

General Information

2021-2022 Academic Calendar

Summer 2021

Term length: 8 weeks

May 11, 2021

May 18, 2021

June 17, 2021

June 21, 2021

June 20, 2021

June 26, 2021

June 26, 2021

June 25, 2021

July 24, 2021

July 23, 2021

August 9-14, 2021

August 14, 2021

August 17, 2021

Between Term Break (College Open)

Independence Day - Observed July 5, 2021

Labor Day September 6, 2021

All OCCC locations are closed Fridays starting the week of June 21st through the week of September 6th, 2021

Schedules Available

Registration Opens for Returning Students

Payment Deadline

Classes Begin

Last Day to Add a Class Without Instructor Permission

Last Day to Add a Class With Instructor Permission

Last Day to Drop a Class With a Refund*

Last Day to Submit an Audit Request

Last Day to Withdraw Without a Refund*

Last Day to select the P/NP Grading Option

Finals Week

End of Term

Grades Available in My.OregonCoast Account

Spring-Summer Break June 14-18, 2021, Late Summer break August 16- September 24, 2021

College Closures (Holidays & In-Service)

College Closures (Holidays & In-Service)

College Closures (Holidays & In-Service)

Fall 2021

Term Length: 11 Weeks

May 11, 2021

May 18, 2021

May 20, 2021

September 24, 2021

In-Service September 20-23, 2021

September 27, 2021

September 26, 2021

October 2, 2021

October 2, 2021

October 1, 2021

November 20, 2021

November 19, 2021

December 6-11, 2021

December 11, 2021

December 14, 2021

Late Summer Break August 16-September 24, 2021, Winter Break December 13-22, 2021 Between Term Break (College Open)

Veterans' Day Observed November 11, 2021

Thanksgiving Day November 25, 2021

Day After Thanksgiving November 26, 2021

Winter Holidays December 24, 2021 - January 3, 2022

Schedules Available

Registration Opens for Returning Students

Registration Opens for New Students

Payment Deadline

College Wide Events

Classes Begin

Last Day to Add a Class Without Instructor Permission

Last Day to Add a Class With Instructor Permission

Last Day to Drop a Class With a Refund*

Last Day to Submit an Audit Request

Last Day to Withdraw Without a Refund*

Last Day to select the P/NP Grading Option

Finals Week

End of Term

Grades Available in My.OregonCoast Account

College Closures (Holidays & In-Service)

College Closures (Holidays & In-Service)

College Closures (Holidays & In-Service)

College Closures (Holidays & In-Service)

College Closures (Holidays & In-Service)

Winter 2021

Term Length: 11 Weeks

November 16, 2021	Registration Opens for Returning Students
November 18, 2021	Registration Opens for New Students
January 7, 2022	Payment Deadline
January 10, 2022	Classes Begin
January 9, 2022	Last Day to Add a Class Without Instructor Permission
January 15, 2022	Last Day to Add a Class With Instructor Permission
January 15, 2022	Last Day to Drop a Class With a Refund*
January 14, 2022	Last Day to Submit an Audit Request
March 5, 2022	Last Day to Withdraw Without a Refund*
March 4, 2022	Last Day to select the P/NP Grading Option
March 21 - 25, 2022	Finals Week
March 26, 2022	End of Term
March 29, 2022	Grades Available in My.OregonCoast Account
Spring Break March 28 - April 1, 2022	Between Term Break (College Open)
New Year's Eve December 31, 2021, New Year's Day January 1, 2022	College Closures (Holidays & In-Service)
Martin Luther King Jr. Day January 17, 2022	College Closures (Holidays & In-Service)
Presidents' Day February 21, 2022	College Closures (Holidays & In-Service)

Spring 2021

Term Length: 11 Weeks

February 3, 2022	Schedules Available
February 15, 2022	Registration Opens for Returning Students
February 17, 2022	Registration Opens for New Students
April 1, 2022	Payment Deadline
April 4, 2022	Classes Begin
April 3, 2022	Last Day to Add a Class Without Instructor Permission
April 9, 2022	Last Day to Add a Class With Instructor Permission
April 9, 2022	Last Day to Drop a Class With a Refund*
April 8, 2022	Last Day to Submit an Audit Request
May 28, 2022	Last Day to Withdraw Without a Refund*
May 27, 2022	Last Day to select the P/NP Grading Option
June 13-18, 2022	Finals Week
June 18, 2022	Commencement
June 18, 2022	End of Term
June 21, 2022	Grades Available in My.OregonCoast Account
Spring Break March 28-April 1, 2022, Spring-Summer break June 20-24, 2022	Between Term Break (College Open)
Spring In-Service April 12, 2022	College Closures (Holidays & In-Service)
Memorial Day May 30, 2022	College Closures (Holidays & In-Service)

About OCCC General 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.

Vision, Mission and Values

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.

Core Themes

Oregon Coast Community College fulfills its mission through its core themes (see below):

Core Theme: Student Success

Objective: OCCC will improve post-secondary educational attainment across Lincoln County and close achievement gaps for underserved populations in our community.

Definition: At Oregon Coast Community College, we equip students for success in college and in life by providing exemplary teaching, student development programs and support services. Students receive customized and relevant advising and enriched supports to maximize completion and success. In response to the diverse needs and histories of our community we are institutionalizing a philosophy of student success and strengthening the College's policies, processes, and business practices to facilitate access and completion.

Core Theme: Educational Pathways

Objective: OCCC will offer rigorous and engaging academic programs and educational options comprised of clear pathways to transfer, employment and self-development that enrich individual lives and promote the economic and civic vitality of Lincoln County and beyond.

Definition: At Oregon Coast Community College, we assess the needs of individuals and employers, and respond by designing pathways and partnerships that address community and regional priorities. We create bridges into our pathways from high school, adult education, non-credit, and other feeders. Educational pathways are accessible through place and modality, and facilitate transitions to transfer or employment. We strengthen the economy and workforce through our business development, career technical and transfer programs. By narrowing achievement gaps in post-secondary education and raising post-secondary educational attainment, we advance the economic and civic vitality of Lincoln County and beyond.

Comprehensive Institutional Learning Outcomes (CILOs)

OCCC defines Comprehensive Institutional Learning Outcomes (CILOs) as "*The knowledge, skills, abilities, and attitudes that all students in 2-year degree programs are expected to develop as a result of the intentional design and delivery of curriculum by College faculty.*"

The College has designated four Comprehensive Institutional Learning Outcomes:

- Written and Oral Communication;
- Cultural Awareness;
- Problem-Solving Skills; and
- Personal Responsibility

The breadth of a Comprehensive Institutional Learning Outcome means that the knowledge or skill set it represents is contributed to by a cross-disciplinary group of courses. Evaluation of student achievement of these comprehensive outcomes invites collaboration among faculty across disciplines and programs, providing the strongest opportunity for meaningful discussion, understanding of student learning, and program improvement.

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.

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.

Equal Opportunity Statement and Non-Discrimination

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

Persons having questions about equal opportunity and nondiscrimination should contact either:
[Vice President Student Affairs, Dr. Andres Oroz](#) or [Human Resources Manager Joy Gutknecht](#)

Questions can also be mailed to their attention at:
[400 SE College Way, Newport, OR 97366](#).

For more information, consult [Board Policy 301](#).

OCCC Foundation

<http://www.oregoncoast.edu/foundation/>

Mission and Purpose

The Mission of the Oregon Coast Community College Foundation is to advance educational opportunities at OCCC by raising funds for college needs and increasing public awareness of the College and its many benefits. The Foundation

fulfills its mission by securing private donations, applying for grants, holding special events and fundraisers, stewarding resources, and administering special programs, such as the OCCC Foundation Scholarship program. Goals and objectives of the OCCC Foundation include providing:

Student aid in the form of scholarships. For more information: <http://www.oregoncoast.edu/scholarships>

Funds to help the College in technology advancements and equipment

Funds to strengthen programs, such as Business, Teaching, Nursing and Aquarium Science

An Annual Campaign to support unrestricted funding

Funds to assist with program development

Capital funds to support campus development/improvements

Endowed funds to secure the future of Oregon Coast Community College

Background

The Foundation received its non-profit, tax exempt status from the State of Oregon in 2000. Gifts to the Foundation are gifts of knowledge that help build a better future for Lincoln County through an educated citizenry. Donations qualify as charitable contributions and may be tax-deductible. The Foundation helps to ensure growth and stability for the College, thus ensuring the future of higher education in Lincoln County.

The OCCC Foundation Board and staff work closely with the College President and the elected Board of Education to raise funds for college priorities. The College supports Foundation operations by providing office space and partial funding for equipment, materials, supplies, and staff salaries. The support provided by the College is essential in ensuring that the majority of donor contributions directly support students, programs, and other College needs that are not possible through the College's general operating budget. Individual Board members support the Foundation by contributing financial resources as well as individual expertise. Members serve as community ambassadors to enhance the College's relations with the community. Members also actively participate in fund-raising efforts and College events.

OCCC Foundation Board Members: 2021-2022

Adam Springer, Board President
David Bigelow, Treasurer
David Robinson, Secretary
Nancy Osterlund, Board of Education Liaison
Chris Boyle
David Gomberg
Julie Hanrahan
Gloria Ingle
Lesley Ogden
Annette Mulee
Billie Jo Smith
Steve Spector
Sandi Williams

Birgitte Ryslinge, OCCC President, serves as an ex-officio, non-voting member of the Foundation Board.

Andi Spirtos, Foundation Coordinator serves as the Director of Development, and non-voting member of the Foundation Board. The Foundation office is located:

Central County Campus
400 SE College Way
Newport, OR 97366
541-867-8531
foundation@oregoncoast.edu

Admissions and Registration

Admissions

<https://www.oregoncoast.edu/apply/>

Applying for admission to Oregon Coast Community College is fast, easy, and free. High school graduates or non-high school graduates 16 years or older, are eligible for admissions to Oregon Coast Community College.

In order to receive Title IV financial aid a student must be fully admitted to OCCC in an eligible program, meet the age of compulsory attendance in Oregon, and have a high school diploma or GED.

Although OCCC has an open admissions policy, our limited entry programs (Aquarium Science, Medical Assisting, Nursing, and Nursing Assistant) have specific entrance requirements. Visit that program's web page to view their specific requirements.

The policy of OCCC is that all persons regardless of color, gender, sexual orientation, race, religion, creed, or disability have access to higher education. Students under 16 years of age may enroll in accordance with the Underage Student Admission Policy. Students desiring to appeal an admissions decision may pursue the [Conflict Resolution \(Student Grievance Procedure\) Policy 835](#). Some programs may have specific admission policies and procedures. General admission to the college does not preclude students from course or program placement requirements.

Lack of English language skills will also not be a barrier to admission and participation in the College's CTE programs.

Residency Requirements

Residency requirements must be met prior to the date the term begins. Out-of-state students are assessed at a higher tuition rate. States that border Oregon are considered in-state for tuition purposes.

OCCC reserves the right to ask students to provide proof of residency. Establishing proof of residency may include a driver's license, rental contract, utility payment records, and/or voter registration card. On an individual basis, other forms of proof may be utilized in the residency determination process. The initial residency status of each applicant is determined at the time of application.

Students seeking a change in their residency status should contact the Registrar at 541-867-8538. There is no residency requirement for distance education and non-credit courses.

(Note: A person eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 (38 U.S.C Section 3301 et seq.) or any other federal law authorizing educational benefits to veterans shall be entitled to Oregon resident status for purposes of tuition and fees charged at Oregon Coast Community College.)

Underage Student Admissions Policy

<http://oregoncoast.edu/underage-admission>

Admission for students under the age of 16

Students under 16 years of age with college-level academic ability and the maturity and personal skills required for a successful college experience may be provisionally admitted to OCCC. The college reserves the right to request additional information and/or deny any underage admission.

Requirements for admission of students under the age of 16

1. *Currently enrolled in a high school registered with the State of Oregon*

Students under age 16 attending a secondary school registered with the State of Oregon who are not enrolled as a dual credit student through their high school as part of an articulated agreement, or have not graduated from high school, will be required to:

1. file an under 16 enrollment form
2. submit a current academic transcript
3. take the college placement test
4. student and parent/guardian will meet with the Vice President of Student Affairs or designee
5. meet with an OCCC academic advisor
6. complete the Success Agreement

2. *Currently enrolled home school students*

Students under age 16 attending home school or an unregistered secondary school will be required to:

1. file an under 16 enrollment form
2. provide a copy of the confirmation letter received after notifying the local educational service district of the intent to home school
3. provide a current home school academic transcript showing successful completion of the State of Oregon's 8th-grade test for home school students
4. student and parent/guardian will meet with the Vice President of Student Affairs or designee
5. meet with an OCCC academic advisor
6. complete the Success Agreement

Further Considerations and Information

After review of the under 16 enrollment form and other documentation as required, students under the age of 16 may attend OCCC if:

- participation will not likely create a health or safety risk for any person or be in violation of federal or state statutes or regulations;
- the student has the ability to benefit from college-level instruction;
- another more age-appropriate, instructional resource is not available, and
- the student demonstrates the ability to perform academically at the college level (RD 115 and WR 115)
- enrollment is limited to 8 credits per term
- The following deadlines to complete the underage admissions process:
 - Summer—May 15

- Fall—August 15
- Winter—November 30
- Spring—March 1
- Students will be notified of their admissions status within 10 working days following their meeting with the Vice President of Student Affairs or designee. If approved, the notification letter will include directions on how to proceed with registering for classes.

NOTE: Students under the age of 16 may enroll in non-credit classes as long as a parent/guardian enrolls with them. No special paperwork is needed.

How to Become Admitted and Registered as a:

[New Student](#)

[Transfer Student](#)

[Returning Student](#)

New Student

Note: OCCC will create a college email account for students within three (3) business days from admissions. When this email account is created students will receive login instructions. Email is OCCC's official means of communication and all future written communication will be sent to a student's @oregoncoast.edu email address once it is created. It is important that students are prompt in accessing this email account.

Step 1: Get Admitted to OCCC

Apply online at
<https://oregoncoast.edu/apply/>

Step 2: Individual Advising Appointment

Make a one-hour appointment with an academic advisor using OCCC's online scheduling tool at <https://oregoncoast.edu/advising/> to discuss educational and career plans and which classes to start with. Please bring as the following materials to the appointment (if available):

- High School Transcripts
- ACT and/or SAT Scores
- GED Scores
- Smarter Balanced Scores
- Advanced Placement (AP) Subject Area Test Scores
- International Baccalaureate (IB) Test Scores
- Readiness to talk about your aspirations
- A list of questions to discuss

Step 3: Attend the Advising Appointment scheduled in step 2

Keep the appointment. At this one-on-one meeting with an academic advisor, students will receive:

- Financial Aid Information
- Academic Planning
- Referrals to other services at the College
- Testing
- Disability Services
- Career and Transfer Planning

Step 4: Attend an Academic Orientation

(Required for all new credit students.)

At Academic Orientation, students will learn more about important services the College provides, College policies, and how to be successful.

Step 5: Register for the classes selected during the individual advising appointment and Academic Orientation.

Registration is completed online. Students login to [My.OregonCoast](#) account to register for classes. Registration dates can be found on the academic calendar.

Step 6: Pay tuition and fees

After registering, tuition and fees can be paid online through the student's [My.OregonCoast](#) account, by calling 541-867-8551, or in person at Student Services. Information about payment options and the Tuition and Fees Schedule can be found at <https://oregoncoast.edu/tuition-and-fees/>.

Additional helpful information for New Students is below:

Financial Aid Information

Students can login to their [My.OregonCoast](#) account and choose My Financial Aid from the student resources menu. Students with questions or concerns regarding financial aid can contact the financial aid specialist at финаid@oregoncoast.edu or call 541-867-8503.

Buy Books and Supplies

Your College Store has everything students need to begin their college career! Students can find what books are required for their courses by visiting the bookstore or going to <http://oregoncoast.edu/bookstore> and looking at the book list for a specific term.

Transfer Student

Note: OCCC will create a college email account for students within three (3) business days from admissions. When this email account is created students will receive login instructions. Email is OCCC's official means of communication and all future written communication will be sent to a student's [@oregoncoast.edu](#) email address once it is created. It is important that students are prompt in accessing this email account.

Step 1: Get Admitted to OCCC

Apply online at

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

Step 2: Submit your Official Transcripts from all Colleges Previously Attended

It is important for students to request official transcripts from all colleges previously attended so they are placed into the correct courses here at OCCC. Please have those mailed to

Registrar
Oregon Coast Community College
400 SE College Way
Newport, Oregon 97366

Students taking classes solely for personal enrichment, please ask an Academic Advisor what transcripts are needed.

Step 3: Individual Advising Appointment

Schedule an appointment using OCCC's online scheduling tool at <https://oregoncoast.edu/advising/>.

Step 4: Register for the Classes Selected at the individual Advising Appointment

Registration is completed online. Students login to [My.OregonCoast](#) account to register for classes. Registration dates can be found on the academic calendar.

Step 5: Pay Tuition and Fees

After registering, tuition and fees can be paid online through the student's [My.OregonCoast](#) account, by calling 541-867-8551, or in person at Student Services. Information about payment options and the Tuition and Fees Schedule can be found at <https://oregoncoast.edu/tuition-and-fees/>.

Additional helpful information for New Students is below:

Financial Aid Information

Students can login to their [My.OregonCoast](#) account and choose My Financial Aid from the student resources menu. Students with questions or concerns regarding financial aid can contact our financial aid specialist at fnaid@oregoncoast.edu or call 541-867-8503.

Buy Books and Supplies

Your College Store has everything students need to begin their college career! Students can find what books are required for their courses by visiting the bookstore or going to <http://oregoncoast.edu/bookstore> and looking at the book list for a specific term.

Returning Student

Note: If a returning student does not have a college issued email account, OCCC will create one within three (3) business days from readmission. When this email account is created students will receive login instructions. Email is OCCC's official means of communication and all future written communication will be sent to a student's [@oregoncoast.edu](#) email address once it is created. It is important that students are prompt in accessing this email account.

Step 1: Get Readmitted to OCCC

Apply online at

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

Step 2: Individual Advising Appointment

Schedule an appointment using OCCC's online scheduling tool at <https://oregoncoast.edu/advising/>.

Step 3: Register for the Classes You Selected during the individual advising appointment

Registration is completed online. Students login to [My.OregonCoast](#) account to register for classes. Registration dates can be found on the academic calendar.

Step 4: Pay Tuition and Fees

After registering, tuition and fees can be paid online through the student's [My.OregonCoast](#) account, by calling 541-867-8551, or in person at Student Services. Information about payment options and the Tuition and Fees Schedule can be found at <https://oregoncoast.edu/tuition-and-fees/>.

Additional helpful information for Returning Students is below:

Financial Aid Information

Students can login to their [My.OregonCoast](#) account and choose My Financial Aid from the student resources menu. Students with questions or concerns regarding financial aid can contact the financial aid specialist at finaid@oregoncoast.edu or call 541-867-8503.

Buy Books and Supplies

Your College Store has everything students need to begin their college career!

Students can find what books are required for their courses by visiting the bookstore or going to <http://oregoncoast.edu/bookstore> and looking at the book list for a specific term.

Registration: Adding, Dropping or Withdrawing from a Class

All registration activity for credit students is accomplished via the myOCCC student portal. Students may add classes to their schedules during open registration periods until the start of each term if an academic advisor has cleared them for registration. Students may add classes with instructor permission during the late add period which coincides with the first week of each term. Instructors may provide students a permission code for the student to use to register. Students may drop classes and receive a full refund of tuition and fees until the deadline published in the [academic calendar](#).

Removing a credit class after the first week of the term is called a withdrawal and will result in a "W" on the official transcript. There are no refunds for withdrawals. Adding, dropping, and withdrawing affect enrollment level status and may affect financial aid eligibility.

Enrollment Level

Full-time students at Oregon Coast Community College are those who register for 12 or more credits per term. Students who register for less than 12 credits in a term are part-time. All enrollment statuses are listed below:

12 or more credits--full-time enrollment

9-11 credits – three-quarter time enrollment

6-8 credits – half-time enrollment

1-5 credits – less than half-time enrollment

Enrollment status can affect eligibility for financial aid, veterans benefits, and scholarships.

Free Tuition for Credit Classes for County Residents Aged 65 and Better

<http://www.oregoncoast.edu/seniorwaiver/>

Students who are aged 65 or above get free tuition for credit classes when taken for an audit grading option. Auditing is taking a class without receiving a grade or credit. This tuition waiver is available on a space available basis and does not cover any fees. Many classes fill up early, so space is not guaranteed. The only way to secure a spot in a class is to register early and pay full tuition. Auditing students must be registered for eight credits or less per term. Not all courses are eligible for the audit grading option.

Programs for High School Students

<http://www.oregoncoast.edu/high-school-students/>

[Navigate Program](#)

[Dual Credit Program](#)

[Expanded Options Program](#)

[Early College Program](#)

Oregon Coast Community College offers a variety of options for High School students to participate in college courses and learn about the culture of college.

Navigate Program

The Oregon Coast Community College Navigate Program serves as an umbrella program designed to inspire, inform, guide, and support students finding their way to – and successfully through – higher education. The Navigate Program supports Lincoln County students and families beginning in the 8th grade and continuing through completion of community college and on to employment or transfer. The Navigate Program maintains two key strategic initiatives:

1. Connect and enhance existing outreach and support activities across partners to encourage more students to complete high school and enter higher education.
2. Provide direct support and increase retention and success of first-generation and low-income students who enroll at OCCC.

Contact Ben Kaufmann, Navigate Program Manager, at ben.kaufmann@oregoncoast.edu for more information.

Dual Credit Program

Through OCCC's dual credit agreement with the Lincoln County School District, students may earn OCCC credits while they currently are enrolled in high school. Students who take high school courses equivalent to OCCC courses may qualify for OCCC credits in college- approved professional/technical courses. High school students should consult their high school counselors for more information.

Expanded Options Program

The Expanded Options Program helps students get a head start on college, at considerable savings, while they are still in high school. Under an agreement between Lincoln County School District (LCSD) and Oregon Coast Community College (OCCC), eligible and admitted LCSD juniors and seniors may take OCCC college courses at the College or online through the College, and receive simultaneous college and high school credit. Interested persons should speak to their high school counselor for more information.

Early College Program

The faculty, staff, and administration at Oregon Coast Community College (OCCC) want to ensure that all Lincoln County High School juniors and seniors who are "College Ready" have the opportunity to begin their post-secondary education and become successful college students. OCCC's Early College Program is committed to serving students in the community, including students of color, first-generation and low-income individuals.

Benefits of Early College include:

- Earn high school and college credits concurrently (high school credit is granted at the discretion of the high school you attend)
- Get a head start on academic and career goals Experience the academic rigor of college classes
- Save time and money

Students in Early College are Juniors and Seniors in high school that are mature enough socially, emotionally and educationally to operate in the adult college setting. Juniors and Seniors from Lincoln County School District including home schools and charter schools are eligible. All students must demonstrate they are college-ready. College ready is defined as placing into 100-level courses.

Tuition is at no cost to each student. Students are required to pay for fees and books. Limited scholarships are available. Additionally, students must provide their own transportation or use public transportation to attend OCCC.

To enter the Early College Program:

1. Complete an admission application by starting here: <http://www.oregoncoast.edu/student-resources/>

2. Make an appointment with an OCCC academic advisor using our online appointment tool <http://www.oregoncoast.edu/advising-appointments/> to discuss placement into classes. Please bring your high school transcript to this appointment.
3. Attend the REQUIRED Early College Program orientation at one of the following dates and times (Note: This orientation is not required for previously enrolled Expanded Options students. Students will register for classes using the My.OregonCoast student portal during this orientation.)

Students can register for one class per term tuition free and students will receive a 50% tuition reduction for additional classes taken in a term. Students may take up to 5 classes (one per term) through the Early College Program. Students are limited to three OCCC online classes through the Early College Program.

Subject	Title	Credit
AQS100	Introduction to Aquarium Science	4
ART102	Understanding the Visual Arts	4
ART103	Understanding New Media Arts	4
ART115	Basic Design - 2D Foundations	3
ART116	Basic Design - Color Foundations	3
ART117	Basic Design - 3D Foundations	3
ART131A	Drawing I	3
ART131B	Drawing I	3
ART131C	Drawing I	3
ART181A	Painting I	3
ART181B	Painting I	3
ART181C	Painting I	3
ART197	Artist's Skills/Practical Issues	3
ART204	History of Western Art	4
ART205	History of Western Art	4
ART206	History of Western Art	4
ART207	History of Asian Art (India)	4
ART208	History of Asian Art (China)	4
ART209	History of Asian Art (Japan)	4
ART210	Women In Art	4
ART213	Modern Art History - Art Since 1945	4
ART217	Comics Art & Literature	3
ART231A	Drawing II	3
ART231B	Drawing II	3
ART231C	Drawing II	3
ART237A	Life Drawing	3
ART237C	Life Drawing	3
ART253A	Ceramics I	3
ART253B	Ceramics I	3
ART253C	Ceramics I	3
ART256A	Ceramics II	3

ART256B	Ceramics II	3
ART256C	Ceramics II	3
ART270A	Printmaking I	3
ART270B	Printmaking I	3
ART270C	Printmaking I	3
ART271A	Printmaking II	3
ART271B	Printmaking II	3
ART271C	Printmaking II	3
ART277A	Life Painting	3
ART277B	Life Painting	3
ART277C	Life Painting	3
ART279A	Experimental Media	3
ART279B	Experimental Media	3
ART279C	Experimental Media	3
ART281A	Painting II	3
ART281B	Painting II	3
ART281C	Painting II	3
ART284A	Water Media I	3
ART284B	Water Media I	3
ART284C	Water Media I	3
ART287A	Water Media II	3
ART287B	Water Media II	3
ART287C	Water Media II	3
ASL101	First Year American Sign Language I	4
ASL102	First Year American Sign Language II	4
ASL103	First Year American Sign Language III	4
ATH101	Introduction to Biological Anthropology	4
ATH102	Introduction to Archaeology and Prehistory	4
ATH103	Introduction to Cultural Anthropology	4
BA101	Introduction to Business	4
BA111	Introduction to Accounting	3
BA131	Introduction to Business Technology	4
BA206	Management Fundamentals	4
BA211	Principles of Accounting	4
BA212	Principles of Accounting II	3
BA213	Managerial Accounting	4
BA223	Principles of Marketing	4
BA226	Business Law	4
BI101	Biology	4
BI102	Biology	4

BI103	Biology	4
BI112	Cell Biology for Health Occupations	5
BI141	Habitats: Life of the Forest	4
BI142	Habitats: Marine Biology	4
BI143	Habitats: Fresh Water Biology	4
BI211	Principles of Biology 1	5
BI212	Principles of Biology 2	5
BI213	Principles of Biology 3	5
BI231	Human Anatomy & Physiology I	4
BI232	Human Anatomy & Physiology II	4
BI233	Human Anatomy & Physiology III	4
BI234	Microbiology	5
CAS133	Basic Computer Skills/MS Office	4
CAS170	Beginning Excel	3
CAS171	Intermediate Excel	3
CAS216	Beginning Word	3
CAS217	Intermediate Word	3
CG100	College Survival & Success (HIGHLY RECOMMENDED)	3
CH151	Preparatory Chemistry	5
CH221	General Chemistry I	5
CH222	General Chemistry II	5
CH223	General Chemistry III	5
CIS120	Computer Concepts I	4
COMM100	Introduction to Communication	4
COMM111	Public Speaking	4
COMM112	Persuasive Speaking	4
COMM140	Introduction to Intercultural Communication	4
COMM214	Interpersonal Communication: Process & Theory	4
COMM215	Small Group Communication: Process and Theory	4
COMM228	Mass Communication & Society	4
EC201	Principles of Economics: Microeconomics	4
EC202	Principles of Economics: Macroeconomics	4
ECE120	Introduction to Early Education and Family	3
ECE121	Observation & Guidance I	3
ECE122I	Environments & Curriculum for Infants & Toddlers	4
ECE123P	Environments & Curriculum for Preschool	4
ECE196	Teaming and Communication in ECE Settings	2
ED120	Introduction to Early Education & Family	3
ED131	Applied Learning Theory	3
ED224	Foundations of Education	3

ED251	Overview of Exceptional Learners	3
ENG197	Film Studies: Contemporary Themes and Genres	4
ENG201	Shakespeare: Early Works	4
ENG202	Shakespeare: Later Works	4
ENG204	Survey of English Literature	4
ENG205	Survey of English Literature	4
ENG207	World Literature - Asian (India)	4
ENG208	World Literature - Asian (China)	4
ENG209	World Literature - Asian (Japan)	4
ENG212	Biography and Autobiography	4
ENG213	Latin American Literature	4
ENG214	Literature of the Northwest	4
ENG216	Teen and Children's Literature	4
ENG222	Images of Women in Literature	4
ENG230	Environmental Literature	4
ENG237	Working-Class Literature	4
ENG240	Introduction to Native American Literatures	4
ENG244	Introduction to Asian-American Literature	4
ENG250	Introduction to Folklore and Mythology	4
ENG253	American Literature to 1865	4
ENG254	American Literature from 1865	4
ENG257	African-American Literature	4
ENG258	African-American Literature	4
ENG260	Introduction to Women Writers	4
ENG261	Literature of Science Fiction	4
ENG265	Literature of Social Protest	4
ENG266	Literature of War	4
ENG269	Wilderness Literature	4
ENG275	The Bible as Literature	4
ESR171	Environmental Science: Biological Perspective	4
ESR172	Environmental Science: Chemical Perspectives	4
ESR173	Environmental Science: Geological Perspective	4
FN225	Nutrition	4
G184	Global Climate Change	4
G201	Earth Materials and Tectonics	4
G202	Earth Surface Processes	4
G203	Evolution of Planet Earth	4
G207	Geology of the Pacific Northwest	3
G208	Volcanoes and Their Activity	3
GEO106	World Regional Geography	4

GEO206	Geography of Oregon	4
GS106	Physical Science (Geology)	4
GS107	Physical Science (Astronomy)	4
GS108	Physical Science (Oceanography)	4
GS109	Physical Science (Meteorology)	4
HE112	Standard First Aid & Emergency	1
HE242	Stress and Human Health	4
HE250	Personal Health	3
HEC 201	Family Partnerships in Education	3
HST101	History of Western Civilization: Ancient to Medieval	4
HST102	History of Western Civilization: Medieval to Modern	4
HST103	History of Western Civilization: Modern Europe	4
HST104	History of the Middle East	4
HST105	History of India and South Asia	4
HST106	History of China	4
HST107	History of Korea and Japan	4
HST201	History of the United States to 1840	4
HST202	History of the United States 1840-1914	4
HST203	History of the United States 1914 to Present	4
HST204	History of Women in the U.S.: Pre-colonial to 1877	4
HST205	History of Women in the U.S.: 1877 to Present	4
HST218	American Indian History	4
HST225	History of Women, Sex, and the Family	4
HST240	Oregon History	4
HST270	History of Mexico	4
HST271	History of Central America and the Caribbean	4
HST277	History of the Oregon Trail	4
HST279	Russian History II	4
HST285	The Holocaust	4
J103	Introduction to Media Writing	4
JPN261A	Japanese Culture	3
MP111	Medical Terminology	4
MTH105	Math in Society	4
MTH111	College Algebra	5
MTH112	Elementary Functions	5
MTH211	Foundations of Elementary Math I	4
MTH212	Foundations of Elementary Math II	4
MTH213	Foundations of Elementary Math III	4
MTH243	Statistics I	5
MTH244	Statistics II	4

MTH251	Calculus I	4
MTH252	Calculus II	4
MTH253	Calculus III	5
MTH254	Vector Calculus I	5
MUS101	Introduction to Music (Basic Materials)	3
MUS105	Music Appreciation	3
MUS108	Music Cultures of the World	3
MUS110	Fundamentals of Music	4
MUS111	Music Theory I (part one)	3
MUS112	Music Theory I (part two)	3
MUS113	Music Theory I (part three)	3
MUS203	Introduction to Music and Its Literature	3
MUS205	Introduction to Jazz History	3
MUS206	Introduction to the History of Rock Music	3
MUS207	Introduction to the History of Folk Music	3
PHL202	Ethics	4
PHL209	Business Ethics	4
PHY101	Force, Motion, and Energy	4
PHY102	Atoms, Matter, and Heat	4
PHY103	Sound, Light, and Electricity	4
PS201	U.S. Government	4
PS202	U.S. Public Policy & Democracy	4
PS203	State and Local Government	4
PS205	Global Politics: Conflict & Cooperation	4
PSY101	Psychology & Human Relations	4
PSY201A	Introduction to Psychology - Part 1	4
PSY202A	Introduction to Psychology - Part 2	4
PSY213	Introduction to Behavioral Neuroscience	4
PSY214	Introduction to Personality	4
PSY215	Human Development	4
PSY216	Social Psychology	4
PSY222	Family & Intimate Relationships	4
PSY231	Human Sexuality	4
PSY232	Human Sexuality	4
PSY236	Psychology of Adult Development and Aging	4
PSY239	Introduction to Abnormal Psychology	4
PSY240	Personal Awareness and Growth	4
R210	World Religions	4
SOC204	Sociology in Everyday Life	4
SOC205	Social Change in Societies	4

SOC206	Social Problems	4
SOC213	Diversity in the United States	4
SPA101	First Year Spanish - First Term	4
SPA102	First Year Spanish - Second Term	4
SPA103	First Year Spanish - Third Term	4
SPA201	Second Year Spanish - First Term	4
SPA202	Second Year Spanish - Second Term	4
SPA203	Second Year Spanish - Third Term	4
WR121	English Composition	4
WR122	English Composition	4
WR123	English Composition	3
WR227	Technical & Professional Writing 1	4
WR240	Creative Writing - Nonfiction	4
WR241	Creative Writing - Fiction	4
WR242	Creative Writing - Poetry	4
WR246	Advanced Creative Writing - Editing & Publishing	4
WS202	Women, Activism and Social Change	4

Designated transfer classes from the list below may be taken provided there is space available.

For more information about the Early College Program, email student.services@oregoncoast.edu or call 541-867-8501.

Non-credit Students: Community Education and Small Business Classes

<https://oregoncoast.edu/CommunityEd/>
<https://oregoncoast.edu/sbdc/>

Oregon Coast Community College offers a variety of continuing education options to Lincoln County residents. The College's Community Education features classes in topics ranging from acoustic guitar, to foreign language, to oil painting and much more. The OCCC Small Business Development Center (SBDC) regularly presents low-cost and free workshops and classes on topics ranging from social media marketing, accounting, business law and other topics. These non-credit courses are affordable and scheduled throughout each academic term.

Students can select and register for Community Education and Small Business by calling the Oregon Coast Community College North County Center at Lincoln City, at 541-994-6222 for Community Education classes or 541-994-4166 for SBDC classes.

Basic Skills: GED Prep & Adult General Education Classes

GED & Adult General Education Overview

<https://oregoncoast.edu/ged-class-schedule/>

GED and Adult General Education Classes help prepare adult learners for the GED Test as well as pre-college study. Skills learned in these courses can also lead students to entering college, meeting prerequisites for college classes, gaining employment opportunities, and improving skills needed in the workplace. Reading, writing, math, critical thinking, and general academic development are taught through a variety of means.

Passing the GED opens doors for higher-paying jobs and enrollment in community colleges, vocational or technical colleges, apprenticeship programs, and most four-year colleges and universities. Having a GED allows one to apply for federal financial aid to help pay for college or vocational/technical school programs.

Adults with GEDs or high school diplomas, who want to improve their basic math, writing, and reading skills, as well as those wanting to improve their workplace skills will benefit from these classes. Once enrolled in a GED/Adult General Education Class, students can set goals and focus attention on areas of their individual needs. There is a strong commitment to finding the best way for each student to learn most effectively. Those who have been out of school for some time will find a relaxed, supportive environment in which to start studying again.

Students 16 or 17 years of age are welcome to attend GED classes with official authorization form from the Linn-Benton-Lincoln County Educational Service District. To obtain the official authorization please visit www.lblesd.k12.or.us/homeschool/. Parents/guardians must fill out and sign the form and return it to the school district. Authorization papers will be sent back to you within 1-2 weeks. Authorization approval documentation forms must be presented at orientation or the first day of class.

We also offer GED/Basic Skills classes in Spanish during certain terms. Check the most recent Course Schedule for class availability.

Contact officeofinstruction@oregoncoast.edu for information on days, times, and locations of classes.

GED & Adult General Education Orientations

Formal orientations are available during the first half of Fall, Winter, and Spring terms, but enrollment remains open throughout the entire term for students to join whenever they like. To set up an off-week orientation, please email deborah.skaggs@oregoncoast.edu and let us know you'd like to join the GED program.

GED & Adult General Education Courses

XASE46 - Spanish-Language Adult Secondary Education

Offers skill development to prepare students to successfully complete the GED examinations in four areas: mathematics, language arts (reading and writing), science, and social studies, or to enter post-secondary education. Emphasizes skills and knowledge application including basic computer literacy, communication, and career and life skills.

This class is taught in Spanish. GED offers all four of its exams in Spanish as well as English.

Recommended: (English as a Second Language) XELL 44 or XELL 45 or XELL 48 or XELL 49.

XASE51 - GED Math Level I

Introduces mathematical concepts numerically, graphically, and symbolically, in oral and written form. Covers whole numbers, fractions and decimals to write, manipulate, interpret and solve application and formula problems. Recommended: CASAS reading score of 221 or higher.

XASE52 - GED Math Level II

Covers rational numbers (fractions, percents, decimals, ratio, and proportion), pre-algebra, algebra, statistics, geometry, and measurements. Includes applications involving whole numbers, decimals, and fractions. Recommended: CASAS Reading score of 221 or higher and CASAS Math score of 221 or higher.

XASE53 - GED Language Arts

Integrates reading and writing skills to enhance critical thinking, analysis, and synthesis of information for understanding and effective communication. Requirement: CASAS reading placement test.

XASE54 - GED Social Studies

Provides basic information about civics and government, U.S. history, economics, and geography to assist in the preparation of the GED Social Studies Exam and/or the transition to post-secondary education. Analyzes the interrelatedness of social studies topics and their impact on today's society. Requires: CASAS Reading placement test.

XASE55 - GED Science

Provides basic information about life, physical, earth, and space science to assist in the preparation of the GED Science Exam and/or the transition to post-secondary education. Analyzes these areas of science in the context of human health, living systems, energy, and related systems. Requires: CASAS Reading placement test.

XASE56 - GED Science and Social Studies

Provides basic information about civics and government, U.S. history, economics, and geography to assist in the preparation of the GED Social Studies Exam and/or the transition to post-secondary education. Analyzes the interrelatedness of social studies topics and their impact on today's society. Provides basic information about life, physical, earth, and space science to assist in the preparation of the GED Science Exam and/or the transition to post-secondary education. Analyzes these areas of science in the context of human health, living systems, energy, and related systems. Requires: CASAS Reading placement test.

Basic Skills: English for Speakers of Other Languages (ESOL) Classes

Overview

<https://oregoncoast.edu/english-as-a-second-language/>

ESOL classes are available to students whose native language is not English and who want to improve their basic English language proficiency. Speaking, listening, reading, writing, and American culture are taught. Classes are open to anyone 16 years of age and older. Orientation is not required and students may enter ESOL classes at any time.

Contact officeofinstruction@oregoncoast.edu for information on days, times, and locations of classes.

Visite nuestro sitio web para encontrar información en español.

Courses include:

XASE44 Multi-Level ESOL (Off-Campus Full Term)
XELL45M Multi-Level ESOL - Morning (Full Term)
XELL45E Multi-Level ESOL - Evening (Full Term)
XELL47 Multi-Level ESOL - Distance
XELL48 Multi-Level ESOL (Off-Campus Half Term)
XELL49M Multi-Level ESOL - Morning (Half Term)
XELL49E Multi-Level ESOL - Evening (Half Term)

Course Description:

Provides the foundational, intermediate, and advanced skills in English for speakers of other languages, in order to develop and improve the student's ability to speak and understand both oral and written English; to develop and improve reading, writing, and critical thinking skills; and to appreciate and be successful in an American cultural environment. This course is for all levels of English language learning, from beginners with little exposure to English to high level speakers wanting to brush up on skills. This class combines listening, speaking, reading, and writing.

Financial Aid and Veterans Educational Benefits

Cost of Attendance/How Financial Aid Offer Amounts are Determined

Most aid offers are based on financial need. To determine financial need for an individual student, the cost of attendance has the following amounts subtracted from it: expected family contribution, any Pell Grant amount a student is eligible for, and any other financial aid or scholarships a student will receive. If anything is left over, a student is considered to have financial need for additional federal aid.

Federal funds are limited, so the total amount a student receives might be less than the amount they are eligible for.

What is "expected family contribution?"

Expected Family Contribution (EFC) number used to determine financial need. The EFC is a measure of student/family financial strength and is calculated from the information reported on the FAFSA. An individual's EFC will appear on their Student Aid Report (SAR). The EFC is calculated according to a formula established by law. Family income, assets, and benefits are all considered, as well as family size and the number of family members who will attend a college.

How is "family" defined?

This depends on dependency status determined by information reported on the FAFSA. Read more: [Am I dependent or independent?](#)

Cost of attendance

Many factors influence cost of attendance including the degree or certificate program a student is enrolled in and how many credits are taken per term. Listed below are the standard full-time budgets for AAOT students at OCCC.

2021-22: resident student not living with parent

Costs	1 Term	2 Terms	3 Terms	4 Terms
Tuition and fees	\$1,716	\$3,432	\$5,148	\$6,864
Books and supplies	\$255	\$510	\$765	\$1,020
Room and board	\$2,892	\$5,784	\$8,676	\$10,604
Transportation	\$930	\$1,860	\$2,790	\$3,410
Personal	\$909	\$1,818	\$2,727	\$3,333
Total expenses	\$6,702	\$13,404	\$20,106	\$25,231

2021-22: resident student living with parent

Costs	1 Term	2 Terms	3 Terms	4 Terms
Tuition and fees	\$1,716	\$3,432	\$5,148	\$6,864
Books and supplies	\$255	\$510	\$765	\$1,020
Room and board	\$1,449	\$2,898	\$4,347	\$5,340
Transportation	\$930	\$1,860	\$2,790	\$3,410
Personal	\$909	\$1,818	\$2,727	\$3,333
Total expenses	\$5,259	\$10,518	\$15,777	\$19,967

2021-22: non-resident student not living with parent

Costs	1 Term	2 Terms	3 Terms	4 Terms
Tuition and fees	\$3,024	\$6,048	\$9,072	\$12,096
Books and supplies	\$255	\$510	\$765	\$1,020
Room and board	\$2,892	\$5,784	\$8,676	\$10,604
Transportation	\$930	\$1,860	\$2,790	\$3,410
Personal	\$909	\$1,818	\$2,727	\$3,333
Total expenses	\$8,010	\$16,020	\$24,030	\$30,463

2021-22: non-resident student living with parent

Costs	1 Term	2 Terms	3 Terms	4 Terms
Tuition and fees	\$3,024	\$6,048	\$9,072	\$12,096
Books and supplies	\$255	\$510	\$765	\$1,020
Room and board	\$1,449	\$2,898	\$4,347	\$5,340
Transportation	\$930	\$1,860	\$2,790	\$3,410
Personal	\$909	\$1,818	\$2,727	\$3,333
Total expenses	\$6,567	\$13,134	\$19,701	\$25,199

How enrollment affects your aid

A student's financial aid offer will reflect the number of credit hours a student indicated they would take each term when the student went through the financial aid portal processes. Actual financial aid eligibility will be based on enrollment level status at the end of the first week of the term. Awards are revised to reflect the terms of enrollment. Financial aid funds can be reduced or cancelled based on a student's actual enrollment level status.

Waitlisted classes do not count toward enrollment level status.

Enrollment level status	Credits per term
Full time	12 or more
$\frac{3}{4}$ time	9 to 11
Half time	6 to 8
$\frac{1}{4}$ time	1 to 5

Minimum enrollment for financial aid

Full-time enrollment is not required to receive financial aid. This table shows minimum enrollment for different financial aid programs. However, enrollment level status isn't the only thing that determines eligibility--students must still demonstrate financial need.

Financial aid program	6 credits less than 6 credits
Direct loan, subsidized and unsubsidized	x
PLUS loan	x
Pell Grant	x

Financial Aid

<https://oregoncoast.edu/financial-aid/>

College can be expensive, but there are funds available to help with costs including tuition, books, and living expenses. Financial aid loans and grants are available to help with college costs.

There are many steps in the financial aid process and it can take several weeks to receive financial aid.

The first steps are:

1. Submit a Free Application for Federal Student Aid (FAFSA).

Fill out the Free Application for Federal Student Assistance (FAFSA) as soon as possible using OCCC's school code 042837. Students can submit their 2021-2022 FAFSA as early as October 1, 2020 using tax information from 2019, and their 2022-23 FAFSA as early as October 1, 2021, using tax information from 2020. The application can be accessed at www.fafsa.ed.gov.

2. Get admitted to OCCC. Apply for admission at <https://oregoncoast.edu/apply/>. Monitor email and submit any required admissions documents.

3. Students will receive an email with instructions how to create an account and login to the financial aid portal. Students should follow the instructions in the financial aid portal to complete financial aid requirements. Timely submission of required documents is critically important. Award processing can take several weeks.

4. 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 grants and scholarships from the Office of Student Access and Completion (OSAC), the OCCC Scholarship Foundation, and other sources. For more information or assistance, contact the financial aid specialist at 541-867-8503 or finaid@oregoncoast.edu.

5. Select your refund preference with BankMobile. Watch for a green envelope in the U.S. Mail or an email from BankMobile with your access code. Students who have a credit balance after their financial aid is applied to their student account will receive a stipend for the amount of the credit balance. These stipends are processed beginning week 3 of each term. Stipends will be distributed via the student's refund preference selected with BankMobile. Students should note that loan monies for first-time borrowers will not be available until 30 days after the start of the term.

6. Don't forget to fill out a free Office of Student Access and Completion (OSAC) scholarship application at <https://oregonstudentaid.gov/>. The OSAC application opens November 1 and the final deadline is March 1 of the following year.

7. Apply for Oregon Coast Community College Foundation Scholarships and other scholarships. When the scholarship application opens, the OCCC Foundation scholarship application is available at <https://www.oregoncoast.edu/scholarships/>. The general scholarship application usually opens Spring term, though it's never too early for students to begin a scholarship search and start preparing a scholarship essay. Other scholarships are posted as they become available.

Students expecting scholarship funds from an entity that is not OCCC or the OCCC Foundation, 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.

8. Maintain eligibility for Financial Aid by maintaining [Financial Aid Satisfactory Academic Progress \(SAP\)](#).

Financial Aid Enrollment Levels

Financial aid awards are determined by the number of credits a student is enrolled for. All students are awarded based on full-time enrollment, which is 12 or more credits.

Adjustments to aid will be made for less than full-time enrollment after the add drop period each term.

Financial Aid will only pay for credits required for completion of your program of study.

Full-time enrollment is not necessary to receive aid.

Enrollment Level	Credit Range	Financial Aid Adjustment
Full-time	12 or more	Grants at 100%
Three-quarter-time	9-11	Grants reduced by 25%
Half-time	6-8	Grants reduced by 50%
Less than half-time	1-5	Grants reduced by 75%

*The chart above demonstrates how most, but not all, grants would be adjusted.

Types of Financial Aid

Grants

Federal Pell Grant—Federal Pell Grants provide funding to students who meet certain eligibility criteria, according to federal guidelines. The amount awarded to students is determined by their Expected Family Contribution (EFC) and enrollment. Pell Grants are based on a student's enrollment level status.

Federal Supplemental Educational Opportunity Grant (FSEOG)--This Federal grant is for undergraduates with exceptional financial need. At OCCC, this grant is awarded to students with a 0 EFC until funds are exhausted. Students must be enrolled at least half-time (6cr) in an eligible program. FSEOG can be offered Fall through Spring terms.

Oregon Opportunity Grant—The Oregon Opportunity Grant is a State of Oregon grant awarded to eligible Oregon residents enrolled at least half-time (6 credits or more). Awards are adjusted based on a student's enrollment level status.

Oregon Promise Grant—Oregon Promise Grants is a State of Oregon grant available to recent high school graduates and GED completers. There are rolling application deadlines throughout the year. For more information about eligibility and application requirements, visit the Office of Student Access and Completion website at oregonstudentaid.gov.

Other Federal Financial Aid

Federal Work-Study (FWS)--FWS is designed to provide jobs for students with financial need to assist with paying for educational expenses. FWS is offered subject to funding availability to students who indicate an interest on their FAFSA, apply early, and who demonstrate need. FWS funds must be earned through part-time employment authorized by the Financial Aid Office. Students must be enrolled at least half-time (6 cr) in an eligible program. FWS can be offered Fall through Spring terms.

Students not eligible for grants or scholarships or requiring additional funds to meet educational expenses, may be eligible for student loans. Student loans are available to students and families to borrow money for assistance with funding educational needs.

Loans

Federal Direct Loan Program—The Federal Direct Loan is a funding source for students enrolled at least half time (6 credits or more) and is made available to students through the U.S. Department of Education. Direct Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. If a student qualifies for a subsidized loan the Federal government pays interest on the loan while the student continues to be enrolled at least half-time up to Federal Subsidized Usage Limit Amount. An unsubsidized loan is an additional resource, not awarded on the basis of need. Once disbursed, students receiving an unsubsidized loan are responsible for the accruing interest from the time the loan is disbursed until it is paid in full. Borrowers may choose to pay the interest or allow it to accumulate. If allowed to accrue, the interest will be capitalized—added to the principal amount—and will increase the amount to be repaid.

Nursing Loan—The Nursing loan is funded through the Department of Health and Human Services grant to OCCC. It is available on a funds available basis. If you have questions about the Nursing Loan, contact OCCC's Financial Aid Manager.

Private Student Loans--Private student loans often have higher interest rates than those offered by the federal government, so it could be better to explore the above options before considering a private loan. Oregon Coast Community College will certify alternative private loans. However, pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e) of the Truth in Lending Act, a lender must obtain a Private Education Loan Applicant Self-Certification signed by the applicant before disbursing a private education loan. Students should understand that free or lower-cost Title IV federal or student financial aid or scholarships may be available in place of a private education loan. Note: OCCC does not endorse or recommend any specific lender for Private Loans. Students are advised to do their research so they can make the best decision regarding their education.

Students loan amounts are limited annually and cumulatively by Federal regulations. Students are prohibited from borrowing more than their cost of attendance minus any other financial aid and scholarships received.

Financial Aid Satisfactory Academic Progress (SAP) Policy

What is Financial Aid Satisfactory Academic Progress (SAP)?

Federal regulations require that all students who receive financial aid must maintain satisfactory academic progress and work towards an eligible degree or certificate. Please note, due to additional federal requirements for students receiving financial aid, there are differences between OCCC's Academic SAP and Financial Aid Satisfactory Academic Progress (SAP) policies.

Purpose

The purpose of this policy is to describe OCCC's process for determining a student's eligibility for continued receipt of Title IV federal funds in accordance with federal requirements for financial aid satisfactory academic progress in compliance with the Higher Education Act of 1965, as amended (34 CFR 668.34).

This policy applies to all students enrolled in credit-bearing courses and, as required by federal regulations, is at least as strict as its academic progress standards for students enrolled in the same academic program who are not receiving federal Title IV financial aid.

To be eligible for financial aid, a student must make satisfactory academic progress (SAP) toward their degree or certificate. At the end of every term, Oregon Coast Community College will measure a student's SAP using the following criteria:

- Grade Point Average: Maintaining a 2.0 cumulative grade point average (GPA).
- Pace: Earning credit for at least 67 percent of the cumulative credits attempted.

If a student does not meet SAP standards, a notification will be sent to their OCCC email address.

Elements of SAP

Grade Point Average (GPA)

A student's GPA will be evaluated at the end of each term to ensure the 2.0 cumulative GPA requirements has been met. If a student's cumulative GPA is below 2.0, they have not met the requirement and will be notified of their financial aid SAP status by college email.

All graded courses, including repeated courses, taken at OCCC are included in GPA. The grades I, W, and NP are not included in GPA calculations. Additionally, transfer credits are not included in GPA and do not count towards meeting this criterion.

A student can reestablish their eligibility by raising their GPA to the required value. [If a student has been placed on SAP suspension but experienced mitigating circumstances, they can submit an appeal to the OCCC financial aid office.](#)

Pace

A student's pace of completion is the number of credits earned divided by the number of credits attempted. A student attempts credit when they take a college-level course and earns credit when they pass the course.

A student earns credit for grades of A, B, C, D, and P, and they do not earn credit for grades of W, I, NP, and F. Attempted credits include classes taken at OCCC for a grade as well as accepted transfer credits. Courses attempted, but assigned a W, I, NP, or F grades count as attempted, but not earned when pace is calculated.

If a student repeats a course, each repetition counts toward their attempted credits. For each course repetition, a student earns credit for grades A, B, C, D, and P, but not for W, I, NP, or F. Credit-bearing remedial coursework counts toward both attempted and earned credits. Non-credit remedial course work including ESOL courses will not be included in the SAP calculation.

A student's Pace is evaluated at the end of each term. If their pace is below 67 percent, they have not met the requirement and will be notified of their SAP status by college email. If a student has been placed on SAP suspension but has experienced mitigating circumstances, they can submit an appeal to the OCCC financial aid office.

SAP Statuses

Financial Aid Warning

If a student is in good standing and subsequently fails to meet either the GPA or Pace requirements, that student will be placed in Financial Aid Warning status for one term. Students on financial aid warning are eligible to receive Title IV funds.

A student in Financial Aid Warning status must meet both the GPA and Pace requirements at the conclusion of that warning term to move back to good standing. If one or both requirements are not met, the student will be placed on Financial Aid Suspension and will experience a loss of financial aid eligibility.

A first-time financial aid student who has prior academic history and has not completed at least 67 percent of total attempted credits with a minimum of 2.0 cumulative GPA will have a beginning financial aid SAP status of Warning.

A student may have more than one warning term over the course of their program if they have returned to good standing in between.

If a student does not meet financial aid SAP standards, a notification will be sent to their OCCC email address.

Financial Aid Suspension

If a student on warning does not meet SAP standards by the end of the term, the student will be placed on financial aid suspension.

A student on financial aid suspension is required to meet with their academic advisor to develop a learning contract and academic plan.

A student on financial aid suspension is required to submit their learning contract and academic plan with their financial aid suspension appeal.

Regaining Eligibility

There are two ways to regain eligibility for federal student aid:

- Improve academic performance until SAP requirements are met.
- Submit an appeal (see Appeal Process below).

If a student does not meet financial aid SAP standards, a notification will be sent to their OCCC email address.

Financial Aid Probation with a Learning Contract and Academic Plan

A student may be placed on probation for one term if they successfully appeal a financial aid suspension status. The Financial Aid Probation status is based on the professional judgment of the financial aid office where it is determined the student is likely to meet financial aid SAP standards by the end of the next term. A student is placed on financial aid probation when SAP has not been met due to a one-time or short-term event and the student has resolved the problem that caused the SAP failure. All suspension appeals must be submitted with a learning contract and academic plan detailing the courses required for the next three terms or for the student to complete their program of study.

While on financial aid probation, a student is eligible to receive Title IV aid. While on probation, a student must complete 67 percent of attempted credits for the term with a 2.0 cumulative GPA by the end of the term to meet the probationary status requirements. A student on probation who meets SAP standards at the end of the term will move to good standing.

If a student on probation does not meet SAP standards at the end of the term, a financial aid staff member will evaluate the student's academic progress for improvement of pace and cumulative GPA and to determine if the student has adhered to their learning contract and academic plan. As a result of this evaluation if the student has improved their pace, cumulative GPA, and adhered to their learning contract and academic plan, the student may continue with the status of academic probation.

If the student has not significantly improved their pace, cumulative GPA, and/or adhered to their learning contract and academic plan the student will be placed on financial aid suspension. Students in financial aid suspension are not eligible to receive financial aid. Students who have their financial aid suspended have the right to file a Satisfactory Academic Progress Appeal with the financial aid office.

Appeal Process

In order to complete a financial aid SAP appeal, a student must first meet with their academic advisor. When meeting with their academic advisor and preparing their appeal, a student must make sure to address the element(s) of SAP that are not being met and develop a learning contract and academic plan. A student must submit their financial aid appeal form, a signed and dated written statement, and learning contract with academic plan by the Thursday of week one of the term for which they are attempting to regain eligibility to receive Title IV funds. Financial aid appeals will be adjudicated by the Financial Aid Director and/or Financial Aid Specialist.

A student will be notified via their college email account of the outcome of their appeal, specifying approval or denial along with any additional conditions/requirements for this status (i.e. mandatory tutoring, mandatory advising check ins, or other activities that support a student's academic success). A student's appeal may be denied based on insufficient detail, documentation, or lack of evidence of any academic or personal difficulties being addressed or resolved.

Veterans Access, Choice and Accountability Act

Oregon Coast Community College complies with Public Law 113-146, the Veterans Access, Choice and Accountability Act of 2014, Section 702. As of July 1, 2015, the following individuals shall be charged the Oregon in-state rate or otherwise be considered a resident, for tuition and fees purposes:

- A veteran using educational assistance under either chapter 30 (Montgomery GI Bill® - Active Duty Program) or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in Oregon while attending a school located in Oregon (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in Oregon while attending a school located in Oregon, (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

- Anyone described above while he/she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Oregon while attending a school located in Oregon, (regardless of his/her formal state of residence).
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in Oregon while attending a school located in Oregon, (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

Veterans Services

Veterans Services

Layton Spence, Veteran's Liaison

(541) 867-8503

The Veteran Services Liaison 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 the enrollment services coordinator and complete and submit an official transcript evaluation request. 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 Benefits until transfer credit evaluation is complete.

Student Accounts

Educational Tax Credits and 1098T Forms

The American Opportunity (Hope Credit extended) and the Lifetime Learning Credit are education credits that can help offset the costs of education. To determine your eligibility please consult your tax adviser. OCCC staff cannot help with tax related questions. If you plan to claim an educational tax credit, your tax identification number (TIN) or social security number (SSN) is required for tax reporting. 1098T forms will be available online through [My.OregonCoast](#) for students who sign up for electronic access. Paper forms will be mailed the last week of January for students that do not sign up for electronic access. Contact Student Accounts at 541-867-8551 for more information.

Installment Payment Plan

<http://www.oregoncoast.edu/student-accounts/>

The College offers the Installment Payment Plan to help students meet tuition expenses more easily. Students can arrange for a payment plan with Student Accounts at 541-867-8551. Any student may participate in the Installment Payment Plan, except those noted below.

For students who qualify, the following conditions apply:

A \$20 processing fee will be charged.

A minimum payment of 1/3 plus the \$20 processing fee must be made by the payment deadline each term.

The remaining balance, after down payment, will be divided into two equal installments. A late payment charge of \$25 will be added to the outstanding balance for each installment that is not made by the due date. Any balance remaining on the last day of the term may immediately be referred to a collection agency, the Oregon Department of Revenue, or an attorney for collection. Collection and/or attorney fees will be added to the outstanding balance.

Any balance due may be deducted from all financial assistance or scholarships awarded. Students will not be allowed to register for subsequent terms until their account is paid in full.

NOTE: The Installment Payment Plan is not available to:

Students receiving full funding from financial assistance, scholarships, or alternate source.

Students owing less than \$100.

Paying for College

OCCC believes in providing access to an affordable, quality education. The tuition and fees at OCCC are very affordable--about half of what they are at an Oregon public university. OCCC also offers many resources to help pay for college. Students can do most of their college business online, which improves access and saves students time.

How much does it cost to go to OCCC?

Tuition for residents is \$121 per credit. Most classes are 1 to 4 credits each.

Example budgets for tuition, fees, and books:

half-time student (6 credits): about \$950 per term

full-time student (12 credits): about \$1900 per term

See full details on the [tuition and fees webpage](#).

Need help paying for classes?

There are several ways to get help paying for classes:

Financial Aid

The first step is to fill out the [FAFSA](#). See the rest of the steps here: <https://oregoncoast.edu/getting-started/>.

Scholarships

See scholarship options on the [scholarships webpage](#).

Veterans

Check in with the Financial Aid Specialist (finaid@oregoncoast.edu or 541-867-8503) for more information about using veterans educational benefits or view the [veterans' benefits webpage](#).

Payment Plans

Spread the cost into affordable payments with a payment plan. See details on the [Student Accounts webpage](#).

Ready to pay for classes?

To see how much what is owed to OCCC.

Login to [My.OregonCoast](#) and choose "Account Payment."

How to pay

Login to [My.OregonCoast](#) and choose "Account Payment."

Call Student Accounts at 541-867-8151.

Pay in-person at Student Services in Newport or Lincoln City during regular business hours.

Set up a payment plan or make arrangements for another person or organization to pay on your behalf by contacting Student Accounts at 541-867-8151.

When to pay

View payment deadlines on the [academic calendar](#).

Payment by Financial Aid or Agency Billing

<http://www.oregoncoast.edu/student-accounts/>

Financial aid is available to qualified students and is a resource to pay educational expenses. Students with financial aid are subject to the same registration, refund, and credit terms extended to other students. If funds received from the financial aid offer are greater than the enrollment costs, payment of the balance will be made to the student via BankMobile and the refund preference selected by the student. If anticipated financial aid funds are not received, the student is responsible for payment of any monies owed to the College. Financial Aid questions may be addressed to Financial Aid at 541-867-8503. Payment by a sponsoring agency or a scholarship from an outside agency is a resource to pay educational expenses. A student receiving assistance from a non-OCCC entity is subject to the same registration,

refund, and credit terms extended to other students. It is the student's responsibility to provide written agency authorization of funds available to the Business Office by the time of registration. Students with questions regarding outside scholarships or agency payments may call the Student Accounts at 541-867-8551.

Payment Policies

<http://www.oregoncoast.edu/student-accounts/>

By registering for a class at Oregon Coast Community College, students incur a legal obligation to pay all tuition, fees, and any other charges relating to enrollment, even if the charges are being paid by another party. Unless students officially drop courses within the full refund period each term, they are obligated to meet the payment deadline found on the [academic calendar](#).

Cash, personal checks (payable to OCCC), American Express, MasterCard, and VISA are accepted. A deferred tuition plan is available*. See Installment Payment Plan below for more information.

Returned (non-sufficient funds-NSF) checks pose special processing problems. A \$25 charge will be assessed for returned checks. NSF checks will not be returned to a bank for payment. Students will be notified by the Business Office when an NSF check is presented to the College. At this time students will have five (5) days to clear the debt, or the College will withdraw the student from classes. Returned checks must be made "good" with cash, money order, or cashier's check. Uncollected checks will be assessed additional fees (up to \$50 per check) and submitted to a collection agency. The first NSF check incident will result in a six (6) month suspension of payment-by-check privileges. A second incident will result in a complete loss of payment-by-check privileges. If the error was caused by a bank, a letter from the bank stating this fact must be presented to the College.

All monies owed to the College for previous terms must be paid before a student can register for the current term.

*Students need to clear any outstanding financial obligations owed to the College, and return any overdue library books before the end of the term. Students with past-due debts payable to OCCC or to Portland Community College will not be allowed to register until the balance is paid. An unsatisfactory credit history via OCCC will prevent eligibility for a deferred tuition payment plan or other institutional financial assistance.

Refund Policy

<http://www.oregoncoast.edu/student-accounts/>

To receive a refund, students must drop their class(es) by the date stated on the academic calendar. If paid with a credit card, refunds will be issued to the same card. All other refunds will be processed via BankMobile. Students may contact Student Accounts at 541-867-8551 with any questions.

When a financial aid recipient officially drops from OCCC within the refund period, their financial aid offer is typically adjusted to reflect their new enrollment level. Should a student have unique circumstances that result in courses being removed from their schedule where their financial aid has already disbursed, then the full amount of tuition refund will be credited to the appropriate federal, state and/or institutional accounts. Students should check with the financial aid specialist regarding how dropping or withdrawing from classes will impact their financial aid.

Withdrawal from workshops and one-day seminars must occur before the date of the class to be eligible for a refund.

Tuition & Fees Effective 2021-22

<http://www.oregoncoast.edu/tuition-and-fees/>

Tuition & Fees Schedule

Charge Type	Amount
	\$121 / credit
Tuition*	
	Other tuition and fees may be charged for specialized courses and programs such as Aquarium Science , EMT , Nursing , special workshops, and higher-cost training and instruction.
Out-of-State Tuition	\$230 / credit
College Services Fee	\$8.25 / credit
Student Services Fee	\$1.50 / credit
Student Government Fee	\$.25 / credit
Technology Fee	\$12 / credit
Art Courses	\$35 and up / course
Computer Courses	\$28 and up / course
Science Courses	\$20 and up / course
Online Fees	\$12.50 / credit
Deferred Tuition Contract	\$20 / term
Late Payment Fee	\$50 / term
Accuplacer Placement Test	\$15
Accuplacer Placement Test-Retest	\$5 per subject
Basic Skills (ABE/GED/ESOL)	\$20 / class
GED Test (paid to Pearson-Vue)	\$38 initial fee per test. GED consists of four tests.
GED Retest (paid to Pearson-Vue)	\$10 per subject

**Other fees may be included to reflect costs associated with instruction, such as Aquarium Science, Art, laboratories, EMT (Emergency Medical Technology), Nursing, Community Education & SBDC classes and workshops, and higher-cost training and instruction. Fees help to cover classroom rental, equipment and related instructional costs. Fees are subject to change without notice. Scholarships are available. Call Student Services at 541-867-8501 for more information.*

Student Resources

Academic Advising

<https://www.oregoncoast.edu/advising/>

OCCC advisors help students maximize their college experience, whether they are a new student, returning student, or are currently enrolled. Academic advising is required on a term by term basis to ensure student success.

Academic advisors support students' intellectual growth, empower students to clarify and attain their academic and professional goals, foster student retention, and promote student success

Make an academic advising appointment for information regarding:

- Academic program options
- Academic concerns
- College success resources
- Degree requirements
- Educational planning
- Career planning
- Financial aid time frame and satisfactory
- Academic progress appeals
- Policies and procedures
- Transfer programs
- Reviewing unofficial transcripts

Your College Store (Bookstore)

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.

Career and Transfer Readiness Center

<http://www.oregoncoast.edu/careerandtransfer/>

Oregon Coast Community College Student Services offers career planning and job search services. Individual appointments can be made to help students with career decision making, program planning, resumes, cover letters, and job searches. An Academic Advisor can assist you in exploring and planning career and transfer paths that are right for you. Use the online scheduling tool at <https://www.oregoncoast.edu/advising/> to make an appointment with an Academic Advisor.

Services for Students with Disabilities

<http://www.oregoncoast.edu/disabilities/>

Oregon Coast Community College is committed to providing equal opportunities for students with disabilities throughout the College community. Students with documented disabilities are entitled to reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The College's philosophy is to maximize student independence and self-reliance by providing a variety of support options to assist students in achieving their educational and/or vocational objectives. To initiate support services, students should contact the Vice President Student Affairs at 541-867-8501 and submit documentation of their disabling condition(s) to the Vice President Student Affairs. It is the student's responsibilities to self-identify and make the request for accommodative services in a timely manner.

All questions regarding accommodations should be directed to the Vice President Student Affairs.

Distance Education

<http://www.oregoncoast.edu/distance-education/>

OCCC offers Distance Education (DE) classes taught by OCCC instructors. Students register for these classes in their My.OregonCoast account in the same way they register for all other classes. Early registration is critical as online classes fill quickly.

Distance Education Textbooks:

Textbooks for online courses taught by OCCC faculty may be purchased at the OCCC bookstore. Call the OCCC bookstore at 541-867-8523 for more information.

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.

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

Testing Services

<https://www.oregoncoast.edu/academic-services/>

Placement Testing

The placement test covers writing and reading. Academic advisors use the results to ensure that students are placed in appropriate class levels to ensure they have a successful college experience.

The need to take the placement test will be determined by an academic advisor. New students need to make an appointment to speak with an academic advisor before making a testing appointment. When meeting with an academic advisor, please bring your GED transcript or high school transcripts, if possible. If you have taken college-level courses, please bring college transcripts as well.

The placement test is offered regularly at the Central County Campus in Newport and periodically at the North County Center in Lincoln City. Because seating is limited, appointments are necessary. Please call Student Services at 541-867-8501 or the Testing Center at 541-867-8505 for additional information, the current testing schedule and to make an appointment. For testing in Lincoln City please call 541-996-6222, 541-867-8501 or 541-867-8505. The current testing fee is \$15 and the retest fee is \$5 for each subject area. The testing fees are payable the day of testing.

Only students participating in the assessment are allowed in the testing room. No food or beverages are allowed in the testing room, and children are not allowed to accompany their parents nor are they allowed to be left unattended in the waiting area. Due to the structure of the assessment, late arrivals cannot be accommodated. Students considering retesting should speak with an academic advisor.

OCCC provides reasonable accommodation for students with documented disabilities to facilitate academic success. Please call the Dean of Students at 541-867-8511 before testing to discuss possible options.

ALEKS Placement Test/Math Review

Oregon Coast Community College now uses ALEKS for math placement. ALEKS is founded on groundbreaking research in mathematical cognitive science known as Knowledge Space Theory. ALEKS is also an exciting new way to study math at OCCC. ALEKS begins with a placement test that determines what you do or don't know in a math course – individually by topic. This means that time will not be wasted working on skills that you have already mastered.

Students are given six months to work in an individualized prep and learning module that can be used to prepare for a higher-level course – saving students time and money!

Testing Services – Other

General Education Development (GED) Testing OCCC offers GED preparatory classes and GED testing. GED preparatory classes are offered at a variety of times at the North Center and Central Campus. The fee is \$20 per class. Please check the class schedule for current locations and times.

The GED test consists of four separate test subjects: Reasoning Through Language Arts (150 minutes), Mathematical Reasoning (120 minutes), Science (90 minutes) and Social Studies (75 minutes). To obtain the GED, candidates must score 145 or above on each of the four tests for a minimum overall battery average of 580. The testing fee is \$38 per test and \$10 for each retest. A testing candidate will be able to take two retests (per year), per subject area for a total of 8 tests.

To be eligible to take the GED examinations, candidates must be at least 16 years old. Candidates under 18 years old must have an Exemption from Compulsory Attendance Form from the last high school attended or the GED Authorization Letter and Parent Assurance Form for the GED Options program. These forms must be provided to the Testing Center before any tests can be taken. In addition to the underage requirements, all candidates must present valid government-issued photo identification at each testing session. For additional information on GED testing, please contact the College's Testing Center at 541-867-8505.

Proctoring

The College's Testing Center offers proctoring services for distance education courses (online), missed in-class examinations, students needing special accommodations, state licensing/certification, and NCRC certification. Non-OCCC affiliated testing services (online exams) will require proctoring fees. Students needing proctoring services should call the Testing Center at 541-867-8505.

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](#).

General Education Requirements - Arts & Letters

The General Education credits must come from the approved OCCC General Education/Discipline Studies List.

In order to ensure a breadth of learning, which is the cornerstone of the General Education requirements, the following limitations apply:

1. Courses taken to satisfy the basic college competencies in composition and mathematics will not be accepted.
2. For AAS Degrees, no more than two courses may come from courses required by specific programs.*
3. When an existing course meeting a General Education requirement is expanded into a multi-course sequence with the same course number with varying suffixes (e.g., 101 becomes 101a, 101b, 101c), any course in the sequence may be used to meet the General Education requirement. However, an individual student may use only one course in the sequence toward fulfillment of the requirement, even if the student takes multiple courses in the sequence.

*Note: Because of these restrictions, it is possible that a course is acceptable as General Education for some students while it is not acceptable for others. Degree candidates who are unsure of how the General Education Policy applies to their individual cases are responsible for seeking help from an advisor or counselor.

The complete and official list of courses approved as General Education/Discipline Studies is maintained by the Instructional Leadership Team.

Criteria for General Education/Discipline Studies Course Approval are developed by the Instructional Leadership Team based on the General Education Philosophy statement and the statewide outcomes and criteria for Discipline Studies for the AAOT.

Arts & Letters Course List

Course	Title	Cultural Literacy
ART 102	Understanding the Visual Arts	
ART 103	Understanding New Media Arts	
ART 115	Basic Design: 2D Foundations	
ART 116	Basic Design: Color Foundations	
ART 117	Basic Design: 3D Foundations	
ART 131A	Drawing I	
ART 181A	Painting I	
ART 197	Artist Skills/Practical Issues	
ART 204	History of Western Art (Prehistoric to Classical)	
ART 205	History of Western Art (Early Christian to Medieval)	
ART 206	History of Western Art (Renaissance to Baroque)	
ART 207	History of Asian Art (India)	√
ART 208	History of Asian Art (China)	√
ART 209	History of Asian Art (Japan)	√
ART 210	Women in Art	√
ART 213	Modern Art History - Art Since 1945	
ART 231A	Drawing II	
ART 237A	Life Drawing	
ART 253A	Ceramics I	
ART 256A	Ceramics II	
ART 277A	Life Painting	
ART 279A	Experimental Media	
ART 281A	Painting II	
ART 284A	Water Media I	
ART 287A	Water Media II	
COMM 100	Introduction to Communication	
COMM 111	Public Speaking	
COMM 112	Persuasive Speaking	
COMM 140	Introduction to Intercultural Communication	√
COMM 214	Interpersonal Communication: Process and Theory	
COMM 215	Small Group Communication: Process and Theory	
COMM 228	Mass Communication and Society	
ENG 104	Introduction to Literature (Fiction)	
ENG 105	Introduction to Literature (Plays)	
ENG 106	Introduction to Literature (Poetry)	
ENG 107	Introduction to World Literature (Up to 16th-Century)	
ENG 108	Introduction to World Literature (16th-Century to Present)	
ENG 195	Film Studies: Film as Art	
ENG 196	Film Studies: Directors	
ENG 197	Film Studies: Contemporary Themes and Genres	
ENG 201	Shakespeare: Early Works	
ENG 202	Shakespeare: Later Works	
ENG 204	Survey of English Literature (Medieval Age to 1700s)	
ENG 205	Survey of English Literature (1700 to Present)	
ENG 207	World Literature - Asian (India)	√
ENG 208	World Literature - Asian (China)	√
ENG 209	World Literature - Asian (Japan)	√
ENG 212	Biography and Autobiography	
ENG 213	Latin American Literature	√

ENG 214	Literature of the Northwest	
ENG 216	Teen and Children's Literature	
ENG 222	Images of Women in Literature	✓
ENG 230	Environmental Literature	
ENG 237	Working-Class Literature	✓
ENG 240	Introduction to Native American Literatures	✓
ENG 244	Introduction to Asian-American Literature	✓
ENG 250	Introduction to Folklore and Mythology	✓
ENG 253	American Literature to 1865	
ENG 254	American Literature from 1865	
ENG 257	African American Literature (to the Harlem Renaissance)	✓
ENG 258	African-American Literature (from the Harlem Renaissance)	✓
ENG 260	Introduction to Women Writers	✓
ENG 261	Literature of Science Fiction	
ENG 265	Literature of Social Protest	
ENG 266	Literature of War	✓
ENG 269	Wilderness Literature	
ENG 275	The Bible as Literature	
J 216	News Reporting and Writing	
JPN 261A	Japanese Culture	✓
MUS 105	Music Appreciation	
MUS 108	Music Cultures of the World	✓
MUS 110	Fundamentals of Music	
MUS 111	Music Theory I (Part One)	
MUS 205	Introduction to Jazz History	✓
MUS 206	Introduction to the History of Rock Music	
MUS 207	Introduction to the History of Folk Music	✓
PHL 202	Ethics	
PHL 209	Business Ethics	
R 210	World Religions	✓
SPA 201	Second Year Spanish - First Term	
WR 240	Creative Writing - Nonfiction	
WR 241	Creative Writing - Fiction	
WR 242	Creative Writing - Poetry	
WR 246	Advanced Creative Writing, Editing & Publishing	
WS 202	Women, Activism and Social Change	✓

General Education Requirements - Science, Math, & Computer Science

The General Education credits must come from the approved OCCC General Education/Discipline Studies List.

In order to ensure a breadth of learning, which is the cornerstone of the General Education requirements, the following limitations apply:

1. Courses taken to satisfy the basic college competencies in composition and mathematics will not be accepted.
2. For AAS Degrees, no more than two courses may come from courses required by specific programs.*
3. When an existing course meeting a General Education requirement is expanded into a multi-course sequence with the same course number with varying suffixes (e.g., 101 becomes 101a, 101b, 101c), any course in the sequence may be used to meet the General Education requirement. However, an individual student may use only one course in the sequence toward fulfillment of the requirement, even if the student takes multiple courses in the sequence.

*Note: Because of these restrictions, it is possible that a course is acceptable as General Education for some students while it is not acceptable for others. Degree candidates who are unsure of how the General Education Policy applies to their individual cases are responsible for seeking help from an advisor or counselor.

The complete and official list of courses approved as General Education/Discipline Studies is maintained by the Instructional Leadership Team.

Criteria for General Education/Discipline Studies Course Approval are developed by the Instructional Leadership Team based on the General Education Philosophy statement and the statewide outcomes and criteria for Discipline Studies for the AAOT.

Science, Math, & Computer Science Course List

Course	Title	Lab Science
BI 101	Biology	✓
BI 102	Biology	✓
BI 103	Biology	✓
BI 112	Cell Biology for Health Occupations	✓
BI 141	Habitats: Life of the Forest	✓
BI 142	Habitats: Marine Biology	✓
BI 143	Habitats: Fresh Water Biology	✓
BI 211	Principles of Biology 1	✓
BI 212	Principles of Biology 2	✓
BI 231	Human Anatomy & Physiology I	✓
BI 232	Human Anatomy & Physiology II	✓
CH 151	Preparatory Chemistry	✓
CH 221	General Chemistry I	✓
CH 222	General Chemistry II	✓
CH 223	General Chemistry III	✓
CS 160	Exploring Computer Science	
ESR 171	Environmental Science: Biological Perspectives	✓
ESR 172	Environmental Science: Chemical Perspectives	✓
ESR 173	Environmental Science: Geological Perspectives	✓
FN 110	Personal Nutrition	
G 184	Global Climate Change	✓
G 201	Earth Materials and Tectonics	✓
G 202	Earth Surface Processes	✓
G 203	Evolution of Planet Earth	✓
G 207	Geology of the Pacific Northwest	
G 208	Volcanoes and Their Activity	
GS 106	Physical Science (Geology)	✓
GS 107	Physical Science (Astronomy)	✓
GS 108	Physical Science (Oceanography)	✓
GS 109	Physical Science (Meteorology)	✓
MTH 105	Math in Society	
MTH 111	College Algebra	
MTH 112	Elementary Functions	
MTH 211	Foundations of Elementary Math I	
MTH 212	Foundations of Elementary Math II	
MTH 213	Foundations of Elementary Math III	
MTH 243	Statistics I	
MTH 244	Statistics II	
MTH 251	Calculus I	
MTH 252	Calculus II	
MTH 253	Calculus III	
MTH 254	Vector Calculus I	
PHY 101	Force, Motion, and Energy	✓
PHY 102	Atoms, Matter, and Heat	✓

PHY 103	Sound, Light, and Electricity	✓
PHY 201	General Physics	✓
PHY 211	General Physics (Calculus) I	✓

General Education Requirements - Social Sciences

The General Education credits must come from the approved OCCC General Education/Discipline Studies List.

In order to ensure a breadth of learning, which is the cornerstone of the General Education requirements, the following limitations apply:

1. Courses taken to satisfy the basic college competencies in composition and mathematics will not be accepted.
2. For AAS Degrees, no more than two courses may come from courses required by specific programs.*
3. When an existing course meeting a General Education requirement is expanded into a multi-course sequence with the same course number with varying suffixes (e.g., 101 becomes 101a, 101b, 101c), any course in the sequence may be used to meet the General Education requirement. However, an individual student may use only one course in the sequence toward fulfillment of the requirement, even if the student takes multiple courses in the sequence.

*Note: Because of these restrictions, it is possible that a course is acceptable as General Education for some students while it is not acceptable for others. Degree candidates who are unsure of how the General Education Policy applies to their individual cases are responsible for seeking help from an advisor or counselor.

The complete and official list of courses approved as General Education/Discipline Studies is maintained by the Instructional Leadership Team.

Criteria for General Education/Discipline Studies Course Approval are developed by the Instructional Leadership Team based on the General Education Philosophy statement and the statewide outcomes and criteria for Discipline Studies for the AAOT.

Social Sciences Course List

Course	Title	Cultural Literacy
ATH 101	Introduction to Biological Anthropology	
ATH 102	Introduction to Archaeology and Prehistory	
ATH 103	Introduction to Cultural Anthropology	
BA 208	Introduction to Nonprofits & Philanthropy	
EC 201	Principles of Economics: Microeconomics	
EC 202	Principles of Economics: Macroeconomics	
GEO 106	World Regional Geography	✓
GEO 206	Geography of Oregon	✓
HEC 226	Child Development	
HST 101	History of Western Civilization: Ancient to Medieval	✓
HST 102	History of Western Civilization: Medieval to Modern	✓
HST 103	History of Western Civilization: Modern Europe	✓
HST 104	History of the Middle East	✓
HST 105	History of India and South Asia	✓
HST 106	History of China	✓
HST 107	History of Korea and Japan	✓
HST 201	History of the United States to 1840	✓
HST 202	History of the United States 1840-1914	✓

HST 203	History of the United States 1914 to Present	✓
HST 204	History of Women in the U.S.: Pre-colonial to 1877	✓
HST 205	History of Women in the U.S.: 1877 to Present	✓
HST 218	American Indian History	✓
HST 225	History of Women, Sex, and the Family	✓
HST 240	Oregon History	✓
HST 270	History of Mexico	✓
HST 271	History of Central America and the Caribbean	✓
HST 277	History of the Oregon Trail	✓
HST 285	The Holocaust	✓
PS 201	U.S. Government	
PS 202	U.S. Public Policy & Democracy	
PS 203	State and Local Government	
PS 205	Global Politics: Conflict & Cooperation	✓
PSY 101	Psychology and Human Relations	
PSY 201A	Introduction to Psychology - Part 1	✓
PSY 202A	Introduction to Psychology - Part 2	✓
SOC 204	Sociology in Everyday Life	✓
SOC 205	Social Changes in Societies	
SOC 206	Social Problems	✓
SOC 213	Diversity in the United States	✓
SOC 214A	Illumination Project I: Interactive Social Justice Theater	✓
SOC 214B	Illumination Project II: Interactive Social Justice Theater	✓
SOC 214C	Illumination Project III: Interactive Social Justice Theater	✓
SOC 218	Sociology of Gender	✓

General College Policies and Procedures

Animals on Campus

Animals present must be for legitimate instructional purposes or necessary as guide animals or guide animals in training.

Children on OCCC Properties

Children are welcome on Oregon Coast Community College campuses and properties in appropriate situations and while actively supervised by a parent, guardian, or responsible adult. This statement outlines the College's approach to ensuring that reasonable steps are taken to protect the study and work environment of the College, and the health, safety, and liability issues associated with children on OCCC properties.

SCOPE

This statement applies to minor children under the age of 16 who are not officially enrolled in classes or employed by the College. It does not apply to school field trips, and approved programs including, but not limited to productions, art programs, and other events targeted to children. Students under the age of 16 who are officially admitted, and who have completed the Underage Admission process have the same rights, responsibilities and privileges of any other student in the classroom and on college properties.

APPLICATION

The College seeks to provide an adult learning environment which is conducive to study and work. Children must be actively supervised by their parent, guardian, or responsible adult at all times when they are on college properties. College staff, faculty, and administrators have the responsibility to direct the removal of a child in accordance with the "responsibilities of OCCC staff and instructors" section of this statement. Due to safety and liability issues, except as otherwise defined, under no circumstances may unsupervised children be on college properties, including playing,

roaming, and occupying campus grounds or buildings. Any college employee who finds an unaccompanied child on college properties should inform the Dean of Students and/or the Facilities & Public Safety Manager of the location of the child.

RESTRICTED AREAS

Children cannot be allowed in areas where their presence is disruptive to the adult learning environment or where health, safety, and liability risks are identified. Areas in which children are NOT permitted include:

- Testing centers
- Classrooms
- Laboratories and laboratory preparation areas
- Scientific, technical and maintenance work spaces
- Fine or performing arts work spaces or studios
- Areas that contain hazardous chemicals, machinery or equipment
- Commercial kitchens and other food preparation areas

Other areas may be identified as unsuitable for children as a result of a risk assessment and supervisors of the respective areas are required to inform staff and students of requirements or restrictions.

RESPONSIBILITY OF THE COLLEGE

- To provide an adult learning environment conducive to study and work for all students, staff and visitors.
- To provide a healthy and safe study and work environment for all students, staff and visitors and to comply with legislative requirements.
- To take reasonable steps to assist students, staff and visitors who may have special needs to enable access to facilities and services.

RESPONSIBILITIES OF PEOPLE BRINGING CHILDREN INTO THE COLLEGE

- To take reasonable steps to safeguard the health and safety of the children in their care while on college properties.
- To consider the potential risk to the health and safety of others that may come with bringing children into the College environment and to take reasonable steps to safeguard against those risks.
- To be responsible for the behavior of the children in their care, so as not to disrupt, inconvenience or endanger staff, students or other visitors.

RESPONSIBILITIES OF OCCC STAFF AND INSTRUCTORS

- To direct removal of a child in accordance with this statement if: The child's health or safety is at risk;
- The child is presenting a health, safety or liability risk to property or others;
- The child's behavior is causing undue disruption to the work of students or staff; or
- The presence of a child is unsuitable.

In the case of public areas, any member of staff on duty has the authority to direct that children be removed from the area. Concerns and complaints regarding this statement will be adjudicated by the Dean of Students.

Computers and Computer Viruses

Oregon Coast Community College is not responsible for loss of student work, data, software, or hardware caused by computer viruses or any malfunction of college computers, including all computer hardware and software. The College is not responsible for data files left on college computer hard drives.

The College Computer and Network systems are the sole property of Oregon Coast Community College. They may not be used by any person without the proper authorization of the College. The Computer and Network systems are for College instructional and work-related purposes only.

This policy applies to all College students, faculty, and staff and to others granted use of College information resources. This policy refers to all College information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes. The complete policy is available online at <https://oregoncoast.edu/wp-content/uploads/2021/03/AP-3720-Technology-Acceptable-Use-Policy-3.10.21.pdf>

Computer Use Guidelines for Public Access Computers

OCCC's has computers in public areas of the college. These computers are available for use by the general public (people not enrolled in classes or affiliated with the College's instruction or operation. Use of computers in public areas is subject to limitations depending on demand levels by users affiliated with the College. The College reserves the right to limit access to these computers as needed.

The College Computer and Network systems are the sole property of Oregon Coast Community College. They may not be used by any person without the proper authorization of the College. The Computer and Network systems are for College instructional and work-related purposes only.

This policy applies to all College students, faculty, and staff and to others granted use of College information resources. This policy refers to all College information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes. The complete policy is available online at <https://oregoncoast.edu/wp-content/uploads/2021/03/AP-3720-Technology-Acceptable-Use-Policy-3.10.21.pdf>

Communication Policy

Oregon Coast Community College will use electronic communication methods to conduct official and legal college business. Communication to OCCC students via electronic communication methods will speed the delivery of information. Every student and employee is given the appropriate account(s) to access these communications.

Recipients are expected to read all electronic communications from the College to their sent to their oregoncoast.edu email account(s). Recipients will be expected to read all electronic communication related to OCCC business and when necessary take action as a result of communications received from the College. It is expected that students will monitor their email accounts often to receive the most up-to-date information from the College.

Conflict Resolution/Grievance Procedure

I. Purpose

When there is a difference of opinion regarding college procedures, policies, decisions, values, or treatment, students at OCCC are encouraged to seek resolution with the individual the conflict exists with, or his/her supervisor. **Please note, this requirement does not apply in cases of alleged sexual harassment, sexual misconduct or discrimination.** In those cases, the student should contact the Vice President of Student Affairs, Andres Oroz, 541-867-8511, andres.oro@oregoncoast.edu or Director of Human Resources, Joy Gutknecht, 541-867-8515, joy.gutknecht@oregoncoast.edu 400 SE College Way, Newport, OR 97366

II. Grievance Procedure

Grievance issues should be resolved in a timely manner. In order to assure this, time restrictions are a part of each step. If a student grievant misses a deadline, the process is considered to be terminated. If college personnel fail to meet a deadline, the grievance is forwarded automatically to the President for resolution. The timelines can be extended by mutual agreement between the involved parties at any time. Timelines start when written materials are submitted to the Vice President of Student Affairs.

Step 1: Informal Grievance Procedures for Conflict Resolution with Students/Faculty/Staff Members

1. The student is encouraged to discuss the problem with the faculty, staff member, or student directly involved within ten (10) working days of the event's occurrence.
2. If the student chooses not to discuss the problem with the other party, or the problem is not resolved during the discussion, student should begin the formal grievance procedures.

Step 2: Formal Grievance Procedures

1. If the problem cannot be resolved informally, as described in Step1 above, or if the student chooses not to discuss with problem with the other party, the student may file a college Grievance Form. Grievance Forms are available [online](#) or at OCCC Student Affairs counter and all other OCCC centers. The completed form must be turned in to the Vice President for Student Affairs' Office within ten (10) working days of meeting with the faculty/staff/student or the event's occurrence. If the grievance is focus against the Vice President of Student Affairs, students should direct their grievance to the President.
2. Within ten (10) working days of receipt of the formal written grievance form, the Vice President for Student Affairs will contact all involved parties and will investigate the grievance.
3. The Vice President for Student Affairs shall issue a written decision to all parties involved within ten (10) working days of receipt of the student's grievance.

Step 3: Appeal of Vice President for Student Affairs' Decision

1. If the student does not accept the decision of the Vice President for Student Affairs, the student may submit a written appeal to the President within ten (10) working days of receipt of the decision of the Vice President of Student Affairs.
 1. The student must present all evidence in writing, including a copy of the original grievance form and previous decisions in the matter reached at lower levels of the process.
 2. The student must also submit a written statement which explains why the decision of the Vice President for Student Affairs was unsatisfactory, and which thoroughly describes a specific, requested remedy to the grievance.
2. Within ten (10) working days of receipt of the appeal from the student, the President shall meet with the student regarding the student's grievance and:
 1. make a summary decision; or
 2. remand the issue to the College Appeals Committee.

At the President's discretion, the issues may be remanded to the College Appeals Committee. The Committee will review the facts of the issue and make a recommended decision for the President's review and approval. The College Appeals Committee shall consist of the following people: two (2) staff members selected by the President; two (2) students selected by the Associated Student Government of OCCC; and two (2) persons representing faculty designated by the College.

Step 4: Final Decision

At the conclusion of Step 3 above, as determined by the discretion of the President, the President shall issue a written decision on the grievance to all parties involved within ten (10) working days of the meeting with the student. The decision of the President is final and not subject to further appeal.

Crime Awareness and Campus Security

The Crime Awareness and Campus Security Act of 1990 requires all colleges to distribute to students and employees current policies and procedures for campus security, reporting procedures, and a summary of criminal violations in previous years. The report applies to on-campus violations only. These reports are available from the Facility Manager and on our website.

Oregon Coast Community College- Newport has an after hours on-campus security officer present from 5:30pm to 9:30pm. If a major problem or incident should occur, the services of local law enforcement agencies will be utilized.

Oregon Coast Community College encourages students to take personal responsibility for their own safety and for the safety of others. Students are urged to keep their cars locked, to keep track of their personal belongings at all times, to park in well lighted areas, and to walk to their parked cars with someone they know.

Directory Information

Background:

The federal Family Educational Rights and Privacy Act (FERPA) requires that Oregon Coast Community College, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information (PII) from the student's education records. However, Oregon Coast Community College and other educational institutions may disclose what the College (OCCC) has defined as "directory information" without written consent, unless the student has advised the College (OCCC) to the contrary in accordance with Oregon Coast Community College procedure.

Purpose:

One purpose of directory information is to allow Oregon Coast Community College to include information from student education records in certain college publications, or to local news media to recognize student achievements and awards. Examples include, but are not limited to:

- A list of OCCC graduates, their degrees/certificates completed, and awards received, provided to local newspapers;
- Publication of student achievement of honors and President's/Deans' List awards;
- Publication of graduation programs;
- Recognition of scholarship recipients.

Under FERPA law, student directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent. Outside organizations to whom Oregon Coast Community College may release student directory information include, but are not limited to,

- Employers considering students for interviews, seeking verification of degrees/certificates completed or in progress;
- Other institutions of higher education;
- Local agencies to provide confirmation of student status for housing requests.

OCCC Definition of Student Directory Information:

In recognition of its responsibility to protect both the family privacy and the safety of its students, Oregon Coast Community College defines and limits directory information to include only the following student information:

- Student's name
- Major field of study
- Dates of attendance
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Grade level
- Degrees, honors, and awards received

Student Directory Information Opt-out Procedure:

If a student does not want Oregon Coast Community College to disclose any or all of the types of information designated above as directory information from their education records without their prior written consent, the student must notify the Registrar at Oregon Coast Community College by using the opt-out provisions within the FERPA/Student Directory Information/Solomon Amendment notification sent to students each term, or by completing the OCCC Student Directory Information Opt-out Form. Student opt-outs must be received by the date specified within the notification. Student forms can be found on the [Student Forms webpage](#).

FERPA (Family Education Rights and Privacy Act)

Also seen on the OCCC website at [Student Records and FERPA](#).

Notification of Rights under FERPA for Oregon Coast Community College (OCCC) Students

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Oregon Coast Community College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask OCCC to amend a record should write the OCCC Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If OCCC decides not to amend the record as requested, OCCC will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before OCCC discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without

OCCC discloses education records without a student’s prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official typically includes a person employed by OCCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of OCCC who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another College official in performing his or her tasks. A College official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for OCCC.

Upon request, the College also discloses education records to officials of another school or college in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the OCCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202

The Family and Educational Right to Privacy Act (FERPA) permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations.

Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to maintain a record of the disclosure. Eligible students have a right to inspect and review the record of disclosures.

In accordance and compliance with these FERPA provisions for higher education institutions, Oregon Coast Community College discloses PII from education records without obtaining prior written consent of the student:

- To other College officials, including faculty, within OCCC whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the College may have outsourced institutional services or functions, provided that the FERPA conditions listed are met. [i]
- To officials of another school or College where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the FERPA requirements. [ii]
- To authorized representatives of the S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the FERPA requirements, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. [iii]
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [iv]
- To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [v]
- To accrediting organizations to carry out their accrediting functions. [vi]
- To parents of an eligible student if the student is a dependent for IRS tax purposes. [vii]
- To comply with a judicial order or lawfully issued subpoena. [viii]
- To appropriate officials in connection with a health or safety emergency, subject to FERPA provisions. [ix]
- Information the College has designated as "directory information" under FERPA provisions. [x]
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the FERPA requirements. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. [xi]
- To the general public, the final results of a disciplinary proceeding, subject to the FERPA requirements, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. [xii]
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21. [xiii]

References:

The provisions of the Family Educational Rights and Privacy Act (FERPA) are published at the following link: <https://www2.ed.gov/policy/gen/reg/ferpa/index.html> and contained with the US Code of Federal Regulations Title 34 CFR, Part 99.

[i] (Title 34, Part 99.31(a)(1))

[ii] (Title 34, Part 99.31(a)(2))

[iii] (Title 34, Part 99.31(a)(3) and 99.35)

[iv] (Title 34, Part 99.31(a)(4))

[v] (Title 34, Part 99.31(a)(6))

[vi] (Title 34, Part 99.31(a)(7))

- [vii] (Title 34, Part 99.31(a)(9))
- [viii] (Title 34, Part 99.31(a)(9))
- [ix] (Title 34, Part 99.31(a)(10))
- [x] (Title 34, Part 99.37, and 99.31(a)(11))
- [xi] (Title 34, Part 99.31(a)(13))
- [xii] (Title 34, Part 99.31(a)(14))
- [xiii] (Title 34, Part 99.31(a)(15))

Harassment

Oregon Coast Community College is committed to maintaining a learning and working environment that is free of harassment for all persons. It is the policy of Oregon Coast Community College that all students and employees will be able to learn and work in an environment free from discrimination and harassment. Therefore, it is a violation of College policy for any student or employee to engage in harassment (including sexual harassment) of any other College student or employee based on personal characteristics, including, but not limited to race, religion, color, gender, sexual orientation, national origin, age, marital status, parental status, veteran status, or disability. Any student, employee, or organization with a substantiated violation of this policy will be subject to disciplinary action including possible suspension and/or expulsion or dismissal.

If you are a student who has experienced harassment or discrimination, please contact the Vice President Student Affairs. If you are an employee, contact Human Resources at 541-857-8515.

OCCC is also committed protecting all students from gender-based and sexual misconduct. Students who have experienced gender-based harassment or discrimination or experienced any sexual misconduct on or off-campus shall contact the Title IX Coordinator, the Vice President Student Affairs at 541-867-8511. Students can view OCCC's Gender-Based and Sexual Misconduct Policy online at <https://oregoncoast.edu/title-ix-policies/>

Hazing

Hazing is defined as any action that endangers the physical, emotional, mental health or safety of an individual, or destroys or damages personal property for the purpose of initiation, membership, admission or participation in a group or organization.

Oregon Coast Community College will not tolerate hazing in any form. This applies to faculty, staff, and students. Some important things to know about hazing:

- Expressed or implied consent of the person subject to hazing is not a defense.
- Apathy and acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- Hazing is prohibited under Oregon Law, [ORS 163.197](#), under which hazing is a criminal violation.

Examples of hazing could include, but are not limited to:

- interfering with a Student's academic performance by denying sufficient time for class or study
- compelling ingestion of any substance
- compelling participation in physical activities such as calisthenics, exercise, or other games or activities requiring physical exertion
- compelling exposure to weather elements or other physically or emotionally uncomfortable situations
- compelling excessive fatigue from sleep deprivation, physical activities, or exercise

- committing any act of physical brutality against another including but not limited to paddling, striking with fists, open hands or objects, and branding
- compelling conduct that can be reasonably expected to embarrass or adversely affect the dignity of another, including the performance of public stunts and activities
- compelling another to commit any sexual act or engage in lewd behavior;
- compelling any act that results in the destruction, defacement or removal of private or public property

If you have experienced or witnessed hazing, or have questions or concerns about this policy, please contact Vice President Student Affairs, 541-867-8511

Inclement Weather

Severe rain, wind, and sometimes snow are regular occurrences at the Central Oregon Coast during fall and winter months. On rare occasions, the College may need to close temporarily. If, for any reason, this information is not disseminated via local radio stations, the College's voicemail at the Central County Campus will reflect the College's status. (The College's regular voicemail indicates a regular schedule.)

Because of varying circumstances throughout the county, there may be a situation in which an instructor may not be able to make it to class although the College remains open. In that case, the instructor will contact the College as well as email the students in their classes. Students are urged to carefully evaluate their particular situation before traveling to the College. Personal safety is paramount. Please listen to local radio stations for any closure or reduction of schedule due to inclement weather.

The College also utilizes a fast alert system called Flash Alert. Please visit www.FlashAlert.net to sign up for notifications. You can also check the College website at www.oregoncoast.edu.

Medical Emergency Policy

Agencies in Lincoln County provide emergency medical services. The medical service can be accessed by dialing 911. In the event of injury or the onset of sudden illness, an ambulance may be summoned at the student's request. No college employee is expected to provide first aid; however, should they decide to utilize first aid training, they do so as "good Samaritans."

When someone conveys a message to the College about a medical emergency involving a family member, every effort will be made to contact students, bring them to a phone, or deliver messages to them. As a general rule, members of the instructional staff will not be disturbed while teaching unless the matter is very urgent and cannot be delayed until the end of the class period.

Student Conduct and Discipline

The Dean of Students is assigned administrative responsibility for student discipline. The Dean of Students is responsible for overseeing the assembly of facts on cases referred to the Dean of Students' office, making provisions for suitable procedures, notifying students and others concerned, keeping confidential files and reports on cases, and following up with each discipline case until it is closed.

Guidelines for Student Conduct

As a community of people seeking education, Oregon Coast students are dedicated to developing personally and academically. Choosing to join the College community obligates each member to a code of behavior. Students enrolling in the College assume a responsibility to conduct themselves in a manner compatible with the College's function as an educational institution.

Oregon Coast students will:

- Practice personal and educational integrity.
- Maintain standards of academic performance and contribute to the safe, cooperative, and respectful learning environment throughout the College.
- Discourage bigotry and respect the diversity and dignity of all persons.
- Respect the rights and property of all persons.
- Bear the ultimate responsibility for the effects of their decisions and behavior.

Although OCCC is dedicated to an open, free society, there are some actions that are incompatible with an institution of higher education. Incompatible actions and grounds of disciplinary action will include, but not be limited to the following:

- Dishonesty including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the College.
- Forgery, alteration, or misuse of college documents, records, or identification.
- Obstruction or disruption of teaching, institutional or instructional research, administration of the College, disciplinary procedures or other College activities including, but not limited to, meetings of the Board of Education, community service functions, or other authorized activities on College premises.
- Physical or verbal abuse or harassment of any person on College-owned or controlled property, or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
- Theft of or damage to property or equipment owned or leased by the College, or of a member of the College community, or of a visitor to the campus.
- Unauthorized entry or occupancy of College facilities or blocking access to or egress from such areas.
- Unauthorized use of College supplies or equipment.
- Violation of College policies or campus regulations, including, but not limited to, campus regulations concerning student organizations, the use of College facilities, or the time, place, and manner of public expression.
- Illegal use, possession, or distribution of drugs on College property or appearance on campus or at any College sponsored event while under the influence of illegal drugs. This includes off-campus instructional settings; i.e., cooperative work experience sites, clinical practicums, field trips, etc.

Student use of alcoholic beverages in any form will be prohibited in OCCC buildings and on district property, except when used for instructional purposes in an approved class or when consumed at events which are sponsored by community groups which possess a liquor license and are approved by the College president to exercise their liquor license privilege on campus.

Use or possession of alcoholic beverages at any College sponsored event off campus is restricted to students of legal age.

Disorderly conduct, lewd, indecent, or obscene conduct or expression, breach of the peace, or aiding, abetting, or procuring another to breach the peace on College-owned or controlled property or at College-sponsored or supervised functions.

Failure to comply with directions of College officials acting in the performance of their duties.

Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the College, College-owned or controlled property or at College- sponsored or supervised functions without written authorization.

Hazing, whether it is physical or verbal, which interferes with the personal liberty of a fellow student, faculty member, or employee of the College.

Protection of Students, Staff, and College Temporary Exclusion

Temporary exclusion is the removal of a student from a class or service area or removal from a College-sponsored function for the duration of the function. A staff member of the College may impose temporary exclusion, when the presence of the student poses a danger to students, other persons, College property or a threat of disrupting the educational process. A written report of the circumstances requiring this action will be submitted to the Vice President Student Affairs within one (1) working day following the incident with specific directions or expectations and consequences for non-compliance.

Summary Suspension

Summary suspension is the removal of a student from all College facilities for up to five (5) school days, with additional days possible, depending upon expediency. Summary suspension may be used to protect the College from the immediate possibility of disorder or threat to the safety of students or staff. A suspended student is not to occupy any portion of the campus and is denied all College privileges including class attendance.

Summary Suspension and Temporary Exclusion Procedures

Summary suspension for the purpose of investigating the event or events in which the student or students were allegedly involved will be for no more than five (5) school days. However, it may be continued with utmost expediency pending final disposition of the case if it is necessary for the safety of students, or staff, or for the welfare of the College.

The President, the Vice President Student Affairs or designee, or other staff members previously designated by the president, may summarily suspend or temporarily exclude a student or students when it is deemed necessary for the safety and welfare of the College. The reason or reasons for a summary suspension or temporary exclusion and notification of action which is expected of a student and/or the student's parents if the student is under 18 years of age will be mailed to the student's address of record within one school day of the summary suspension.

Within one school day of such notification, the student and/or the student's parents will meet with the Vice President Student Affairs or designee at which time the student may present any defenses, explanations, and/or mitigation of why the summary suspension or temporary exclusion should not be continued. Students who disagree with the Vice President Student Affairs' or the designee's determination, may file a formal grievance at step two of the Grievance Conflict Resolution Procedure. The College President will be notified at the same time, in writing, of all summary suspensions or temporary exclusions.

Measures to Enforce Standards of Student Conduct

Reprimand

A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the College. A person receiving a reprimand is notified that this action serves as a warning that continued conduct of the type described in the reprimand may result in further disciplinary action up to and including expulsion. The student is further informed that records of reprimands are confidential property of OCCC.

Disciplinary Probation

The Dean of Students after close evaluation of the individual case, may restrict the College-related activities of individual students or groups of students as deemed necessary and feasible by placing them on disciplinary probation.

Disciplinary probation may be imposed for a period not to exceed one academic year. Repetition, during the probationary period, of the conduct which resulted in disciplinary probation may be cause for suspension or other disciplinary action. Disciplinary probation may include referral for intervention, screening, and treatment in cases where use of alcohol or other controlled substances have impaired safety and judgment.

Disciplinary Suspension

Disciplinary suspension serves as a penalty against the student as a result of the student's conduct failing to meet standards expected at the College. A suspended student is not to occupy any portion of the campus (including off-campus centers) and is denied all College privileges including class attendance. Disciplinary suspension requires the approval of the College President.

Expulsion

An expelled student is denied all further college privileges. Students may be expelled only with the approval of the College President. Expulsion may be revoked only by the Conflict Resolution Procedure.

Drug and Alcohol Policy/Drug Free School and Workplace

Students and employees of Oregon Coast Community College are prohibited from bringing alcohol and illegal drugs onto the campus, and from using them on campus. This also applies to any offcampus college activity. An exception to the alcohol possession and use rule may be made by direction of the College President or her/his designee in specific circumstances.

The College defines the following behaviors as violations: the possession, selling, or otherwise furnishing others with any intoxicating beverage, dangerous drug, narcotic, marijuana, inhalant on College property, or at College-sponsored, or supervised functions.

Employees or students who violate state or federal law, or the College alcohol and drug policy, are subject to prosecution by local, state, and federal law enforcement agencies. Sanctions that may be imposed, consistent with local, federal, and state law for violation of College policy include:

- expulsion (removal of privilege to attend OCCC) and referral for prosecution
- suspension for a definite period of time
- disciplinary probation with specific terms for continued enrollment
- suspension and expulsion for violation of these terms
- suspension and termination of employment
- disciplinary admonition and warning

Oregon Coast Community College must be notified within five days of any criminal drug statute or conviction for a violation occurring on or off OCCC premises while conducting College business or activities. Records of convictions will be maintained by the Human Resources Manager. Within ten (10) days of receiving notice of conviction, appropriate Federal granting or contracting agencies will be notified. Within 30 days of receiving notice of conviction, appropriate disciplinary action will be taken.

In keeping with the intent of U.S. Public Law 101- 226, Section 22: Drug- Free Schools and Campuses, it is the obligation of Oregon Coast Community College to inform its students and employees of the health risks associated with use of various illicit drugs and abuse of alcohol. Any substance used through needle-sharing increases the risks of AIDS and Hepatitis B.

Conflict Resolution/Grievance Procedure

I. Purpose

When there is a difference of opinion regarding college procedures, policies, decisions, values, or treatment, students at OCCC are encouraged to seek resolution with the individual the conflict exists with, or his/her supervisor. If the conflict is with a service area of the College, resolution should first be sought in that area.

This grievance procedure has been established to provide individuals or groups of students the opportunity to challenge decisions and/ or actions taken by faculty, staff, or other students which they feel are in violation of their rights. Students with a grievance shall follow the process as outlined below.

II. Grievance Procedure

Grievance issues should be resolved in a timely manner. In order to assure this, time restrictions are a part of each step. If a student grievant misses a deadline, the process is considered to be terminated. If college personnel fail to meet a deadline, the grievance is forwarded automatically to the President for resolution. The time lines can be extended by mutual agreement between the involved parties at any time.

Time lines start when written materials are submitted to the Vice President Student Affairs' Office. Under Step 2 below, to insure that grievance materials reach the appropriate office in a timely fashion, students shall file their grievances with the Vice President Student Affairs. This office is responsible for noting when the grievance is filed and for sending copies to the appropriate parties.

Step 1: Informal Grievance Procedures for Conflict Resolution with Students/Faculty/Staff Members:

1. It is recommended that the student discuss the problem with the faculty, staff member, or student directly involved within ten (10) calendar days of the event's occurrence.
2. If the student chooses not to discuss the problem with the other party, or the problem is not resolved during the discussion, the student should meet with an advisor for further discussion and, if desired by the student, to begin formal grievance procedures.

Step 2: Formal Grievance Procedures:

1. If the problem cannot be resolved informally, as described in Step 1 above, the student may file a college Grievance Form. Grievance Forms are available at OCCC Student Services counter and all other OCCC centers. These completed forms must be turned in to the Vice President Student Affairs' Office within seven (7) working days of meeting with an Advisor. Time lines commence at the time of the meeting with the Advisor.
2. Within seven (7) working days of receipt of the formal written grievance form, the Vice President Student Affairs will contact all involved parties and attempt to clarify the complaint and assist the parties to reach a solution that is mutually acceptable to all parties. The resolution will be provided in writing to the involved parties.
3. The Vice President Student Affairs shall issue a written decision to all parties involved within 14 working days of receipt of the student's grievance.

Step 3: Appeal of Dean of Students' Decision:

1. If the student does not accept the decision of the Vice President Student Affairs, the student may submit a written appeal to the President within seven (7) working days of receipt of the decision of the Vice President Student Affairs.
 1. The student must present all evidence in writing, including a copy of the original grievance form and previous decisions in the matter reached at lower levels of the process.
 2. The student must also submit a written statement which explains why the decision of the Vice President Student Affairs was unsatisfactory, and which thoroughly describes a specific, requested remedy to the grievance.
2. Within seven (7) working days of receipt of the appeal from the student, the President shall meet with the student regarding the student's grievance and:
 1. make a summary decision; or
 2. remand the issue to the College Appeals Committee.

Step 4: College Appeals Committee:

At the President's discretion, the issues may be remanded to the College Appeals Committee. The Committee will review the facts of the issue and make a recommended decision for the President's review and approval. The College Appeals Committee shall consist of the following people: two (2) staff members selected by the President; two (2) students selected by the Associated Student Government of OCCC; and two (2) persons representing faculty designated by the College Council.

Step 5: Final Decision:

At the conclusion of Step 3 or Step 4 above, as determined by the discretion of the President, the President shall issue a written decision on the grievance to all parties involved within seven (7) working days of the meeting with the student. The decision of the President is final and not subject to further appeal.

Student Right-to-Know

The Student Right-to-Know Act of 1990 requires each postsecondary institution receiving federal funds to inform prospective and current students about the graduate rate of its students. Information about graduation rates for first-time, degree-seeking students at Oregon Coast can be obtained by visiting the [College Navigator Website](#).

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.

Solomon Amendment Disclosure

The Solomon Amendment, a federal law made effective in December 2015, requires Oregon Coast Community College and all higher educational institutions to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – for all enrolled students unless students have specifically advised the College in writing that they do not want their information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

While Oregon Coast Community College has not designated a student's address or telephone listing as "directory information" under FERPA, it still, under the provisions of the Solomon Amendment, must provide all three pieces of information to military recruiters and IHEs, upon request, unless the student has submitted a written request to the OCCC Registrar to opt out of such a disclosure. This request is separate and distinct from a request to opt-out of disclosure of student directory information.

Solomon Amendment Opt-out Procedure:

A student who wishes to opt-out of disclosure of Solomon Amendment information must submit to the OCCC Registrar a written and signed request not to disclose this information to these individuals. Electronic requests do not provide sufficient verification for these purposes and therefore are not accepted. A request for non-disclosure should be sent to:

Registrar
Oregon Coast Community College
400 SE College Way
Newport, OR 97366

Student Rights and Responsibilities

[Academic Freedom](#)

[Rights of Citizenship and Off-Campus Freedom of Students](#)

[Rights of the Associated Student Government](#)

[Student Participation in the Institutional Government](#)

[Student Publications](#)

Academic Freedom

Students have the right of free discussion, inquiry, and expression. Students may take reasonable exception to the data or views offered in any course of study and retain personal judgment about matter of opinion. Students will be evaluated solely on academic performance.

Students will be protected against capricious or arbitrary academic evaluation. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, or counselors is confidential.

Rights of Citizenship and Off-Campus Freedom of Students

As citizens and legal residents, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens and legal residents enjoy. Faculty members and administrative officials will ensure that institutional powers are not employed to inhibit such intellectual and personal development of students, nor to duplicate the function of civil authorities.

Students are free to organize and join associations to promote their common interests. Campus and approved off-campus organizations will be open to all students and must not discriminate on the basis of race, color, sex, sexual orientation, marital status, religion, national origin, age, disability, veteran status, or family relationship.

Rights of the Associated Student Government

(Chartering of Student Organizations)

Only Members of the Associated Student Government of OCCC (ASGOCCC) will approve the chartering of student organizations subject to the approval of the Vice President Student Affairs. Student organizations will be required to submit a statement of purpose, criteria for membership, and rules of procedures before the granting of a charter, as outlined in the ASGOCCC constitution and by-laws. They will not be required to submit a membership list as a condition of institutional recognition. Each organization will choose its own advisor from the OCCC staff. If an advisor is not selected by the organization, the College may assign an advisor. Institutional recognition will not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor. Coadvisors may be secured from off campus. Campus advisors may advise organizations in the exercise of responsibility, but they will not have the authority to dictate the policy of such organizations.

Affiliations with an off-campus organization will not prevent institutional recognition, unless the affiliation seriously threatens to cause a substantial disruption or material interference with normal operation of the College. Campus organizations, including those affiliated with an off-campus organization, will be open to all students in accordance with applicable College policies.

Student Participation in the Institutional Government

As constituents of OCCC, students will be free to express their views on issues of institutional policy and on matters of general interest to the students. The students and/or their association are given the opportunity to provide input in the formulation and application of institutional policy. To this end, students are encouraged to attend OCCC Board of Education meetings.

Student Publications

In the delegation of editorial responsibility to students, the institution provides sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. Publications will adhere to the Oregon Code of Ethics for Journalism of the Oregon Newspaper Publisher's Association.

All OCCC published and financed student publications will explicitly state on the editorial page that the opinions expressed are not necessarily those of the College or ASGOCCC. Complaints on publication rights will be handled through the Conflict Resolution Procedure.

Academic Policies and Procedures

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.

Attendance Policy

1. Students are expected to attend all classes in which they are enrolled.
2. Repeated absences will affect a student's grade.
3. Students are responsible for dropping or withdrawing from registered classes by completing the official drop/withdrawal process.
4. Students who stop attending and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the Student.
5. Students having excessive absences and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the Student.
6. Faculty must record the last date attended for students that earn an F or NP.
7. Faculty will take first week attendance.
8. Students who faculty have marked absent for more than 50% of class meetings the first week of the term will be dropped by Enrollment Services.
9. Students who fail to attend or stop attending classes and fail to drop those classes by the published drop deadline will be responsible for the associated tuition and fees.

Class Cancellations

Minimum enrollment numbers are required for a class to be held. If a course is canceled by the College, a refund will be granted.

Enrollment Limitations

The College may restrict enrollment in a class or program because of limited staff, space, or equipment, or by because of other regulations or government guidance. Enrollment is also limited for some programs, e.g., Aquarium Science, Emergency Medical Technology, Medical Assisting, and Nursing, because of special admission requirements.

Final Examinations

Final examinations are given at the close of each term. Students are required to take final examinations at the scheduled time, usually at the last scheduled class meeting in the final week of the term. If unusual circumstances warrant taking them at another time, arrangements must be made with the instructor in advance.

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 or at 541-867-8538.

How College Credits are Calculated

The standard unit of measurement of college work is called a credit hour. Oregon Coast Community College uses the quarter credit hour system. A college quarter hour credit is granted in most cases for each 11-12 hours that a course meets during the term. A three-credit course then, would normally meet three hours per week for a total of 33-36 hours per term. During the eight-week summer term, more class hours are required each week to achieve the total required

hours. Some laboratory and technical courses may have different hour requirements. A laboratory period may consist of two or more clock hours per credit hour. Two to three hours of outside preparation are normally required for each clock hour that a course meets. Some courses may require additional hours of preparation.

How Credits Per Term Affect Enrollment Status

Full-time students at Oregon Coast Community College are those who register for 12 or more credits per term. Most degree programs require at least 90 credits. In order for a student to complete a degree within two years, it is necessary to take a minimum of 15 college level credits per quarter. No student may enroll in more than 18 credit hours in any single term without the approval of an academic advisor.

Students working while attending college should keep in mind that most classes require two to three hours of outside preparation for each class hour. 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. Work and college schedules may need to be adjusted to assure a successful college education.

Transfer Credit Standards and Credit for Prior Learning Processes

Credits from other institutions may be accepted toward degree requirements if the course is evaluated as being equivalent to OCCC coursework, and the course was completed with a passing grade. Some programs or disciplines may have limits on the age of transfer credits accepted for evaluation.

For application to limited entry programs (Nursing and Aquarium Science), evaluation of transfer credits is restricted to those completed at a regionally accredited college or university.

The college evaluates coursework for Lower Division Collegiate (LDC) and Upper Division Collegiate (UDC) classes where grades of A, B, C, or P/S (Pass/Satisfactory) were earned. P/S grades are only transferable if the transferring institution awarded that grade for C or higher. If a D was considered P/S, it is not transferable.

Courses not from regionally accredited bodies will be evaluated on an individual basis and require submission of course syllabi with the official transcript to support their evaluation. Submission of syllabi with the official transcript does not guarantee acceptance of transfer credit.

Transfer students should bring an unofficial transcript to their initial advising appointment to review any potential transferable credits as well as the current program requirements.

Transfer GPA is not included in the overall GPA on transcripts.

For non-degree seeking students the college evaluates coursework in order to satisfy prerequisites, as well as commonly used preparatory coursework in other subject areas (e.g. Biology). To request evaluation of your transfer credits, please contact the OCCC Registrar (registrar@oregoncoast.edu). You must be a current credit student to request a transfer credit evaluation. Submit this request after you have requested official transcripts from all schools where you have transfer coursework be sent to OCCC. Transcripts can be sent electronically to the Registrar, or via mail to:

Registrar
Oregon Coast Community College
400 SE College Way
Newport, OR 97366

Transfer evaluations are performed in the order in which they are received. The College will not provide copies of transcripts from other institutions to students or other institutions. The [Registrar](#) is responsible for determining acceptance of transfer work to meet college requirements. Students should meet with an academic advisor to review program requirements.

INTERNATIONAL COURSEWORK

For consideration of transfer credit for courses taken in a foreign country, students must have their transcripts and any available course descriptions translated into English, and then evaluated by a credential evaluation service.

Most transfer credits accepted from foreign institutions will be used as electives. If course descriptions are supplied and content is clear, the credit may be used to meet other requirements.

Students submitting international coursework for transfer credit consideration should first have their transcript(s) and course descriptions translated into English. A fee (approx. \$65+) is typically required for this service.

To have translated transcript(s) and course descriptions evaluated, students should send their translated transcript(s) and course descriptions to a credential evaluation service that is a member of the National Association of Credential Evaluation Services. A fee is required for this service. Students should request a “Course-By-Course Detail” evaluation and have an official copy sent to:

Registrar
Oregon Coast Community College
400 SE College Way
Newport, OR 97366

ADVANCED PLACEMENT (AP)

Students who have completed college work in high school under the AP program are eligible to receive college credit based on the exam score. To be awarded credit for Advanced Placement exams students must submit an official AP exam score to the College Registrar. Students will be awarded credit based on the evaluation standards on the date the scores were received. If acceptance standards have changed, students will be subject to the current acceptance standards. OCCC will evaluate Advanced Placement scores only one time, regardless of whether acceptance standards have changed.

Specific credit for OCCC courses will be awarded based on individual exam scores using the chart provided below. If your exam area is not listed, contact the OCCC Office of the Registrar at Registrar@oregoncoast.edu.

Students may request official AP Transcripts by following the instructions on the [College Board website](#). Send transcripts to:

Registrar
Oregon Coast Community College
400 SE College Way
Newport, OR 97366

Effective Fall 2020. For full chart of AP scores and the college credit awarded for each score, please visit <https://oregoncoast.edu/transcripts/>

INTERNATIONAL BACCALAUREATE (IB)

Students who complete International Baccalaureate (IB) Exams are eligible to receive college credit based on the exam score and whether the College offers equivalent courses. To be awarded credit for International Baccalaureate exams, students must submit an official IB exam score to the OCCC Registrar and request an evaluation via their My.OregonCoast account. Students will be awarded credit based on the evaluation standards on the date the scores were received. If acceptance standards have changed, students will be subject to the current acceptance standards. OCCC will only evaluate International Baccalaureate scores one time, regardless if acceptance standards have changed.

Students may request official IB transcripts by contacting:

IB Americas Global Centre
Attn: Transcript Officer
7501 Wisconsin Avenue, Suite 200 West
Bethesda, MD 20814
USA
Email: ibid@ibo.org
Phone: 301-202-3025

For more information on ordering transcripts please see the [International Baccalaureate website](#).

IB credit

Specific credit for OCCC courses will be awarded based on individual exam scores using the chart provided below. If your exam area is not listed, contact the OCCC Office of the Registrar at Registrar@oregoncoast.edu.

Effective Fall 2020. For full chart of IB scores and the college credit awarded for each score, please visit <https://oregoncoast.edu/transcripts/>

TRANSFER CREDIT AND VA BENEFITS

Students using any type of Federal Veterans Administration (VA) Education Benefit are required to have all prior credit history evaluated. It is the student's responsibility to request official transcripts from all previous colleges and submit them to OCCC at Registrar@OregonCoast.edu. 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 Benefits until transfer credit evaluation is complete. All credits will be evaluated and transferred according to the policies stated in this catalog.

CREDIT FOR PRIOR LEARNING

Credit for prior learning (CPL) may be awarded to students who can demonstrate college-level learning in subject areas that OCCC offers. Credit awarded for prior learning must be directly applicable to meet requirements for general education, a certificate, a degree, or electives as outlined in the catalog. Credit awarded for prior learning may not be used to meet the college residency requirement. Students are responsible for the fees charged for processing the CPL request. OCCC offers two types of CPL: institutionally assessed and externally assessed; these are defined in this catalog.

Institutionally Assessed CPL

Institutionally assessed CPL is awarded through the course challenge process and may include:

- examinations
- portfolio evaluations
- performance evaluations

OCCC considers this type of credit to be prior experiential learning which, according to accreditation standards, shall not exceed 25% of the credits applied to a degree or certificate. Institutionally assessed CPL is awarded for active courses. Not all courses can be challenged.

Please contact the OCCC [Registrar](#) to request review or with questions on this process.

Externally Assessed CPL

Externally assessed CPL is awarded for learning that has been assessed outside the traditional college setting. Examples of external assessments that may warrant the awarding of CPL include:

- Industry certifications (e.g., CDA, CPR, Journeyman)
- Professional licensure
- ACE-recommended credit for corporate courses or exams
- Joint Services Transcripts (JST) coursework
- Military occupations (MOS)
- College Level Examination Program (CLEP)
- DANTES Subject Standardized Tests (DSST)

According to accreditation standards, externally assessed CPL is not considered credit for prior experiential learning so it is not subject to the 25% limit on the credits applied to a degree or certificate. Externally assessed CPL is awarded in subject areas that the contracting college offers and may include specific course numbers or elective credit in that subject area. A SAC member (e.g., a faculty department chair) shall recommend the amount of credit awarded. Students are responsible for providing official transcripts, score reports, certifications, or any documents required for conducting a CPL evaluation. Externally assessed CPL is transcribed in the same manner as transfer credit and is not considered institutional credit.

Non-Traditional Credit

Students who have established a transcript at Oregon Coast Community College and have participated in AP or IB programs in high school or have a documentation of military coursework or training may be awarded nontraditional credit. This includes:

AP or IB Credit
Credit by CLEP
Military Credit

Students must have official transcripts or scores sent to OCCC to have the evaluation completed. Transcripts and scores can be sent electronically to Registrar@oregoncoast.edu or by mail to:

Registrar - OCCC
400 SE College Way
Newport, OR 97366

Grading

Roles and Responsibilities

- 1) Students shall be responsible for selecting a grading option for each class they take at OCCC. Students who choose the Pass/No Pass Option must submit a complete Pass/No Pass Grading Option Agreement form to Enrollment Services by the deadline specified for each course each term.
- 2) Students receiving financial aid should consult with the Financial Aid Specialist prior to making a change to their grading option.

- 3) Transfer students should be aware that four-year institutions limit the number of pass/no pass credits that may be applied to a degree and frequently recalculate a student's grade point average by weighting each P as if it were a C or D and each NP as if it were an F from the traditional grade system.
- 4) Students who do not choose the pass/no pass Option will be graded using the traditional grade system using grades A, B, C, D, and F, as defined under "Grade Definitions."
- 5) Students shall be responsible for ensuring the accuracy of their final grades on their academic transcripts.
- 6) Faculty shall inform students regarding their standing in class and refer students to other appropriate OCCC campus resources regarding issues outside the classroom related to tuition, financial aid, and graduation.
- 7) Faculty shall record earned grades for students.
- 8) Through its curriculum process the college may specify whether a specific grading option is available for each course. Therefore, some courses will be offered only with the traditional grade system or the pass/no pass option.
- 9) Students with complaints regarding grading or grades shall meet with the Vice President Student Affairs to seek redress for grading issues. To appeal a final course grade, students shall follow the grade appeal process defined in this catalog.

Grade/Mark Definitions

A - Superior

- 1) Honor grade indicating excellence.
- 2) Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course handout: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellent attendance.
- 3) Probable success in a field relating to the subject or probable continued success in sequential courses.

B - Above average

- 1) Honor grade indicating competence.
- 2) Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course handout: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance.
- 3) Probable success in a field relating to the subject or probable continued success in sequential courses.

C - Average

- 1) Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the Instructor in the course handout: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance.
- 2) Sufficient evidence of ability to warrant entering sequential courses.

D - Substandard but receiving credit

- 1) Substandard grade indicating the Student has met only minimum requirements as outlined by the Instructor in the course handout.
- 2) Earned as a result of some or all of the following: low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; irregular attendance; insufficient evidence of ability to make advisable the enrollment in sequential courses.
- 3) Does not satisfy requirements for entry into courses where prerequisites are specified.

F - Failure

- 1) Non-passing grade indicating failure to meet minimum requirements as defined by the instructor in the course handout earned as a result of some or all of the following: non- passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills; and repeated absence from class.
- 2) Does not satisfy requirements for entry into courses where prerequisites are specified.
- 3) Faculty must record the last date attended for students that earn an F.

P - Pass

- 1) Acceptable performance.
- 2) A grade of P represents satisfactory achievement which would have been graded C or better under the traditional grading system.
- 3) The P grade is disregarded in the computation of the OCCC grade point average.
- 4) This grade is available only when a student has selected the pass/no pass grade system option during the first 80% of a course's term.

NP - No Pass

- 1) Unacceptable performance.
- 2) A grade of NP represents unsatisfactory achievement which would have been graded D or lower under the traditional grading system.
- 3) The NP grade is disregarded in the computation of the grade point average.
- 4) Faculty must record the last date attended for students that earn an NP.
- 5) This grade is available only when a student has selected the pass/no pass grade system option during the first 80% of a course's term.

I - Incomplete

- 1) 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.
- 2) This shall only be done by completion of the incomplete contract within Sharknet Faculty Resources.
- 3) The incomplete contract shall describe the missing requirement, the basis for the requirement's evaluation, affect on the final grade computation, and the completion date for that requirement.
- 4) If no replacement grade for an "I" mark shall have been provided by the course Instructor within the subsequent year, the "I" mark shall automatically be changed to and "F".
- 5) This mark does not entitle the student to repeat a course without paying tuition.
- 6) It may be impossible to receive this mark in some courses where, for example, equipment usage is required.

W - Withdrawal

This mark is to be used only by Enrollment Services when a student has completed the official withdrawal process after the published drop deadline and before the published withdrawal deadline.

AU Audit

- 1) This mark may only be used by Enrollment Services.
- 2) The AU mark, when allowed permits a student to attend a course without receiving a grade or credit for the course even though the tuition and fees must be paid.
- 3) To be assigned an AU mark, a student must obtain permission from their instructor and notify Enrollment Services prior to the published drop deadlines.
- 4) Through its curriculum process the college may specify whether Through its curriculum process the college may specify whether a specific course may be audited. Therefore, some courses will not be available for audit.
- 5) Does not satisfy requirements for entry into courses where prerequisites are specified.

NS - No Show/First Week Attendance

- 1) Faculty submit first week attendance and mark students absent, present, or excused.
- 2) Students who are absent for more than 50% of the required class meetings are administratively dropped as a no show.

3) If faculty fail to mark students absent who never attend class the first week, and if those students fail to drop or withdraw before the published deadline, then they will earn a grade of F or NP according to the grading option selected by the student.

R - Repeated Courses

This mark may be used only by Enrollment Services. See repeated courses.

Grade Appeal Procedure

Purpose: The Grade Appeal Procedure provides the student with a process for appealing a final course grade when he or she believes that an improper evaluation has occurred. "Improper evaluation" is defined as 1) the evaluation standards and grading criteria contained in the course syllabus were not followed by the instructor, or 2) the final grade was imposed in an arbitrary or capricious manner.

If a student believes that the final grade they received for a course is inaccurate based on their work in the class and the grading criteria as outlined in the course syllabus, they should communicate directly with their instructor in an attempt to resolve the concern. Below is the official Grade Appeal Procedure.

Scope: The Grade Appeal Procedure only applies to disputes about posted final course grades. Concerns about grades given for assignments or examinations during the term, or concerns or complaints about instructional quality should be addressed through an appointment with the instructor's supervisor.

The Grade Appeal Procedure does not invalidate the requirements mandated by any department, program, and/or the curriculum of any particular course. Specific course assignments, instructor-specific policies, or other formal course-related materials cannot be challenged or appealed through this process. This process applies only to assertions of improper final evaluation as described above.

Step 1: Attempt to Resolve the Final Grade Concern with the Instructor

1. If the student believes his or her grade was a mistake, he or she must first directly communicate with the instructor about the final grade by sending a written inquiry to the instructor requesting an explanation of how the grade was determined and stating his/her questions and concerns about the grade assigned. The communication should include specific reasons why the student believes he or she was graded improperly, and supporting evidence, such as statements in the course syllabus, alleged discrepancies in points or grades received, emails to and from the instructor, etc. This written inquiry must be received by the instructor within 14 calendar days of the final course grades being posted, or the student forfeits the right to appeal the grade.

2. Upon receiving a written inquiry regarding a final course grade, the instructor is expected to respond to the student's inquiry in writing within 14 calendar days of the documented date of the student's inquiry. If the instructor is unable to respond within 14 days of the documented inquiry, the [Registrar](#) may initiate an appropriate response if the inquiry is made known to them by the student. For instructor contact information, the student should see their course syllabus.

3. If questions remain after the student receives explanation from the instructor, the student is encouraged to discuss those concerns in person with the instructor.

Step 2: Submit a Grade Appeal Form to the Registrar

1. If the student's concern is not resolved through Step 1, the student may submit a Grade Appeal Form, with supporting evidence, to the Registrar within 30 calendar days of the student's documented inquiry to the instructor. Students can obtain a Grade Appeal Form by emailing registrar@oregoncoast.edu. OCCC students should return the completed Grade Appeal Form to the Registrar, either by email or by letter mail to Registrar, Oregon Coast Community College, 400 SE College Way, Newport, OR 97366. OCCC Students may also submit this form by fax to 541-867-8559. The Registrar or their designee will review the Grade Appeal Form and determine the next steps, which may include, but are not limited to: (1) referral of the appeal to the instructor's immediate supervisor for review, investigation, and response; (2) request for additional information and supporting documentation from the student, or (3) a decision not to proceed with the

appeal if the academic evaluation being contested does not fall within the scope of this policy. 2. Once sufficient information and documentation has been received from the student and the appeal has been deemed appropriate, the Registrar will investigate the final course grade in question, make a decision about the appropriateness of that grade under the standards described above, and communicate the decision in writing to the student.

Step 3: Appeal Decision to Vice President Academic Affairs

1. The student may appeal the decision in Step 2 only on the grounds that (1) the procedures outlined in this policy were not followed; or (2) relevant evidence concerning the final course grade becomes available that was not available during Step 2. An appeal must be made within 14 calendar days of receipt of the Registrar's or their designee's written decision. The student must submit written justification for further review and provide evidence that there are grounds for the appeal to the Vice President Academic Affairs.

2. The Vice President Academic Affairs will objectively investigate how the grade appeal process was conducted in Step 2, and/or consider relevant evidence that was not available or not considered during Step 2, make a final decision on the appeal, and communicate it in writing to the student, with a copy to the Registrar.

Transcript Miscellany

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 or 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.

Repeating Courses

1. All course attempts and grades earned will appear on the transcript. If a course can be taken more than once for credit, the oldest grade for that course will be excluded only when the repeat limit is exceeded.

2. The highest grade earned for a course will be calculated into the GPA and the total credits earned on the transcript; all other grades earned for that course will be excluded from the GPA and the credits earned.
3. All course attempts will count toward credits attempted for federal financial aid purposes. With respect to course repeats, federal financial aid:
 - May not be used to retake a course if the student has previously received a passing grade that counts towards graduation requirements;
 - May be used to retake a course for which a student previously received a failing grade;
 - and will not fund additional retakes of a course if the student previously received a passing grade, retook the course and then received a failing grade.
4. Once a course has been successfully completed, it will not be certified again for veterans benefits.

Because of these federal financial aid and veterans benefits provisions, and the fact that all course retakes count toward credits attempted, students with federal financial aid are advised to use course repeats sparingly, and encouraged not to retake courses for which they have received a passing grade.

Computing Grade Point Averages

- 1) Grade points are computed on the basis of four points for each credit of A, three points for each credit of B, two points for each credit of C, one point for each credit of D, and zero points for each credit of F.
- 2) Grades of P and NP and marks of, I, W, and AUD are disregarded in the computation of the grade point average.
- 3) The grade point average is the quotient of the total points divided by the total credits in which A, B, C, D, and F are received.

Grade Changes

- 1) All grade change requests must be submitted by the Instructor within one year of the end of the course, including grade changes made as a result of resolving a disputed grade.
- 2) If a grade dispute cannot be resolved with the Instructor, the Student may follow the student grievance or complaint process.
- 3) If the instructor is no longer employed by OCCC and, following a good faith effort to contact the instructor, the instructor is not available for consultation, grade changes can be made by the Registrar providing there is sufficient evidence to make the change.

Time periods referring to "published drop deadlines" and "published withdrawal deadlines" are different for each term. Please refer to the academic calendar.

Grade Point Averages

Grade point averages are computed on the basis of four points for each credit of A, three points for each credit of B, two points for each credit of C, one point for each credit of D, and zero points for each credit of F. Marks of I, P, NP, W, and AU are disregarded in the computation of the grade point average. The grade point average is the total number of grade points divided by the total number of credits in which A, B, C, D, and F are received.

Courses with grades of D or F may be repeated for a higher grade. All grades earned will appear on the transcript. However, when a course is repeated, the first grade will be changed to an R and no longer included in the GPA calculation or the accumulated total credits. The first earned grade of C or better will count into the GPA calculation and the accumulated credit total.

Withdrawal

1. Prior to the published drop deadlines, Student shall be able to drop any registered class by completing the official drop/withdrawal process.
2. Such action by the Student shall result in no charges for the course or courses (or reimbursement if charges have already been paid); the course or courses shall be removed from their transcript.
3. Students shall be able to withdraw from any registered class by completing the official drop/withdrawal process before the published withdrawal deadline.
4. This action shall result in a grade of W appearing for the course or courses on the transcript.
5. Students must withdraw before the published withdrawal deadline or a grade will be assigned by the instructor.

Time periods referring to “published drop deadlines” and “published withdrawal deadlines” are different for each term.

Honor Recognition

The College will recognize academic excellence in degree-seeking students who have earned a 3.25 or higher GPA in a given term on a minimum of six graded credits, excluding “P” (Pass) in a given term.

The following honors will be awarded:

- Honor's List: 3.25-3.49 each term
- Dean's List: 3.50-3.74 each term
- President's List: 3.75-4.00 each term
- Highest Honors: 3.75-4.00 OCCC cumulative average awarded upon graduation.

Grade Discrepancies and Changes

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

In order to correct a recording error or grading discrepancy, students must submit a student records appeal within 90 days of the end of the term of the course for which the grade was received.

Withholding Grades

Oregon Coast Community College reserves the right to withhold issuance of grades, transcripts, or diplomas to students who have not met their obligations to the College

Sources of Information

Class Schedule

Each term's class schedule is published several weeks before the beginning of each term via the official college web site: <https://oregoncoast.edu/course-schedule/>. Special courses and workshops may be added and announced as they arise throughout the term. Class schedules are published for informational purposes. Every effort is made to ensure the accuracy of the class schedule at the time of publication; however, it is not to be regarded as a contract between the student and the college. OCCC reserves the right to change any provision at any time due to any variety of circumstances. Students are advised to periodically consult the college website or an advising specialist for revised and updated information not available when the class schedule originally was published.

Effective Catalog

When students' studies are interrupted by one year or more, they may find upon their return to OCCC that some of the requirements for graduation have changed. Students may find that they will have to complete new degree or certificate requirements to graduate.

Applying to Graduate

Credit Students: To be considered for graduation, a student must fill out the Oregon Coast Community College graduation application located in their [My.OregonCoast](#) account. This must be completed and a student must work with their academic advisor to submit an academic planner to the OCCC registrar that lists all courses required to complete a student's degree or certificate. This must be done at least one term in advance of degree or certificate completion. A student who participates in the ceremony will receive an empty diploma cover at the ceremony. A student is expected to monitor their OCCC email account for information about graduation/commencement including how to order their diploma.

Questions can be directed to registrar@oregoncoast.edu.

GED Students: Persons who have completed their GED and used OCCC's testing center or been a student in GED preparation classes at OCCC are eligible to participate in OCCC's commencement ceremony. Please contact Basic Skills for more information.

ESL Students: ESL students may participate in OCCC's commencement ceremony. Please contact Basic Skills for more information.

General Education Requirements - Arts & Letters

The General Education credits must come from the approved OCCC General Education/Discipline Studies List.

In order to ensure a breadth of learning, which is the cornerstone of the General Education requirements, the following limitations apply:

1. Courses taken to satisfy the basic college competencies in composition and mathematics will not be accepted.
2. For AAS Degrees, no more than two courses may come from courses required by specific programs.*

- When an existing course meeting a General Education requirement is expanded into a multi-course sequence with the same course number with varying suffixes (e.g., 101 becomes 101a, 101b, 101c), any course in the sequence may be used to meet the General Education requirement. However, an individual student may use only one course in the sequence toward fulfillment of the requirement, even if the student takes multiple courses in the sequence.

*Note: Because of these restrictions, it is possible that a course is acceptable as General Education for some students while it is not acceptable for others. Degree candidates who are unsure of how the General Education Policy applies to their individual cases are responsible for seeking help from an advisor or counselor.

The complete and official list of courses approved as General Education/Discipline Studies is maintained by the Instructional Leadership Team.

Criteria for General Education/Discipline Studies Course Approval are developed by the Instructional Leadership Team based on the General Education Philosophy statement and the statewide outcomes and criteria for Discipline Studies for the AAOT.

Arts & Letters Course List

Course	Title	Cultural Literacy
ART 102	Understanding the Visual Arts	
ART 103	Understanding New Media Arts	
ART 115	Basic Design: 2D Foundations	
ART 116	Basic Design: Color Foundations	
ART 117	Basic Design: 3D Foundations	
ART 131A	Drawing I	
ART 181A	Painting I	
ART 197	Artist Skills/Practical Issues	
ART 204	History of Western Art (Prehistoric to Classical)	
ART 205	History of Western Art (Early Christian to Medieval)	
ART 206	History of Western Art (Renaissance to Baroque)	
ART 207	History of Asian Art (India)	✓
ART 208	History of Asian Art (China)	✓
ART 209	History of Asian Art (Japan)	✓
ART 210	Women in Art	✓
ART 213	Modern Art History - Art Since 1945	
ART 231A	Drawing II	
ART 237A	Life Drawing	
ART 253A	Ceramics I	
ART 256A	Ceramics II	
ART 277A	Life Painting	
ART 279A	Experimental Media	
ART 281A	Painting II	
ART 284A	Water Media I	
ART 287A	Water Media II	
COMM 100	Introduction to Communication	
COMM 111	Public Speaking	
COMM 112	Persuasive Speaking	
COMM 140	Introduction to Intercultural Communication	✓
COMM 214	Interpersonal Communication: Process and Theory	
COMM 215	Small Group Communication: Process and Theory	
COMM 228	Mass Communication and Society	
ENG 104	Introduction to Literature (Fiction)	
ENG 105	Introduction to Literature (Plays)	
ENG 106	Introduction to Literature (Poetry)	
ENG 107	Introduction to World Literature (Up to 16th-Century)	
ENG 108	Introduction to World Literature (16th-Century to Present)	
ENG 195	Film Studies: Film as Art	
ENG 196	Film Studies: Directors	

ENG 197	Film Studies: Contemporary Themes and Genres	
ENG 201	Shakespeare: Early Works	
ENG 202	Shakespeare: Later Works	
ENG 204	Survey of English Literature (Medieval Age to 1700s)	
ENG 205	Survey of English Literature (1700 to Present)	
ENG 207	World Literature - Asian (India)	✓
ENG 208	World Literature - Asian (China)	✓
ENG 209	World Literature - Asian (Japan)	✓
ENG 212	Biography and Autobiography	
ENG 213	Latin American Literature	✓
ENG 214	Literature of the Northwest	
ENG 216	Teen and Children's Literature	
ENG 222	Images of Women in Literature	✓
ENG 230	Environmental Literature	
ENG 237	Working-Class Literature	✓
ENG 240	Introduction to Native American Literatures	✓
ENG 244	Introduction to Asian-American Literature	✓
ENG 250	Introduction to Folklore and Mythology	✓
ENG 253	American Literature to 1865	
ENG 254	American Literature from 1865	
ENG 257	African American Literature (to the Harlem Renaissance)	✓
ENG 258	African-American Literature (from the Harlem Renaissance)	✓
ENG 260	Introduction to Women Writers	✓
ENG 261	Literature of Science Fiction	
ENG 265	Literature of Social Protest	
ENG 266	Literature of War	✓
ENG 269	Wilderness Literature	
ENG 275	The Bible as Literature	
J 216	News Reporting and Writing	
JPN 261A	Japanese Culture	✓
MUS 105	Music Appreciation	
MUS 108	Music Cultures of the World	✓
MUS 110	Fundamentals of Music	
MUS 111	Music Theory I (Part One)	
MUS 205	Introduction to Jazz History	✓
MUS 206	Introduction to the History of Rock Music	
MUS 207	Introduction to the History of Folk Music	✓
PHL 202	Ethics	
PHL 209	Business Ethics	
R 210	World Religions	✓
SPA 201	Second Year Spanish - First Term	
WR 240	Creative Writing - Nonfiction	
WR 241	Creative Writing - Fiction	
WR 242	Creative Writing - Poetry	
WR 246	Advanced Creative Writing, Editing & Publishing	
WS 202	Women, Activism and Social Change	✓

General Education Requirements - Science, Math, & Computer Science

The General Education credits must come from the approved OCCC General Education/Discipline Studies List.

In order to ensure a breadth of learning, which is the cornerstone of the General Education requirements, the following limitations apply:

1. Courses taken to satisfy the basic college competencies in composition and mathematics will not be accepted.
2. For AAS Degrees, no more than two courses may come from courses required by specific programs.*
3. When an existing course meeting a General Education requirement is expanded into a multi-course sequence with the same course number with varying suffixes (e.g., 101 becomes 101a, 101b, 101c), any course in the sequence may be used to meet the General Education requirement. However, an individual student may use only one course in the sequence toward fulfillment of the requirement, even if the student takes multiple courses in the sequence.

*Note: Because of these restrictions, it is possible that a course is acceptable as General Education for some students while it is not acceptable for others. Degree candidates who are unsure of how the General Education Policy applies to their individual cases are responsible for seeking help from an advisor or counselor.

The complete and official list of courses approved as General Education/Discipline Studies is maintained by the Instructional Leadership Team.

Criteria for General Education/Discipline Studies Course Approval are developed by the Instructional Leadership Team based on the General Education Philosophy statement and the statewide outcomes and criteria for Discipline Studies for the AAOT.

Science, Math, & Computer Science Course List

Course	Title	Lab Science
BI 101	Biology	✓
BI 102	Biology	✓
BI 103	Biology	✓
BI 112	Cell Biology for Health Occupations	✓
BI 141	Habitats: Life of the Forest	✓
BI 142	Habitats: Marine Biology	✓
BI 143	Habitats: Fresh Water Biology	✓
BI 211	Principles of Biology 1	✓
BI 212	Principles of Biology 2	✓
BI 231	Human Anatomy & Physiology I	✓
BI 232	Human Anatomy & Physiology II	✓
CH 151	Preparatory Chemistry	✓
CH 221	General Chemistry I	✓
CH 222	General Chemistry II	✓
CH 223	General Chemistry III	✓
CS 160	Exploring Computer Science	
ESR 171	Environmental Science: Biological Perspectives	✓
ESR 172	Environmental Science: Chemical Perspectives	✓
ESR 173	Environmental Science: Geological Perspectives	✓
FN 110	Personal Nutrition	
G 184	Global Climate Change	✓
G 201	Earth Materials and Tectonics	✓
G 202	Earth Surface Processes	✓
G 203	Evolution of Planet Earth	✓
G 207	Geology of the Pacific Northwest	
G 208	Volcanoes and Their Activity	
GS 106	Physical Science (Geology)	✓
GS 107	Physical Science (Astronomy)	✓
GS 108	Physical Science (Oceanography)	✓
GS 109	Physical Science (Meteorology)	✓
MTH 105	Math in Society	
MTH 111	College Algebra	
MTH 112	Elementary Functions	
MTH 211	Foundations of Elementary Math I	
MTH 212	Foundations of Elementary Math II	
MTH 213	Foundations of Elementary Math III	
MTH 243	Statistics I	

MTH 244 Statistics II	
MTH 251 Calculus I	
MTH 252 Calculus II	
MTH 253 Calculus III	
MTH 254 Vector Calculus I	
PHY 101 Force, Motion, and Energy	✓
PHY 102 Atoms, Matter, and Heat	✓
PHY 103 Sound, Light, and Electricity	✓
PHY 201 General Physics	✓
PHY 211 General Physics (Calculus) I	✓

General Education Requirements - Social Sciences

The General Education credits must come from the approved OCCC General Education/Discipline Studies List.

In order to ensure a breadth of learning, which is the cornerstone of the General Education requirements, the following limitations apply:

1. Courses taken to satisfy the basic college competencies in composition and mathematics will not be accepted.
2. For AAS Degrees, no more than two courses may come from courses required by specific programs.*
3. When an existing course meeting a General Education requirement is expanded into a multi-course sequence with the same course number with varying suffixes (e.g., 101 becomes 101a, 101b, 101c), any course in the sequence may be used to meet the General Education requirement. However, an individual student may use only one course in the sequence toward fulfillment of the requirement, even if the student takes multiple courses in the sequence.

*Note: Because of these restrictions, it is possible that a course is acceptable as General Education for some students while it is not acceptable for others. Degree candidates who are unsure of how the General Education Policy applies to their individual cases are responsible for seeking help from an advisor or counselor.

The complete and official list of courses approved as General Education/Discipline Studies is maintained by the Instructional Leadership Team.

Criteria for General Education/Discipline Studies Course Approval are developed by the Instructional Leadership Team based on the General Education Philosophy statement and the statewide outcomes and criteria for Discipline Studies for the AAOT.

Social Sciences Course List

Course	Title	Cultural Literacy
ATH 101	Introduction to Biological Anthropology	
ATH 102	Introduction to Archaeology and Prehistory	
ATH 103	Introduction to Cultural Anthropology	
BA 208	Introduction to Nonprofits & Philanthropy	
EC 201	Principles of Economics: Microeconomics	
EC 202	Principles of Economics: Macroeconomics	
GEO 106	World Regional Geography	✓
GEO 206	Geography of Oregon	✓
HEC 226	Child Development	
HST 101	History of Western Civilization: Ancient to Medieval	✓
HST 102	History of Western Civilization: Medieval to Modern	✓

HST 103	History of Western Civilization: Modern Europe	✓
HST 104	History of the Middle East	✓
HST 105	History of India and South Asia	✓
HST 106	History of China	✓
HST 107	History of Korea and Japan	✓
HST 201	History of the United States to 1840	✓
HST 202	History of the United States 1840-1914	✓
HST 203	History of the United States 1914 to Present	✓
HST 204	History of Women in the U.S.: Pre-colonial to 1877	✓
HST 205	History of Women in the U.S.: 1877 to Present	✓
HST 218	American Indian History	✓
HST 225	History of Women, Sex, and the Family	✓
HST 240	Oregon History	✓
HST 270	History of Mexico	✓
HST 271	History of Central America and the Caribbean	✓
HST 277	History of the Oregon Trail	✓
HST 285	The Holocaust	✓
PS 201	U.S. Government	
PS 202	U.S. Public Policy & Democracy	
PS 203	State and Local Government	
PS 205	Global Politics: Conflict & Cooperation	✓
PSY 101	Psychology and Human Relations	
PSY 201A	Introduction to Psychology - Part 1	✓
PSY 202A	Introduction to Psychology - Part 2	✓
SOC 204	Sociology in Everyday Life	✓
SOC 205	Social Changes in Societies	
SOC 206	Social Problems	✓
SOC 213	Diversity in the United States	✓
SOC 214A	Illumination Project I: Interactive Social Justice Theater	✓
SOC 214B	Illumination Project II: Interactive Social Justice Theater	✓
SOC 214C	Illumination Project III: Interactive Social Justice Theater	✓
SOC 218	Sociology of Gender	✓

Glossary of Terms

GLOSSARY OF TERMS

Academic Advisor:

An advising specialist who assists students with academic planning and course selection each term. Students must meet with an academic advisor before they can register.

Academic Freedom:

The fundamental principle of free expression that faculty are free to teach and students are free to learn in an open environment without interference or intolerance.

Academic Year:

The academic year consists of three terms (or "quarters"), in the Fall, winter, and Spring. In addition, a short summer term is held. Students may begin courses at the beginning of any term, but it is often advantageous to begin courses in the summer or fall term due to course prerequisites.

Admission:

The formal process of applying to attend college. General admission does not include admission to specific program, e.g. Aquarium Science, Emergency Medical Technology, Nursing, etc.

Area of Study:

A student's chosen area of study or interest, usually a specific degree or certificate with a selection of courses that meet the student's interest and goals.

Audit:

Enrolling in a course without receiving college credit. A request to audit must be emailed to the Enrollment Services Manager the first week of the term.

Catalog:

The College's official publication that outlines programs, services, and policies.

Class Schedule:

See Schedule

Concurrent Enrollment:

Enrolling in two or more courses in the same term; also refers to simultaneous enrollment at two educational institutions.

Co- requisite:

Concurrent enrollment in specific courses.

College Preparatory Courses:

Courses generally designed to help students gain basic skills in reading, writing, spelling, grammar, and mathematics to prepare for college-level courses. College preparatory courses may be offered for credit, but these courses are not applicable to degrees or certificates, nor are developmental education courses transferable.

Course:

A course is a subject or an instructional subdivision of a subject, usually offered during a single term.

Course Load:

A student taking twelve or more credits in a regular term is considered a full-time student. A student enrolled in nine to eleven credits per term is considered three-quarter time, six to eight credits half time, and five or less, less than half time.

Course Number

: An alpha-numeric identifier used to denote the level of course: for example, WR 121 is the writing course preceding WR 122.

Credit:

Unit granted in recognition of course work completed. OCCC is on the quarter system (see Term); therefore, all credits granted are quarter credits.

Credit Hour:

A credit hour usually represents three hours of time each week (one lecture hour in class and two hours outside course related work) per term. Some classes may have associated laboratory sessions. The number of lectures, laboratory, studio, or other periods per week for any course may be found in the course description section of the catalog or in the current class schedule.

Curriculum:

Courses necessary to complete a degree or certificate. Curriculum is an organized program of study arranged to provide integrated cultural or career/technical education leading to a certificate or degree.

Degree:

A prescribed set of courses that meet specific academic, general education, elective, and skill requirements.

Discipline:

See Subject.

Distance Education:

Courses offered online. See the current class schedule on the college's website at <https://oregoncoast.edu/course-schedule/> for more information about Distance Education.

Dual Credit:

College credit for College-approved high school courses taught by high school instructors.

Dual Enrollment:

Simultaneous enrollment in courses in high school and at the College.

Early College:

A program for high school students designed to get their post-secondary education off to a good start by allowing them to enroll in select college classes at reduced tuition.

Elective:

A course which may be selected from a list of alternatives in order to fulfill degree or certificate requirements.

Expanded Options:

Enrollment in College classes by junior or senior high school students to assist in meeting requirements for high school completion while also earning College credit.

Faculty:

Persons who teach courses at the College.

Fees:

Money paid in addition to tuition for specific purposes: supplies, materials, equipment use, facilities expenses, etc.

Financial Aid:

Grant, loan, and/or scholarship funds to help students meet College expenses.

Full-time Student:

A student registered for twelve or more credits per term. Full-time enrollment is required for maximum financial aid awards.

Grade Point Average (GPA):

: An average of grade points received for credit courses taken during a student's academic history.

Grades:

A method used for evaluating student progress in meeting course outcome requirements.

Lower-Division Transfer Credits:

See Transfer Credit.

Major:

See Area of Study.

Part-time Student:

A student registered for less than twelve credit hours.

Period:

A class meeting of discussion, lecture, laboratory, studio, etc., which may last for 50 minutes or more.

Placement Test:

An instrument used to assess a student's mathematics, reading and writing skills. A placement test must be taken before students may enroll in writing and mathematics courses.

Plagiarism:

Using and presenting another person's ideas, concepts, or written works as one's own, or using and presenting another person's ideas, concepts, or written works without citing the source.

Prerequisite:

Courses that must be taken before taking a more advanced course: for example, MTH 095 prior to MTH 111. See individual course descriptions for specific prerequisite requirements.

Quarter:

See Term.

Registration:

The official process of enrolling at the College, including arrangements for payment of tuition and fees. See the current class schedule at the College's website at <https://oregoncoast.edu/course-schedule/> for more information.

Residency:

A student's state of legal residence.

Schedule:

A published listing of all courses available via the College web page (<https://oregoncoast.edu/course-schedule/>) for a given term, including course numbers, titles, descriptions, places, times, prerequisites, tuition, fees, and other important information.

Scheduled Time:

The normal amount of time scheduled for a non-laboratory course is one hour per week for each credit hour. Laboratory and activity courses usually require more than one hour of class time per week for each hour of credit.

Sequence:

Closely-related courses usually extending for three terms.

Staff:

Persons employed by the College to provide a variety of College services.

Step Ahead:

College-approved College courses taught in high school by qualified high school faculty.

Subject:

A designated discipline or field of knowledge such as History or English.

Syllabus:

A written statement of course expectations, outcomes, and requirements given by faculty to students at the first or second class meeting of each course.

Term (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 <https://oregoncoast.edu/event-calendar/> for more information.

Transcript:

An official record of students' academic work at each college attended.

Transfer Credit

Credits that will transfer to four-year colleges and universities in Oregon, or other states. For more information about transfer credit courses, see the course description section of the Catalog.

Tuition:

Money paid for College courses. Tuition does not include fees and books.

Faculty and Staff

FACULTY AND STAFF

Abe-Ichien, Helen

Faculty, Art

BFA Printmaking, California State University - Long Beach

MA, California State University - Long Beach

Adolf, Darci

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Information Research Skills Instructor
MLIS Instruction and Training, University of Washington
MBA Human Resources, University of Nevada
BS Management, University of Nevada
AAS Data Processing, Clark Community College

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SLPA, Chemeketa Community College

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BA Communication Studies, University of San Diego

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MS Nursing, University of California, San Francisco
BA Health Administration, St Mary's College
ADN Nursing, Santa Ana Jr College

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MS Geology, Baylor University
BS Education, Lamar University
BS Geology, Lamar University

Bishop, Janice

Faculty, Communication Studies
MS Speech Communication, Portland State University
BA Human Communication, Marylhurst University
AA, Central Oregon Community College

Boles, Larry

Director of Aquarium Science Program

S.T.E.M. Coordinator

MS Fisheries Science, College of William & Mary, Virginia Institute of Marine Science

Bowman, Crystal

Director of Nursing

ADN, Mesa Community College BSN, Arizona State University MSN-ED, Grand Canyon University PhD Nursing, Capella University

Bradley, Jason

Facilities Tech I

Burak, Marge

Faculty, Mathematics

MST Mathematics, Portland State University

BS Mathematics, Pacific University

Burke, Gena

Career Education and SNAP Advisor

MS Ed, Portland State University

Teaching Adult Learners Certificate, Portland State University

Teaching English Language to Adults Certificate, University of Cambridge

Cawley, Megan

Faculty, Clinical Nursing

BA Nursing, Oregon Health Science University

BS Biology, Western Oregon University

Charles, Gregory

Faculty, Business Administration

MA Development Banking, American University in Washington University
BA International Relations, University Pennsylvania

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BS Oceanography, University of Massachusetts, Dartmouth

Clos, Jenna

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MA Teaching, Portland State University
BA Spanish, Portland State University
AA General Studies, Clackamas Community College

Cole, Sarah

Faculty, Nursing

BS Nursing, Oregon Health and Sciences University

Colvin, Sari

Faculty, Nursing

AAS, Lane Community College
BS Nursing, Western Governors University

Conrady, Gerald

Basic Skills Instructor

MA Curriculum and Instruction, Portland State University
BA History, California State University
AA Liberal Studies, Rancho Santiago College

Dewer, Gregory

Faculty, Communication Studies

MS Media Studies, University of Oregon

BS Journalism, University of Oregon

AAS Automotive Technology, Linn-Benton Community College

Dinwoodie, Shaneon

Bookstore Associate

Dodds, Savannah

Aquarist

BS Biology/Chemistry, Northern Arizona University

Ebert-Ketcher, Galina

EMT Lab Assistant

OR Paramedic

Erdmann, Trevor

Faculty, Aquarium Science

BS Marine Biology, University of Alaska, SE Juneau

Fernow, David

EMT Lab Assistant

AA Fire Suppression, Chemeketa Community College

AA Paramedic, Chemeketa Community College

Fisher, Matthew

Faculty, Biology

MS Science Education, Montana State University

MS Biology, Western Washington University

BS Environmental Studies, University of Oregon

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Teaching Credential, Chapman University BS, California State University, Monterey Bay

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Faculty, Business Administration

EdD, Organizational Leadership, Development, Grand Canyon University

MBA Business Administration, University of Phoenix

MA Educational Administration & Leadership, Arizona State University

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MAT Teaching, George Fox University - School of Education

BA English, George Fox University

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MA English, University of Hawaii at Manoa

BA English, University of Hawaii

Gintner, Robin

Vice President Administrative Services
BS Accounting, University of Oregon

Goos, Julia

Faculty, Art
MFA Art, Printmaking, Illinois State University
BFA Art, University of Wyoming

Graamans, Milo

Accompanist

Graves, Heidi

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AAS, Nursing Front Range Community College
BN, Western Governors University
MS, Nursing Education- Western Governors University

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AA Accounting, Madison Area Technical College

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MS Education, Portland State University
BA Anthropology, Oregon State University

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YCS Manager

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BA Business Administration, University of Kentucky

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Certificate Aquarium Science, Oregon Coast Community College
BS Biology, Boston University

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Graduate Certificate College & University Teaching, Oregon State University
MS Academic Advising, Kansas State
MAT Education, Oregon State University

Hawkyard, Matt

Faculty, Aquarium Science

MS Fisheries & Wildlife, Oregon State University
BS Fisheries & Wildlife, Oregon State University

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EMT Lab Assistant

EMT-B Cert - Chemeketa CC

Hoadley, Tabitha

Academic Coordinator

Faculty, Computer Applications and Business Administration
MBA, Northern Illinois University
MBA Management and Marketing, University of Miami

Hollingsworth, Roseanne

Aquarist

BS Environmental Science, Linfield College

Certificate of Aquarium Science, Oregon Coast Community College

Hovey, Ann

Associate Dean of Academic Affairs / Registrar

Jackson, Tucker

Faculty, History

MA History, Portland State University

MBA Management Information Systems, University of Houston

BBA Finance, University of Texas

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Faculty, Social Science

MA Political Science, Portland State University

BA Political Science, University of Oregon

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AAS, Linn-Benton Community College

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MA Teaching, Marshall University

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BA Bilingual Early Childhood Education, New Mexico University

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MA Teaching, Willamette University

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MA Agricultural Mechanization, Texas A&I University

MA Geography, University of Oregon

PhD Geography, University of Oregon

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BA Electrical Engineering, Weber State University

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MS Geosciences, Mississippi State University

BA Wildlife Biology, Prescott College

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BS Chemistry and Environmental Science, The College of Santa Fe
MEd Educational Leadership, Northern Arizona University

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MA English, University of Illinois - Chicago
BA English and Philosophy, Northeastern Illinois University

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PhD Psychology, University of California, Los Angeles
MA Psychology, University of California, Los Angeles
BA Psychology, University of California, Los Angeles
AA Psychology, Cerritos College

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BS Nursing, Linfield College
AAS Nursing, Oregon Coast Community College

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BS Biology, Humboldt State University
MS Fisheries Science, Oregon State University

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MS Clinical and Community Psychology, Cal State University, Fullerton
BA Psychology, Cal State University Long Beach

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MA College Student Services Administration, Oregon State University BA Religious Studies, Humboldt State University

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Administrative Assistant, Library
AA General Studies, Oregon Coast Community College
AA Transfer, Oregon Coast Community College

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Faculty, College Survival and Success
Basic Skills Instructor
M.Ed. Adult Education, Oregon State University
BA Anthropology, Washington State University
BA Asian Studies, University of Puget Sound

Miller-Morgan, Timothy

Faculty, Aquarium Science
DVM Veterinary Sciences, Washington State University
BS Wildlife Biology, Washington State University
BS Biology, University of Puget Sound

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MS Biology/Chemistry, Montana Tech BS Zoology, Oregon State University

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BS History & Political Science, Eastern Oregon University
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BS History & Political Science, Eastern Oregon University

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AAS Respiratory Care and Nursing, Fresno City College

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MS Management, Northern Arizona University
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MA English, University of Texas

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PhD Organizational Leadership, Chicago School of Professional Psychology

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MS Nutrition, University of Utah, Salt Lake City

BS Dietetics, Brigham Young University

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AAS Aquarium Science, Oregon Coast Community College

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PhD Art History, Kanazawa College of Art

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MS Education-Teaching, California Baptist University

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Bachelors Church Ministries, Bethany University

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MA Mathematics, University of Louisville KY