 541-996-6222 or come to Student Services at Central or North county to have their password reset or answer their hint questions created at the initial login to My.OregonCoast.

## Public Phones and Transportation

There is one public phone near the stairway closest to the main entrance on the Newport campus. Students may use this phone for brief, local calls.

Lincoln County public transit has several local and intercity bus schedules that have stops at or near OCCC campuses. Call (541) 265-4900 or visit <https://www.co.lincoln.or.us/transit> for more information and current schedules.

## Tutoring Center

<http://www.oregoncoast.edu/tutoring-center/>

Tutoring services are available for individuals enrolled at OCCC. Volunteers from the community work one to

one or with small groups of students in their content areas. All tutoring must take place at Central Campus, or at North and South Centers. If you would like to request a tutor or would like to volunteer with the tutoring program please contact Student Services at 541-867-8505 or by [emailing the Tutoring Coordinator](#).

## Veterans Services

### Veterans Services

<https://oregoncoast.edu/veterans-benefits/>

The Financial Aid Office is here to help veterans and their dependents use their VA educational benefits to support their college expenses. OCCC recognizes the sacrifice of those who have served in the United States Armed Forces, and the College is honored to assist veterans in utilizing their benefits to their best advantage. OCCC is dedicated to providing students with effective access to any VA educational benefits they may be entitled to.

Students using any type of Federal Veterans Administration (VA) Education Benefit are required to have all prior transcripts evaluated. It is the student's responsibility to request official transcripts from all previous colleges and submit them to OCCC's registrar and to email [registrar@oregoncoast.edu](mailto:registrar@oregoncoast.edu) requesting an official transcript evaluation. A student's first term of VA benefits may be certified while waiting for transcript evaluation, however no subsequent terms will be certified for VA educational benefits until transfer credit evaluation is complete.

For questions about VA educational benefits call 541-867-8525 or email [finaid@oregoncoast.edu](mailto:finaid@oregoncoast.edu).

## Planning your Education

### Academic Success - CG 100 and Early Alerts

The faculty and staff at OCCC are committed to your academic success.

CG 100, College Survival and Success is a 3 credit class offered multiple times each year. It is recommended that all students new to OCCC complete CG 100 in their first or second term.

CG 100 looks at success in college from several angles. The first is one of academic skills and preparedness. The course encourages students to evaluate and try

new ways of managing time, notetaking, reading, preparing for tests, and more. The second focus area is on personal beliefs and strengths coming into college and how students can improve their mindset and goal setting strategies to persist when difficulties arise. Many student scholarships and grants require timely completion of this course.

In addition to the targeted college preparation course CG 100, all faculty work with advisors to identify students who may be having a challenging term. If your instructors notice that your grades are dropping, you are not turning in assignments, or not attending class they may send an "early alert" to your advisor, who will contact you by phone. Always answer your advisors calls or respond to messages, they are calling to check in and offer resources.

## Planning your academics

A student should consult their academic advisor to plan their class schedule each term. Advisors will clear students for registration after their appointment.

To make the most of your time at OCCC, all students are strongly encouraged to have an academic plan. An [academic planner template](#) is available in the Resources section of the advising website. An academic plan can be used to determine:

- expected completion date of a certificate
- appropriate timeline to apply to a University
- the impacts of part-time vs full-time schedules
- any course sequences required

Before an advising appointment

1. **Review your academic plan.** Were you able to complete all planned courses this term? Are you still planning on registering for the number of classes/credits shown on the plan next term?
2. **Review the course schedule.** Are all the classes you planned for next term offered? Do the days/times, locations, and formats work with your schedule?
3. **Consider any changes needed.** Your academic plan is a flexible guide and can be adjusted if needed. Bring any concerns or ideas about changing your academic plan to the attention of your advisor.

Planning to transfer to a 4-year school?

- Students whose academic goals continue at another institution are encouraged to contact an

advisor at their future school as soon as possible, and to apply for admission approximately one year before planned transfer.

- The Oregon Coast Community College Catalog provides information about courses that will transfer to the Oregon four year public institutions. These courses are applicable to AAOT, ASOT, AGS and AAS degrees.
- It is ultimately the student's responsibility to check with the institution to which they plan to transfer to ensure they are completing transfer admission requirements and to confirm transferability of individual courses.

Transfer Student Contact Information for Oregon's Public Universities

### Eastern Oregon University

[www.eou.edu](http://www.eou.edu) 541-962-3672 or 800-452-8639

### Oregon Institute of Technology/OregonTech

[www.oit.edu](http://www.oit.edu)

541-885-1000 or 800-422-2017

### Oregon State University

[www.oregonstate.edu](http://www.oregonstate.edu)

541-737-2562 or 541-737-1000

### Portland State University

[www.pdx.edu](http://www.pdx.edu) 503-725-3000 or 800-547-8887

### Southern Oregon University

[www.sou.edu](http://www.sou.edu) 541-552-7672 or 541-552-6411

### University of Oregon

[www.uoregon.edu](http://www.uoregon.edu) 541-346-1000 or 800-232-3825

### Western Oregon University

[www.wou.edu](http://www.wou.edu) 503-838-8000 or 877-877-1593

## Reading the course schedule

As a student you are expected to be familiar with the course schedule and to review available course options before your advising appointment each term. There a number of key pieces of information about courses in the catalog.

The most effective way to locate courses in the course schedule is to search by "Category" and to leave all other fields empty. For example, a student looking for CG 100 would search "College Preparatory" and see the following results:"

Schedule Search results for: Category of College Preparatory in Fall - 2019  
Click on the name of the course to view detailed information for that course (including estimated tuition & fees.)  
Note: Departmental Web courses and telecourses follow the campus sections.  
M = Monday, Tu = Tuesday, W = Wednesday, Th = Thursday, F = Friday, Sa = Saturday, Su = Sunday, RDA = To Be Announced

Course #	Name of Course	Days	Time	Instructor	Place	Credits	Tuition*	Sec. #	Notes
Central County Campus, Newport									
CG100	COLLEGE SURVIVAL AND SUCCESS	M	3:30PM-4:50PM	T. Harper	CG-047	3/33T	\$345	212	1
CG100	COLLEGE SURVIVAL AND SUCCESS	Tu Th	3:30PM-4:50PM	C. Parks	CG-032	3/33T	\$345	222	
CG100	COLLEGE SURVIVAL AND SUCCESS	F	9:00AM-1:00PM	L. Hamilton	CG-047	3/33T	\$345	232	
WR100	WRITING FOR THE UNIVERSITY	M	9:00AM-10:30AM	M. Thoen	CG-047	4/14T	\$460	212	
WR100	WRITING FOR THE UNIVERSITY	M W	10:30AM-12:30PM	A. Williams	CG-027	4/14T	\$460	212	
WR100	WRITING FOR THE UNIVERSITY	M W	1:00PM-2:30PM	A. Williams	CG-032	4/14T	\$460	222	
WR100	WRITING FOR THE UNIVERSITY	Tu Th	3:30PM-4:50PM	M. Thoen	CG-047	4/14T	\$460	212	
WR100	WRITING FOR THE UNIVERSITY	Tu Th	5:00PM-7:20PM	L. Hamilton	CG-047	4/14T	\$460	212	
WR100	WRITING FOR THE UNIVERSITY	Tu Th	10:30AM-12:30PM	L. Hamilton	CG-047	4/14T	\$460	212	
WR100	WRITING FOR THE UNIVERSITY	Tu Th	12:30PM-3:00PM	L. Hamilton	CG-047	4/14T	\$460	212	
North County Center, Lincoln City									
CG100	COLLEGE SURVIVAL AND SUCCESS	M	3:30PM-4:50PM	D. Ether	NC-031	3/33T	\$345	242	1
WR100	WRITING FOR THE UNIVERSITY	M W	3:30PM-4:50PM	S. Goff	NC-034	4/14T	\$460	212	
WR100	WRITING FOR THE UNIVERSITY	Tu Th	3:30PM-4:50PM	K. Gaspar	NC-034	4/14T	\$460	222	

\* Listed tuition are based on in-state residency and do not include fees.

In addition to showing that there are multiple sections of CG 100 available, the course schedule shows **where** classes will be held, **what days and time** in person meetings will take place, and **who** the instructor for the course is. There is also information about credits and costs. Students should pay special attention to information in the Notes column which can give details about the course that are unique to a particular section. To learn more about a specific course, click on the course title. For example, a student selecting the top section of CG 100 would then see:

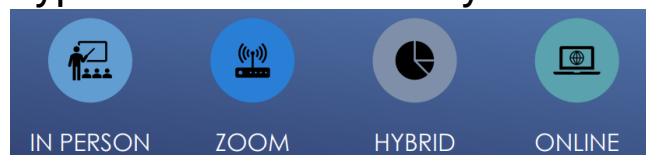
Course Information			
Add this class to your shopping cart.			
Title:	COLLEGE SURVIVAL AND SUCCESS		
CRN:	1076107	Course ID:	CG100-Z1
Term:	Fall term 2019/20	Credits/Hours:	3/33T
Instructor:	T. HARPER		
Dates:	9/23/2019 - 12/14/2019	Days:	Mo
Times:	3:30PM - 4:50PM	Location:	CC-047
Estimated Tuition:	\$345.00	Estimated Fees:	\$48.00
(see Notes)			
Description:	Provides information and techniques for time, money and self-management, including motivation, goal setting, and accepting personal responsibility for college success. Includes developing skills for navigating a culturally diverse learning environment and utilizing college resources and services. Completion of CG 100 is equivalent to CG 101-102-103. Audit available.		
Notes:	<ul style="list-style-type: none"> <li>Hybrid (classroom) course</li> <li>Hybrid course.</li> </ul>		

This particular section is a **hybrid** so it only meets on campus once per week and the remainder of the class is online. If a class had any pre-requisites (also called pre-reqs), they would appear in the course description. Any categories of transfer degrees that can be fulfilled by the course are also listed. CG 100 does not have any prerequisites or categories; however, many classes do. COMM 111, public speaking for example has WR 121 as a prerequisite and can be used toward the AAOT, AGS or ASOT-B.

Course Information			
Add this class to your shopping cart.			
Title:	PUBLIC SPEAKING		
CRN:	1076087	Course ID:	COMM111-Z1
Term:	Fall term 2019/20	Credits/Hours:	4/44T
Instructor:	F. TRUJILLO-DALBEY		
Dates:	9/23/2019 - 12/14/2019	Days:	TuTh
Times:	10:30AM - 12:20PM	Location:	CC-049
Estimated Tuition:	\$460.00	Estimated Fees:	\$64.00
(see Notes)			
Description:	Introduces speechmaking based primarily on a traditional public speaking approach. Covers classical rhetorical theory and highlights rhetoric's importance to public speaking. Develops theoretical understanding and practical application of oral communication skills. Includes techniques in controlling speech anxiety, how to structure and organize information to present to a variety of audiences, and physical and vocal delivery skills. Prerequisite: MTH 20 or equivalent placement test score, and WR 121. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AGS, Arts and Letters/ASOT-B.		



## Types of course delivery



Courses at OCCC are delivered in one of four ways. Different sections of the same course may be offered using different delivery styles.

- **In person classes** have all students and the instructor in a common location for lecture, lab, or other activities for all of the course instruction. In person classes generally meet twice per week, and the total amount of time will be approximately equal to 1 hour for every credit of the course. (For example, WR 121 is a 4 credit class, so it would meet twice per week, for about 2 hours each time. 2 hrs x 2 meetings = 4 hours.)
- **Zoom classes** are in person classes where the students in the class are located in both Newport and Lincoln City. The instructor will be in one location and the class meeting will be conducted through real-time web conferencing using Zoom.
- **Hybrid classes** usually include one in-person meeting per week as well as a significant online component. Student should expect to spend several hours per week "in-class online" in hybrid courses.
- **Online classes** are conducted completely through Canvas and have no in-person or specific class meeting times. Online classes are not self-paced and generally have deadlines at least once per week. There is a significant amount of learning through reading and writing in online classes. Additionally, students must be comfortable with technology and have reliable computer and internet access before enrolling in an online class. All students may use OCCC computer labs and printers anytime the campus is open.

The course delivery method is listed in the course schedule. Not every student enjoys or experiences their best learning in the different delivery methods equally. Bring any concerns or requests for resources to your advisor.

## Technical Awareness and Computer Skill Requirements for Online Courses

Students registering for online courses must have modern, reliable computer equipment with a supported operating system (OS) installed. Cable, DSL, or high-

speed wireless internet is required. Basic computer skills are required before registering for an online class. This includes, but is not be limited to: navigational skills using tabs, links, backarrows, and breadcrumbs; familiarity with logging into accounts, using email to communicate, sending attachments, uploading documents and photos, posting to forums, downloading and installing programs, searching the internet using a search engine, using a word-processor, and saving documents to a variety of locations.

Online courses require a lot of reading for directions and information. Students should have good reading and writing skills before registering for online classes. Online students need to be organized, self disciplined, and committed to be successful! Online courses require as much time as on-campus courses – do not assume they will be less work.

## Managing your time in college

Every student has the same 24 hours in a day, but that is where the similarities end. Students may have jobs, families, hobbies, volunteering, sports, or other time commitments that they are managing alongside their academics.

It is important to develop a self management system as a student that helps you plan and be aware of how you spend your time.

A general guideline is that you should budget 2-3 hours per credit per week to complete readings and assignments for your courses. A full time student taking 12-15 credits would expect to be in class 12-15 hours per week and then working on classes an additional 30-40 hours each week. Being a full-time student is a similar time commitment to a full-time job!

Students use a variety of methods to manage the time available. If you do not have a method that works for you, talk with your advisor or try one of these common strategies:

- paper planner / calendar
- smartphone calendar app
- to-do lists (paper or digital)
- post-it notes
- whiteboard / whiteboard calendar

Whatever method you choose make sure it helps you track both short-term needs (example, read Ch 1 this week) and long-term projects or presentations that you may need to start on days or weeks before they are due.

# Paying for College

## Getting started with Financial Aid

<http://www.oregoncoast.edu/getting-started/>

541-867-8503 [finaid@oregoncoast.edu](mailto:finaid@oregoncoast.edu)

Many students at OCCC plan to use grants or loans to help pay for college. To begin the request for financial aid process:

1. Students must be officially admitted to OCCC. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete and submit the FAFSA. The school code is 042837.
2. Submit the FAFSA as early as possible. The date that students apply and the date that all required forms are submitted can affect the amount of the financial aid award.
3. Students will receive an email with instructions how to create an account in the financial aid portal and check their financial aid status. Students should follow the instructions in the financial aid portal to complete financial aid requirements.

After all requirements are met, it may take several weeks for funding to be approved. Students who would like to borrow loans must be sure to complete entrance counseling and a master promissory note at [studentaid.gov](http://studentaid.gov).

**Students are encouraged to carefully consider each type of financial aid available to decide what is right for them, including grants and loans awarded from FAFSA, and scholarships.**

## Financial Aid and SAP

<https://www.oregoncoastcc.org/sap/>



Academic progress is made up of two parts:

1. Your cumulative GPA, includes all of your OCCC credits AND any credits taken through PCC directly.
2. The percentage of your credits that you successfully complete each term. Successful completion is earning a grade of A, B, C, D, or P.

### Financial Aid Satisfactory Academic Progress

**(SAP)** applies to any student using financial aid. The standards are the same as Academic Standing, 2.0 cumulative GPA and successful completion of 67 percent of cumulative credits taken. A key difference is that students who do not meet SAP requirements for **two** terms may be suspended from using financial aid. Success coaches can assist students in submitting an appeal if appropriate. The complete financial aid SAP policy can be read at <https://oregoncoast.edu/sap/>.

Students with questions about their financial aid SAP may email [finaid@oregoncoast.edu](mailto:finaid@oregoncoast.edu) or reach out to a success coach.

## Financial Aid and Scholarships FAQ

### Financial Aid FAQs

**What if my financial aid isn't processed by the start of the term?** Students must review and accept a completed financial aid offer by the payment deadline or choose another way to pay.

### What are the different types of aid?

- **scholarships** - do not have to be paid back, may have credit or academic requirements

- **grants** - do not have to be paid back, usually based on financial need and FAFSA or ORSAA data
- **subsidized loans** - entire amount will need to be paid back with interest. Interest charges are paid (subsidized) while you are in school. Payments are not required until you leave school.
- **unsubsidized loans** - entire amount will need to be paid back with interest. Interest begins accruing from the day the loan is taken, although payments are not required until you leave school.

**What if I am expecting a refund?** Students with refunds from their federal financial aid will have a check available for them as early as the third week of the term. Students should note that loan monies for first time borrowers will not be available until 30 days after the start of the term. Students will receive an email to their OCCC account if they have a refund check available for pickup.

**Do I have to reapply for financial aid each term?** No, you'll apply once a year for financial aid and the offer will be for the entire academic year. You **do** need to maintain Satisfactory Academic Progress each term to be eligible for financial aid.

**When can I file the FAFSA for next year?** The FAFSA is available beginning October 1st each year. You can apply for financial aid for the 2019-2020 academic year starting October 1, 2018 and use your 2017 tax information.

**What about scholarships?** Always read your OCCC email, the financial aid specialist will send out any scholarship information to students as it becomes available. It's never too early for students to begin a scholarship search and start preparing a scholarship essay. Also plan on completing two scholarship applications each year in late winter/early spring:

- Office of Student Access and Completion (OSAC) scholarship application at <https://oregonstudentaid.gov/>. The OSAC application opens November and the final deadline is March 1 of the following year.
- Oregon Coast Community College Foundation Scholarships <http://www.oregoncoast.edu/community-connections/>. The OCCC Foundation scholarship application is available in the spring.
- Students expecting scholarship funds should follow up with the organization granting the scholarship to inquire how their funds will be disbursed and what the terms and conditions of their scholarship are.

## Campus Life and Student Groups

### Activities on campus

There are many activities throughout the academic year open to all students. Information about upcoming events is sent to students by email or included in the weekly student email newsletter. Student activities on campus are free of charge and open to all students.

Some popular past events include:

- Welcome week BBQ - come meet faculty, staff and other students at a free lunch event at the beginning of each term. Watch the newsletter for day and time at each campus. Additionally, faculty and staff will be available in the commons to answer questions and help you get off to a strong start in a new term all week.
- Student forums - sponsored by the ASG, come share your ideas on how to make OCCC even better
- Transfer day - once a year representatives from four year and specialty colleges come to OCCC for a transfer day event. Get the information you need and make connections to your next school!
- CTE day - once a year event where representatives from career and technical programs at OCCC and other Oregon schools come to share information about their programs. High schools visit during this event as well.
- Student club fair - during fall term student clubs come together in the commons to share information and add new members. Students can also learn more about starting new clubs at this event.
- Wellness week - a weeklong series of events sponsored by student clubs and ASG to promote mental and physical health for students.

### Associated Student Government (ASG)

The Associated Student Government of Oregon Coast Community College (ASG) is the official organization representing Oregon Coast Community College students.

As an OCCC student you are encouraged to attend meetings and events sponsored by ASG. There are often opportunities to provide feedback to your representatives, who attend monthly College Council meetings to ensure the student voice is heard.

For more information please contact:  
[ben.kaufmann@oregoncoast.edu](mailto:ben.kaufmann@oregoncoast.edu) or  
[dana.gallup@oregoncoast.edu](mailto:dana.gallup@oregoncoast.edu)

## Phi Theta Kappa (ΦΘΚ)



Phi Theta Kappa (PTK) is an international honor society for two year colleges. To qualify for regular PTK membership, full-time students must have completed at least 12 OCCC or transferable credits with a cumulative grade point average (GPA) of 3.25 and maintain a cumulative GPA of 3.0. Eligible full-time students are invited to join each term via email. Transfer students who believe they are eligible should speak to a PTK advisor. Membership in PTK provides access to a scholarship database and eligibility for certain scholarships.

Our chapter has regular meetings to which all members and interested students are invited to attend. For more information contact [andres.oro@oregoncoast.edu](mailto:andres.oro@oregoncoast.edu)

## Student Clubs

There are a variety of academic and interest based clubs at OCCC. You can learn more about clubs on the Campus Life website or at the fall Club Fair. Participation in a student club is one way to meet new students and get more connected to the college.

Students can propose an idea for a new club at any time. Some of the current student clubs include:

- Psychology Club
- Sea Fans
- Science, Technology, Engineering & Math (STEM) Club
- Student Nurses Organization (OCCCSNO)
- Waves - a literary and art journal published each spring

See the full list and learn more at  
: <https://www.oregoncoastcc.org/campus-life/>

## Important Policies and Student Consumer Information

### Understand your rights and responsibilities as a student

As a student at OCCC you have a number of student rights as well as responsibilities. In this handbook policies on Academic Integrity, Auditing Courses, Standards for Academic Progress (SAP) and Student Record policies are highlighted. You are encouraged to familiarize yourself with all policies that affect you as a student. Official OCCC, State, and Federal policies can be found in the College Catalog or on the OCCC website under "Student Consumer Information."

**Examples of policies and procedures students should familiarize themselves with in the College Catalog include:**

[Animals on campus](#)

[Children on OCCC Properties](#)

[Computer Use Guidelines](#)

[Crime Awareness and Campus Security](#)



[Directory Information](#)

[Equal Opportunity and Non-Discrimination](#)

[Hazing](#)

[Student Conduct Expectations](#)

[Measures to Enforce Standards of Student Conduct](#)

[Tobacco Free Campus](#)

Additionally, instructors may highlight policies in their syllabi. It is important that you are familiar with the content of all stated policies and set aside time before or early in your first term to read the complete text of each.

**If you need assistance reading the student handbook, college catalog, or other OCCC online materials, or if you have questions about your rights or responsibilities as a student please contact your academic advisor or Student Services at 541-867-8501.**

## Academic Integrity

### 1. Policy

Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility, and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole. One important aspect of academic integrity is academic honesty. Violations of academic honesty include: Plagiarism, Collusion/Inappropriate Assistance, Cheating, Fabrication/Falsification/Alteration, Unauthorized Multiple Submission, Sabotage, and Tampering. A student who violates academic honesty will be subject to disciplinary action according to Student Rights and Responsibilities.

### 2. Definitions

Violations of academic honesty may include:

#### **Plagiarism:**

Presenting someone else's words, ideas, artistry, product, or data as one's own. Presenting as new and original an idea or product derived from an existing source.

#### **Collusion/Inappropriate Assistance:**

Helping another commit an act of academic dishonesty. Knowingly or negligently allowing work to be used by others. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 1.65.114).

#### **Cheating:**

An act of deceit, fraud, distortion of truth, or Improper use of another person's effort to obtain an educational advantage. Includes, but is not limited to, unauthorized access to examination materials prior to the examination.

### 3. Procedures of Academic Integrity Inquiry Process

#### **Action/Steps by Faculty:**

The faculty member observing or investigating an apparent violation of academic honesty meets with the student and shares the Oregon Coast Community College Academic Integrity Policy and Procedures. The faculty member explains to the student the procedures and penalties for violation of academic honesty, and provides the student an opportunity to explain the incident.

If, after initial investigation and conference with the student, the faculty member resolves the issue informally with the student and determines that there was no violation of academic honesty, the process is concluded and there is no need to complete the Academic Integrity Concern Form. If, after initial investigation and conference with the student, the faculty member finds that there has been some violation of academic honesty, the violation is documented, using the Academic Integrity Concern Form.

After the alleged act of academic dishonesty, the faculty member collects evidence by assembling all relevant documentary evidence and creating a paper trail of all that occurs. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.

If the faculty member finds the student to have been dishonest, the faculty member may resolve the matter by determining an appropriate course of action, which may include an oral or written warning; or a grade of "F" or zero on an assignment, project, or examination; or a lower grade or grade of "F" or "No Pass" for the course. The completed Academic Integrity Concern Form is submitted to the Vice President Academic Affairs.

In the event the faculty member's investigation is pending at the time course grades are due, the faculty member may elect to submit a mark of "I" (Incomplete),

with the student informed in writing by the faculty the reason for the investigation and the incomplete mark via the Academic Integrity Concern form.

#### 4. Consequences for Violations of Academic Honesty

##### ***Involvement of the Vice President Academic Affairs:***

If the accused student contests the faculty member's decision, a meeting with the Vice President Academic Affairs may be requested.

If the faculty member wishes to assign a grade of "F" or "No Pass" for the course, or initiate further disciplinary action (e.g., place the student on program-based academic probation), the student is entitled to a meeting with the Vice President Academic Affairs for the purpose of further inquiry into the incident.

Within ten (10) working days of receiving the Academic Integrity Concern Form, the Vice President Academic Affairs coordinates a meeting between all parties regarding the alleged incident of academic dishonesty.

Official notification of this meeting should be in writing. The purpose of the meeting is for the student to hear the charges and present his/her side of the case. The Vice President Academic Affairs will consider any evidence submitted within seven (7) days of the meeting, and interview persons as warranted. They determine if the action recommended by the faculty member is appropriate. If the student misses the meeting, the faculty member and the Vice President Academic Affairs may proceed with the process to completion.

Within five (5) working days of the meeting, the Vice President Academic Affairs sends written notification of the results of the inquiry to the student and faculty member. The decision of the Vice President Academic Affairs is final. Further consequences may be imposed by them in cases of grievous violations of academic honesty or for a continued pattern of violations.

## Auditing a Course

Students may wish to audit a class if they wish to enroll in credit courses, but do not wish to receive grades or credits. However, auditing students must pay full tuition and fees and obtain the instructor's permission for a student to audit a course. College policies and procedures may change at any time. Changes may affect programs, policies, procedures, curriculum, calendar, schedules, instructors, or costs. The college will attempt to post important changes and new information on the college web page. This catalog is an informational guide for students planning courses of study, but students should periodically consult with an advising specialist or college staff for updated information not available at the time of publication.

This catalog and class schedules shall not be construed as a contract between the student and the College.

An audit carries no credit, and therefore does not meet degree of certificate requirements, nor does it contribute to a full-time student status. A student wishing to change from credit to audit, or audit to credit, must do so within the first week of the course for a full-term length course. After the first week of the term, audits may not be reversed for a letter grade and credit classes may not be changed to an audit. Not all courses are available for audit. Check with Enrollment Services for more information.

To request an audit:

1. A student will email faculty member requesting audit.
2. The faculty member will forward student email with his/her email to Enrollment Services granting permission for the student to audit a class.
3. Enrollment Services will change the student to an audit if the course is available for audit.

## Standards for Academic Progress

<https://oregoncoast.edu/sap/>

The information below refers to ACADEMIC SAP. If you are looking for the requirements for Financial Aid SAP, please visit the "Financial Aid Satisfactory Academic Progress" in the catalog, or the link above.

Degree and certificate seeking students are in good academic standing if they are making satisfactory academic progress.

Degree and certificate seeking students will be evaluated using the following criteria:

1. Cumulative GPA of at least 2.0
2. Cumulative credit completion rate of at least 67% (PCC/OCCC credits will be used in this calculation.)

In this procedure, "consecutive" means back-to-back terms of attendance. Examples:

- Spring and fall (non-attendance summer term)
- Fall and winter
- Fall and spring (non-attendance winter term)

## Guidelines

At the end of each academic term the Registrar will evaluate the academic progress of degree and certificate seeking students based on the criteria listed above. The Registrar will send an electronic notification, prior to the start of the next term, to each student placed on Academic Probation, Academic Warning or Academic Suspension, outlining any required steps.

## Good Academic Standing

Students are considered in good academic standing if they have a cumulative GPA of at least 2.0 and a cumulative credit completion rate of at least 67%.

## Academic Warning

Students are considered on academic warning if their cumulative GPA is below 2.0 or their cumulative credit completion rate is below 67%.

Students will be reinstated to good academic standing as soon as their GPA is 2.0 or higher and have a cumulative credit completion rate of at least 67%.

Students on academic warning must submit a re-entry form and meet with an academic advisor to complete an academic plan.

## Academic Probation

Students are placed on academic probation after a term on academic warning if their cumulative GPA is below 2.0 or their cumulative credit completion rate is below 67%.

## Academic Suspension

Students are placed on academic suspension if their cumulative GPA remains below 2.0, or their credit completion rate is below 67% for a third consecutive term. A hold will be placed on a student's account preventing them from registering.

Students will have the right to appeal their academic suspension status by submitting an appeal by Thursday of week one of the term. The appeal will be reviewed by the Registrar. Students who do not wish to appeal their academic suspension status and who wish to continue taking classes must complete a re-entry form. If the student fails to submit a completed appeal or re-entry form by Thursday of week one of the term the student will be administratively dropped from all courses.

As part of the appeal or re-entry process, the Registrar may require that the student complete one or more of the following conditions:

- Participate in 10 hours of documented tutoring.

- Limit enrollment during his/her next term or terms of attendance.
- Limit course format (example: online or face to face).

The Dean of Students' Office has discretionary power to work within these guidelines to implement any conditions if warranted or to extend them as deemed appropriate.

For additional information email [registrar@oregoncoast.edu](mailto:registrar@oregoncoast.edu) or at 541-867-8538.

## Student Records Policies

Oregon Coast Community College maintains student records procedures consistent with the requirements of Public Law 93-380, known as Family Educational Rights and Privacy Act (FERPA), and the Pell-Buckley Amendments to Education Amendments of 1974, and all other applicable laws and regulations. The College maintains the privacy and security of the personal and academic records of students. Records regarding academic achievement, financial aid, evaluation tests, and payment of tuition and fees are the College's property. Students, College faculty and staff, and legal processes have access to records in accordance with the Student Records Policy and Procedures. Professional evaluations and references about the liability and character of students may be provided under appropriate circumstances. In an emergency, professional judgement may be used to authorize release of student information.

## Contact Information

### College Contact Information and Campus Locations

#### Central County Campus

400 SE College Way  
Newport, OR 97366  
541-265-2283  
FAX: 541-265-3820 (Administration)  
FAX: 541-867-8559 (Student Services)  
Business Hours: Monday - Friday: 8am - 5pm (Summer term the campus is closed on Fridays)

#### North County Center

3788 SE High School Drive  
Lincoln City, OR 97367 541-996-6222  
FAX 541-996-4958  
Business Hours: Monday - Friday: 8am - 5pm (Summer term the center is closed on Fridays)

#### South County Center

3120 Crestline Drive  
Waldport, OR 97394

541-563-4502  
FAX 541-563-4502  
Business Hours: Varies, call the Central County  
Campus for information.

## Quick Contacts

### Safety and Security

**Emergency Numbers : 911 (or 9-911 from campus phones)**

Non-Emergency Numbers:

- Campus Safety Chris Rogers Director of Facilities & Safety (541)  
867-8549 [chris.rogers@oregoncoast.edu](mailto:chris.rogers@oregoncoast.edu)
- TCB Security, (541) 574-2828 (after hours Newport only)
- Newport Police Department (541) 265-4231
- Newport Fire Department (541) 265-9461
- Lincoln City Police Department (541) 994-3636
- North Lincoln Fire & Rescue (Taft Station) (541) 994-3100

### Campus departments

**Basic Skills Department** Debbie Skaggs Title II Administrative Assistant and Data Professional (541)  
867-8535 [deborah.skaggs@oregoncoast.edu](mailto:deborah.skaggs@oregoncoast.edu)

**Registrar:** Ann Hovey Registrar (541) 867-8525  
[registrar@oregoncoast.edu](mailto:registrar@oregoncoast.edu)

**Financial Aid** Kimberly Jones Director of Financial Aid (541) 867-8503 • [finaid@oregoncoast.edu](mailto:finaid@oregoncoast.edu)

**GED Testing** Dana Gallup Testing Specialist (541) 867-8505 [dana.gallup@oregoncoast.edu](mailto:dana.gallup@oregoncoast.edu)

**Gender-Based and Sexual Misconduct** Andres Oroz Vice President of Student Affairs (541)  
867-8511 [andres.oroz@oregoncoast.edu](mailto:andres.oroz@oregoncoast.edu)

**Instructional Services** Dan Lara Vice President of Academic Affairs (541)  
867-8506 [dan.lara@oregoncoast.edu](mailto:dan.lara@oregoncoast.edu)

**Library and Information Resources** Darci Adolf Director of Library & Media Services (541) 867-8527  
[darci.adolf@oregoncoast.edu](mailto:darci.adolf@oregoncoast.edu)

**Lost and Found** Student Services (541) 867-8501

**PHI THETA KAPPA ΦΘΚ** (Beta Delta Lambda Chapter at OCCC) BΔΛ Andres Oroz Vice President of Student Affairs and PTK Advisor [andres.oroz@oregoncoast.edu](mailto:andres.oroz@oregoncoast.edu)

**Student Services** Ren Whipple Student Services Office Coordinator (541) 867-8501  
[lauren.whipple@oregoncoast.edu](mailto:lauren.whipple@oregoncoast.edu)

**Tutoring Services** Tutor Coordinator (541)  
867-8502 [tutoring.center@oregoncoast.edu](mailto:tutoring.center@oregoncoast.edu)

**Veterans Services** Layton Spence, Veteran's Liaison (541) 867-8503 [layton.spence@oregoncoast.edu](mailto:layton.spence@oregoncoast.edu)

Additional contact information and the full faculty directory can be found on the OCCC website.

## Glossary of College Terms

### Glossary of terms

**AAOT** (Associate of Arts Oregon Transfer degree): Fulfills lower division general education requirements in math, social science, arts/letters and general sciences at all Oregon four-year public institutions. Students transferring to a private college or another state should consult with their advisor for specific transfer requirements to any institution.

**AAS** (Associate of Applied Science degree): A two-year degree, indicating the degree holder has a concentration of courses in a professional technical area. See the College Catalog for AAS degree programs.

**AGS** (Associate of General Studies): A degree program awarded to students who complete a minimum of ninety (90) credit hours of approved course work designed to meet the student's academic and career goals.

**ASOT-Bus.** (Associate of Science Oregon Transfer - Business degree): A statewide block-transfer associate's degree intended to prepare students for transfer into a baccalaureate business program at an Oregon University System (OUS) institution. Students who receive this degree will have met all lower division general education requirements and will have completed core lower division business courses. The degree specifications include a guide to university-specific business program prerequisites; the degree does not guarantee admission to a business school/program at an OUS campus.

**Academic Advisor:** A staff member assigned to a student who provides the support and assistance needed to help a student achieve his/her educational



goals. Advisors can help students clarify and develop realistic educational plans, monitor their progress towards educational goals and serve as a resource for information about campus services and community resources. Students must meet with an academic advisor before they can register.

**Academic Probation:** This is a warning to the student that his or her academic progress is unsatisfactory. **Assessment:** A process of testing to determine a student's readiness for college-level course work, their correct placement into courses, and to direct the student to support services that will best help them be successful.

**Associated Student Government (ASG):** A nonprofit organization composed of students for students that provides services and activities to the student population.

**Bachelor's Degree:** Otherwise known as the baccalaureate degree and/or four-year degree, the degree is generally divided into two categories:

1. Bachelor of Arts: This degree is awarded to students who successfully complete a specified university curriculum of approximately 186 quarter hours or a specified number of semester hours; with a requirement of a second-year proficiency in a foreign language, as well as a specified number of credit hours in the humanities or arts and letters areas of concentration.
2. Bachelor of Science: This degree is awarded to students who successfully complete a specified university curriculum of approximately 186 quarter hours or a specified number of semester hours; with an emphasis in science and/or social science areas of concentration.

**Career and Transfer Readiness Center (CTRC):** The Career and Transfer Readiness Center (CTRC), located at the Central County Campus in Newport, is an interactive community of OCCC students and staff designed to help students explore career and transfer options or browse information in the Career Information System (CIS). Through a variety of tools, CTRC may help students decide how to pay for college, set career goals, or select an area of study. For more information, please contact Student Services at (541) 867-8501.

**Certificate of Completion:** A certificate that may be awarded for successfully completing a specific course or a group of related courses. A Certificate may also be awarded upon successful completion of a professional/ technical program, consisting of 45 or more quarter hours.

**Closed Classes:** When a class has reached its enrollment limit. Prior to registration, the enrollment

level of a class is established to take into consideration the number of students per instructor ratio, number of available student stations, etc.

**College Catalog:** The official publication that describes the programs, services and procedures of the College; along with detailed listings of courses and degree and certificate program completion requirements. Oregon Coast Community College's catalog is available at [oregoncoastcc.org](http://oregoncoastcc.org).

**Credit:** A unit of value assigned to each course, based on the number of hours per week that a student spends in class; varies depending on lecture and lab times.

**Curriculum:** A series of courses offered in a particular subject area.

**Dean of Students:** The senior officer responsible for support services to students.

**Deferred Payment:** An installment payment plan which defers full payment of tuition and fees.

**Drop/Add:** Terms given to the procedure to delete or add to a student's schedule of registered courses during the first week of each term.

**Elective:** A course that is not required in the basic core of a student's major, but is taken as additional credits that apply to the overall total of courses/ credits necessary for graduation. Students must see their academic advisor for assistance in selecting courses applicable to their degree.

**ESOL (English for Speakers of Other Languages):** Classes that offer English speaking, writing, and reading skills to students whose native language is not English.

**Full-time:** To be officially registered in 12 or more credit/ quarter hours per term. **GED (General Educational Development):** A battery of subject tests that provide the opportunity to attain the equivalency of a high school diploma.

**G.P.A. (Grade Point Average):** A number representing the average value of the accumulated final grades earned in courses over a specified time period. At OCCC, GPA is calculated each term and for a student's entire registration history.

**Grade:** A system that measures the performance level of coursework within a class and the overall performance in completion of a course's requirements. See the OCCC Catalog for specific definitions of each grade level.

**Incomplete:** At the time final course grades are recorded, the instructor may, with the consent of the

student, record an "I" mark and grant additional time for the completion of a minor but essential requirement for the student who is otherwise making satisfactory progress.

**Late Fees:** Fees charged for not paying an account balance within the published guidelines.

**Lower Division:** Courses that normally satisfy degree requirements for the first two years of College (freshman and sophomore years).

**Major:** A field of study that students choose to pursue in seeking a degree. (Majors can be changed throughout a educational career, though doing so may require additional coursework. Students may see their academic advisor for more information.) Also referred to as Area of Study.

**Mid-terms:** The name used for tests given in mid-stream of the term, usually the fifth or sixth week of the term. Mid-terms give students and their instructors a good indication of how well they are comprehending and retaining the knowledge and skills taught in the course.

#### **National Career and Transfer Readiness**

**Certificate** (ACT WorkKeys NCRC®). The NCRC is an assessment-based credential issued at four levels. The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations.

**No Credit (NC):** The annotation on a transcript representing that a student did not do passing work in a Pass/No-Credit course.

**Pass/No-Pass:** The alternative grading system in lieu of the traditional "A,B,C,D & F" method. Only certain courses offer this alternative.

**Pave Your Way to Success Policy:** Payment for classes is due the Thursday before the first day of the term. For students who enroll after that date, payment is due immediately. Students can see their balance or access their bill online in their myOCCC account.

**Prerequisite:** A requirement added to some courses that mandate successful completion of courses prior to registration. In some cases, an instructor may give approval for registering without the prerequisite if you can furnish proof of prior experience.

**Quarter:** Approximately one quarter of the academic year. Fall term is 12 weeks. Winter, and spring terms are 11 weeks. Summer term is eight weeks. See the current academic calendar at the College's website [www.oregoncoastcc.org](http://www.oregoncoastcc.org) for more information.

**Quarter Hours:** Credits given for attendance and successful completion of College courses operating under the "quarter" system.

**Registration:** The official procedure in which a student enrolls in classes and pays tuition and fees.

**Schedule of Classes:** The published listing of classes being offered for the quarter/term.

**Scholarship:** An award of tuition paid by a sponsoring agency/individual to a student who successfully meets the particular eligibility guidelines and is selected for receipt of the scholarship by the board or committee of the sponsoring agency. Check with the financial aid specialist for available scholarships. 61

**Semester:** The term designation in some of Oregon's private institutions and out-of-state institutions that operate on a two-block academic calendar year—Fall and Spring term. A semester usually lasts 18 weeks. **NOTE TO ALL TRANSFER STUDENTS:** Students who will be transferring to a semester based institution will need to check on how their quarter hours will be converted to semester hours. Students must check with the institution to which they are applying to transfer.

**Syllabus:** The coursework outline given to students by the instructor which lists the content of the course based on assignments, homework, quizzes, mid-terms, term projects, class participation and the final examination. Students will receive a syllabus for each credit course by the end of the first week of classes in which they are enrolled each term.

**Term:** The time frame of 12 weeks in fall, 11 in winter, 11 in spring and 8 weeks in summer of instruction starting with the beginning date of classes and ending with the last day of finals week.

**Transfer:** Refers to the process of continuing education at another institution. A transfer requires following all admissions procedures mandated by the institution the student plans to attend after Oregon Coast Community College.

**Transcript:** The official or unofficial compilation of courses taken, grades received, credits earned, honors received, etc. at each institution a student attended. Unofficial transcripts are for personal use and may be opened by the student. Official transcripts may only be opened by an institutions registrar to remain official.

**Upper Division:** The junior and senior level courses that are offered by universities and four-year colleges; usually denoted by alpha-numeric course numbers of 300-499.

**Withdrawal:** Process of removing a class or classes from a term schedule between weeks two and seven of the term. No reimbursement of tuition and fees are given for withdrawals.