

General Information

2018-2019 Academic Calendar

Summer 2018

Term length: 8 weeks

May 14, 2018	Schedules Available
May 22, 2018	Registration Opens for Returning Students
June 21, 2018	Payment Deadline
June 25, 2018	Classes Begin
June 24, 2018	Last Day to Add a Class Without Instructor Permission
June 30, 2018	Last Day to Add a Class With Instructor Permission Code
June 30, 2018	Last Day to Drop a Class With a Refund*
June 29, 2018	Last Day to Submit an Audit Request
July 28, 2018	Last Day to Withdraw Without a Refund*
July 27, 2018	Last Day to select the P/NP Grading Option
August 13-18, 2018	Finals Week
August 18, 2018	End of Term
August 21, 2018	Grades Available in myOCCC Account
Between Term Break (College Open)	Spring-Summer Break June 18-22, 2018 Late Summer break August 20- September 14, 2018
Independence Day July 4, 2018	College Closures (Holidays & In-Service)
Labor Day September 3, 2018	College Closures (Holidays & In-Service)
All OCCC locations are closed Fridays starting the week of June 25th through the week of August 27th.	College Closures (Holidays & In-Service)

Fall 2018

Term Length: 12 Weeks

May 14, 2018	Schedules Available
May 22, 2018	Registration Opens for Returning Students
May 24, 2018	Registration Opens for New Students
September 21, 2018	Payment Deadline
Shark Week September 17-21, 2018 In-Service September 19-20, 2018	College Wide Events
September 24, 2018	Classes Begin
September 23, 2018	Last Day to Add a Class Without Instructor Permission
September 29, 2018	Last Day to Add a Class With Instructor Permission Code
September 29, 2018	Last Day to Drop a Class With a Refund*
September 28, 2018	Last Day to Submit an Audit Request
November 17, 2018	Last Day to Withdraw Without a Refund*
November 16, 2018	Last Day to select the P/NP Grading Option
December 10-15, 2018	Finals Week
December 15, 2018	End of Term
December 18, 2018	Grades Available in myOCCC Account
Late Summer Break August 20-September 14, 2018 Winter Break December 17-21, 2019 & January 2-4, 2019	Between Term Break (College Open)
Fall In-Service September 19-20, 2018	College Closures (Holidays & In-Service)
Veterans' Day Observed November 12, 2018	College Closures (Holidays & In-Service)

Thanksgiving Day November 22, 2018	College Closures (Holidays & In-Service)
Day After Thanksgiving, November 23 2018	College Closures (Holidays & In-Service)
Winter Holidays December 22, 2018 January 1, 2019	College Closures (Holidays & In-Service)

Winter 2019

Term Length: 11 Weeks

November 13, 2018	Registration Opens for Returning Students
November 15, 2018	Registration Opens for New Students
January 3, 2019	Payment Deadline
January 7, 2019	Classes Begin
January 6, 2019	Last Day to Add a Class Without Instructor Permission
January 12, 2019	Last Day to Add a Class With Instructor Permission Code
January 12, 2019	Last Day to Drop a Class With a Refund*
January 11, 2019	Last Day to Submit an Audit Request
March 2, 2019	Last Day to Withdraw Without a Refund*
March 1, 2018	Last Day to select the P/NP Grading Option
March 18-23, 2019	Finals Week
March 23, 2019	End of Term
March 26, 2019	Grades Available in myOCCC Account
Winter Break December 17-21, 2018 & January 2-4, 2019	Between Term Break (College Open)
New Year's Day January 1, 2019	College Closures (Holidays & In-Service)
New Year's Day January 1, 2019	College Closures (Holidays & In-Service)
Martin Luther King Jr. Day January 21, 2019	College Closures (Holidays & In-Service)
Presidents' Day February 18, 2019	College Closures (Holidays & In-Service)

Spring 2019

Term Length: 11 Weeks

February 12, 2019	Registration Opens for Returning Students
February 14, 2019	Registration Opens for New Students
March, 28 2019	Payment Deadline
In-Service April 19, 2019	College Wide Events
April 1, 2019	Classes Begin
March 31, 2019	Last Day to Add a Class Without Instructor Permission
April 6, 2019	Last Day to Add a Class With Instructor Permission Code
April 6, 2019	Last Day to Drop a Class With a Refund*
April 5, 2019	Last Day to Submit an Audit Request
May 24, 2019	Last Day to Withdraw Without a Refund*
May 24, 2019	Last Day to select the P/NP Grading Option
June 10-15, 2019	Finals Week
June 14, 2019	Commencement
June 15, 2019	End of Term
June 18, 2019	Grades Available in myOCCC Account
Spring Break March 25-29, 2019 Spring-Summer break June 17-21, 2019	Between Term Break (College Open)
Spring In-Service April 19, 2019	College Closures (Holidays & In-Service)
Memorial Day May 27, 2019	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

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

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.oregoncoastcc.org/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, 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, 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. 9 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.

Accreditation

Oregon Coast Community College (OCCC) delivers college credit instruction, certificates and degrees through its Inter-Governmental Agreement with Portland Community College (PCC). Credits, certificates and degrees earned at OCCC appear on PCC transcripts and are transferable to other institutions, subject to the specific policies of the receiving institutions

PCC is accredited through the Northwest Commission on Colleges and Universities (NWCCU) The Northwest Commission on Colleges and Universities is a regional post-secondary accrediting agency recognized by the U.S. Department of Education. OCCC has been granted Candidacy status with NWCCU, the final step prior to independent regional accreditation. Candidate for Accreditation is a preaccreditation affiliate status with the Commission following a specified procedure for application, institutional self-study, and on-site evaluation. Candidacy is not accreditation and does not ensure eventual accreditation. It is an indication that an institution complies with the Eligibility Requirements and is progressing toward accreditation

Individuals wishing to review information about OCCC's accreditation status may do so at this link <http://www.oregoncoastcc.org/accreditation-status-of-occc-programs-and-services/>. A copy of OCCC's official accreditation documentation is on reserve and available for review in the OCCC Library during regular business hours.

Equal Opportunity Statement and Non-Discrimination

<http://www.oregoncoastcc.org/equal-opportunity-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:

Dean of Students Cindy Carlson 541-867-8511

ccarlson@oregoncoastcc.org

Human Resources Manager Joy Gutknecht 541-867-8515

joy.gutknecht@oegoncoastcc.org

Questions can also be mailed to their attention at:

400 SE College Way, Newport, OR 97366

OCCC Foundation

<http://www.oregoncoastcc.org/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.oregoncoastcc.org/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: 2018-2019

Julie Hanrahan, Board President
Adam Springer, Board President-Elect
David Bigelow, Treasurer
Sharon Beardsley, Secretary
Nancy Osterlund, Board of Education Liaison
Chris Boyle
David Gomberg
Gloria Ingle
Lesley Ogden
Billie Jo Smith
Andi Spirtos

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

Lucinda Taylor, OCCC Director of Advancement, serves as the executive director, and is an ex-officio, 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@oregoncoastcc.org

Admissions and Registration

Admissions

oregoncoastcc.org/getting-started

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.

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.

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 Enrollment Services at 541-867-8525. 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

oregoncoastcc.org/underage-admission

Oregon Coast Community College considers students who are younger than 16 years of age to be underage students. Under unusual circumstances, a student under 16 years of age may be admitted. The College has developed an underage student admissions policy and procedure to ensure students benefit from the educational services of the College.

Prospective underage students must complete an underage student admissions application, including:

- a written request from the student for admission
- a letter from the student's parent or guardian
- a letter from the student's high school counselor
- Completion of an OCCC online admissions application.

Registration for classes (drop/add/withdraw) is completed by the student through the myOCCC portal and a student responsibility. Underage student applicants and their parents/ guardians recognize that: academic freedom is part of the college learning environment.

- academic integrity is expected.
- a college learning environment is by its nature adult-oriented.
- grading is a faculty responsibility.
- library and internet use is not censored.
- students are responsible for their learning and conduct.

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 @oregoncoastcc.org 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

<http://www.oregoncoastcc.org/getting-started/>

Step 2: Individual Advising Appointment

Make a one-hour appointment with an academic advisor using OCCC's online scheduling tool at <http://www.oregoncoastcc.org/advising-appointments/> 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 myOCCC account (<http://oregoncoastcc.org/myoccc>) 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 myOCCC account or in person at Student Services. Information about payment options and the Tuition and Fees Schedule can be found at <http://www.oregoncoastcc.org/student-accounts/>.

Additional helpful information for New Students is below:

Financial Aid Information

Students can login to their myOCCC account and choose Financial Aid Status from the student resources menu. Students with questions or concerns regarding financial aid can contact the financial aid specialist at finaid@oregoncoastcc.org 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://oregoncoastcc.org/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 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. 13 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 @oregoncoastcc.org 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
<http://www.oregoncoastcc.org/getting-started/>

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 Enrollment Services, OCCC, 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 <http://www.oregoncoastcc.org/advising-appointments/>.

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

Registration is completed online. Students login to myOCCAccount (<http://oregoncoastcc.org/myoccc>) 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 myOCCC account or in person at Student Services. Information about payment options and the Tuition and Fees Schedule can be found at <http://www.oregoncoastcc.org/student-accounts/>.

Additional helpful information for New Students is below:

Financial Aid Information

Students can login to their myOCCAccount and choose Financial Aid Status from the student resources menu. Students with questions or concerns regarding financial aid can contact our financial aid specialist at finaid@oregoncoastcc.org 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://oregoncoastcc.org/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 @oregoncoastcc.org 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
<http://www.oregoncoastcc.org/getting-started/>

Step 2: Individual Advising Appointment

Schedule an appointment using OCCC's online scheduling tool at <http://www.oregoncoastcc.org/advising-appointments/>

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

Registration is completed online. Students login to myOCCC account (<http://oregoncoastcc.org/myoccc>) 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 myOCCC account or in person at Student Services. Information about payment options and the Tuition and Fees Schedule can be found at <http://www.oregoncoastcc.org/student-accounts/>

Additional helpful information for Returning Students is below:

Financial Aid Information

Students can login to their myOCCC account and choose Financial Aid Status from the student resources menu. Students with questions or concerns regarding financial aid can contact the financial aid specialist at fnaid@oregoncoastcc.org 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://oregoncoastcc.org/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. Part-time enrollment statuses are:

- 9-11 credits – three-quarter time enrollment
- 6-8 credits – half-time enrollment
- 1-5 credits – quarter-time enrollment

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

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

<http://www.oregoncoastcc.org/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

oregoncoastcc.org/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@oregoncoastcc.org or Holly Shank, Navigate Outreach Specialist at holly.shank@oregoncoastcc.org 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. (Available online at www.oregoncoastcc.org) or click here <http://www.oregoncoastcc.org/student-resources/>
2. Make an appointment with an OCCC academic advisor using our online appointment tool <http://www.oregoncoastcc.org/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 myOCCC 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.

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

Biology: BI 101, 102, 103, 201, 202, 203

College Success: CG 100 – STRONGLY RECOMMENDED the first term a student participates in the ECP.

Communication: COMM 111 History: HST (any course number)

Library and Research Skills: LIB 101

Mathematics: MTH 105, 111, 112, 243

Psychology: PSY 101, 102, 103, 201, 202, 203

Reading: RD 115

Spanish: SPAN 101, 102, 103, 111, 112, 113, 201, 202, 203

Writing: WR 115, 121, 122, 123

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

Dual Credit Program

<http://www.oregoncoastcc.org/high-school-students/>

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.

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<http://www.oregoncoastcc.org/high-school-students/>

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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. (Available online at www.oregoncoastcc.org) or click here <http://www.oregoncoastcc.org/student-resources/>
2. Make an appointment with an OCCC academic advisor using our online appointment tool <http://www.oregoncoastcc.org/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 myOCCC 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.

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

Biology: BI 101, 102, 103, 201, 202, 203
College Success: CG 100 – STRONGLY RECOMMENDED the first term a student participates in the ECP.
Communication: COMM 111 History: HST (any course number)
Library and Research Skills: LIB 101
Mathematics: MTH 105, 111, 112, 243
Psychology: PSY 101, 102, 103, 201, 202, 203
Reading: RD 115
Spanish: SPAN 101, 102, 103, 111, 112, 113, 201, 202, 203
Writing: WR 115, 121, 122, 123

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

Non-credit Students: Community Education and Small Business Classes

oregoncoastcc.org/CommunityEd
oregoncoastcc.org/Business

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 ext. 201 for Community Education classes or 541-994-4166 for SBDC classes.

Basic Skills: GED Prep & Adult General Education Classes

GED & Adult General Education Overview

www.oregoncoastcc.org/portfolio/ged/

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.

GED & Adult General Education Orientations

Before entering a GED/Adult General Education class, a two-session orientation is required. Orientations provide an opportunity to learn more about our program and classes; get specific information about the GED test; find out about the many advantages GED students have at OCCC; learn about the College's services, resources, and other programs; take some basic assessments; and get introduced to the friendly and encouraging classroom setting in which you'll be able to learn and succeed. There are two orientation sessions each term.

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

Overview

<http://www.oregoncoastcc.org/portfolio/english-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. Morning classes are available at Central Campus, and evening classes are available at Food Share and Ocean Spray Family Center.

Student Resources

Academic Advising

<http://www.oregoncoastcc.org/advising-appointments/>

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.oregoncoastcc.org/bookstore

Open 8am-4:30pm 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.

Online Courses

Visit YCS for textbooks to online courses taught by OCCC faculty. If you are taking an online class through Portland Community College (PCC), you will need to contact the PCC Bookstore for your textbooks.

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.oregoncoastcc.org/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. The Career and Transfer Readiness Center, is a dedicated space open to students. The CTRC is in room 52 at OCCC's Newport campus. 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 <http://www.oregoncoastcc.org/advising-appointments/> to make an appointment with an Academic Advisor.

Services for Students with Disabilities

<http://www.oregoncoastcc.org/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 Dean of Students at 541-867-8501 and submit documentation of their disabling condition(s) to the Dean of Students. 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 Dean of Students.

Distance Education

<http://www.oregoncoastcc.org/distance-education/>

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

OCCC students also have the option to take online classes at Portland Community College. Students interested in this option should coordinate with an academic advisor who will facilitate registration with PCC. Students who register for classes at PCC must follow the dates and deadlines published in PCC's academic calendar and complete PCC's orientation for online courses.

Important:

The Oregon Coast Scholars Program will not pay tuition and fees for PCC Distance Education classes. Tuition waivers will also not pay for PCC classes.

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.

Textbooks for online courses from PCC may be purchased from their Sylvania bookstore. The Sylvania bookstore can be reached at 971-722-8119 or bookstore@pcc.edu.

Important:

OCCC students taking PCC classes can use their financial aid to purchase their textbooks at PCC. Please contact the PCC bookstore 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 Resources



The Oregon Coast Community College Library contributes to student success and life-long learning by providing Information Literacy instruction and support for students, faculty, staff, and the local community. Personal research assistance is available to individuals by chat, email, telephone, or by stopping by the Library during open reference hours.

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.

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

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. Study carrels are available for those needing an extra degree of quiet study. A Team Lab designed for group collaboration houses four computers, a printer, and a whiteboard. Two additional computers are stationed within the Library for individual work. The Library also manages six study rooms; four designed for individual use and two for groups of three or more.

Testing Services

<http://www.oregoncoastcc.org/testing/>

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 a valid photo identification at each testing session.

For the current GED testing schedule, please access the college's website at oregoncoastcc.org. 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/PCC 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.oregoncoastcc.org/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 541-867-8501 or by email at tutoring-center@oregoncoastcc.org.

Tuition and Fees/Payment Options

Payment Policies

<http://www.oregoncoastcc.org/student-accounts/>

OCCC has a Pave Your Way to Success policy. Pay in full or make college approved payment arrangements (Installment Payment plan) by the payment deadline each term to avoid being automatically dropped from classes. A student's registration is secure when they have a financial aid award letter, have set up a college approved payment plan, have arranged with Accounts Receivable for a third-party payment, or have a scholarship that will cover the student account balance for the term.

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 at <https://catalog.oregoncoastcc.org/20182019-academic-calendar>

Cash, personal checks (payable to OCCC), Discover, MasterCard, and VISA are accepted. Credit cards must be presented by the card holder and the signature must be verifiable by at least one additional form of identification. 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 deferred tuition payment plan or other institutional financial assistance.

Installment Payment Plan

<http://www.oregoncoastcc.org/student-accounts/>

The College offers the Installment Payment Plan to help students meet tuition expenses more easily. Students can arrange for a payment plan at the Central Campus or North Campus Student Services Center or online at myOCCC. 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.

Payment by Financial Aid or Agency Billing

<http://www.oregoncoastcc.org/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 award are greater than the enrollment costs, payment of the balance will be made to 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.

Refund Policy

To receive a refund, students must drop their class(es) by the date stated on the academic calendar. Refunds for dropping classes are processed approximately every two weeks. Students who choose to drop a class within the refund period need to allow two to four weeks to receive a refund in the mail.

When a financial aid recipient, full-time or part time, officially drops from OCCC within the refund period, 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.

Educational Tax Credits

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 myOCCC by the second Friday in January 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.

Tuition Effective 2018-2019

<http://www.oregoncoastcc.org/tuition-and-fees/>

Credit Courses:

Local & In-State* \$105 per credit

Out of State* \$214 per credit

Other tuition and fees may be charged for specialized courses and programs such as Aquarium Science (<http://www.oregoncoastcc.org/portfolio/aquariumscience/>), EMT

(<http://www.oregoncoastcc.org/emergencymedical-technician-2/>), Nursing, (<http://oregoncoastcc.org/portfolio/nursing/>) special workshops, and higher-cost training and instruction.

Non-Credit Courses: Tuition varies according to class. Please see the class schedule for noncredit class costs. *Border states including California, Idaho, Nevada and Washington qualify for in-state tuition.

Fees 2018-2019

College Services Fee: \$8.25 per credit

Student Services Fee: \$1.50 per credit

Student Government Fee: \$0.25 per credit

Technology Fee: \$6 per credit

Art Courses: \$35 and up per course

Computer Courses: \$28 and up per course

Science Courses: \$20 and up per course

Online Fees: \$50 per course

Deferred Tuition Contract: \$20 per term

Installment Payment Late Fee: \$50 per term

Placement Test: \$15

Placement Test Retest: \$5 per subject

Basic Skills: \$20 per course

Community Education and Small Business Development Courses: Price varies and is published online and in *Catch the Wave*.

Other tuition and fees may be charged for specialized courses and programs such as nursing, EMT, Aquarium Science, special workshops, and other higher-cost training and instruction.

Financial Aid

<http://www.oregoncoastcc.org/getting-started/>

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. Students can check their financial aid status by viewing the financial aid dashboard in their myPCC account. Students must review and accept their award by the payment deadline or choose another way to pay.

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

The first steps are:

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

Fill out the 2016-2017 Free Application for Federal Student Assistance (FAFSA) as soon as possible. Students can submit their 2017-2018 FAFSA as early as October 1, 2016 using tax information from 2015. The application can be accessed at www.fafsa.ed.gov.

2. Complete admissions.

3. Get admitted to OCCC. Apply for admission at <http://oregoncoastcc.org/getting-started/>.

4. Monitor email and submit required documents.

5. Students will receive an email with instructions how to log in to their "myPCC" account and check their financial aid status. Students should follow the instructions in their myPCC to complete financial aid requirements. Timely submission of required documents is critically important. Award processing can take several weeks.

6. Consider all Funding Options.

7. Students are encouraged to carefully consider each type of financial aid available to decide what is right for them, including grants and loans awarded from FAFSA, and scholarships from the Office of Access and Completion (OSAC), the OCCC Scholarship Foundation, and other sources. Review oregoncoastcc.org for more information about all funding, or contact the financial aid specialist at 541-867-8503 finaid@oregoncoastcc.org.

8. Review and accept PCC's Conditions of Federal Financial Aid.

9. After the student has completed all federal financial aid requirements in their myPCC, they should monitor their myPCC account. When an award letter appears in the myPCC account, students must accept the term and conditions of the award letter to receive their federal financial aid. Students who would like to borrow loans must be sure to complete entrance counseling and a master promissory note at studentloans.gov.

10. Receive Funds.

11. Students with refunds from their federal financial aid will have a check available for them during the third week of the term. Students should note that loan monies for first time borrowers will not be available until 30 days after the start of the term.

12. Maintain Eligibility.

13. To maintain eligibility students must meet Satisfactory Academic Progress which is a cumulative Grade Point Average (GPA) of 2.0 or higher and successful completion of two-thirds (66.67%) of attempted credits per term.

14. Apply for scholarships.

15. Fill out a free Office of Student Access and Completion (OSAC) scholarship application at <https://oregonstudentaid.gov/>. The OSAC application opens November and the final deadline is March 1 of the following year.

Apply for Oregon Coast Community College Foundation Scholarships and other scholarships <http://www.oregoncoastcc.org/community-connections/>. The OCCC Foundation scholarship application is available at and usually opens Spring term, though it's never too early for students to begin a scholarship search and start preparing a scholarship essay.

Students expecting scholarship funds should follow up with the organization granting the scholarship to inquire how their funds will be disbursed and what the terms and conditions of their scholarship are.

Veterans' Educational Benefits

<http://www.oregoncoastcc.org/veterans-benefits/>

OCCC recognizes the sacrifice of those who have served in the United States Armed Forces, and we are honored to assist veterans and their dependents with utilizing their benefits. OCCC provides students with access to any VA education benefits they may be entitled to.

The Veterans Liaison is here to help veterans and their dependents use their VA education benefits to support their college expenses. Benefits are certified through OCCC's contracting college, Portland Community College (PCC). Students apply with the VA and certify their schedule through their myPCC account.

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. Students must also complete and submit the Transfer Credit Evaluation request found in their myPCC. 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.

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.

Types of Financial Aid Available to Students

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 prorated based on a student's enrollment level status.

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

Oregon Promise Grant – Oregon Promise Grants are available to recent high school graduates. For more information about eligibility and application requirements, visit the Office of Student Access and Completion website at <https://oregonstudentaid.gov/>.

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. It is available on a funds available basis through PCC. If you have questions about the Nursing Loan, contact OCCC's Financial Aid Specialist.

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.

General College Policies and Procedures

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 welllighted areas, and to walk to their parked cars with someone they know.

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 OCCCC 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.

Animals on Campus

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

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.

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.

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.

FERPA (Family Education Rights and Privacy Act)

This federal statute outlines the rights of students and the responsibilities of educational institutions in the maintenance and security of student records. In general, FERPA affords OCCC students with the following rights:

The right to obtain a copy of OCCC's current Student Records Policy.

The right to inspect and review their own educational records.

The right to seek to amend their own educational records.

The right to have some control over the disclosure of information from their own educational records (by authorizing or denying access in writing).

The right to file complaints of alleged failures to comply with the requirements of FERPA (with the U.S. Department of Education).

At OCCC FERPA rights belong to the student, regardless of the student's age.

Directory Information

OCCC does not have any directory information. Therefore, all information about a student is kept confidential and not released without express written consent by the student (except when consent is not required by FERPA). While OCCC does not have any directory information, the college may contact a student via phone, email, and mailing address provided by the student and may leave a voicemail at the number provided.

Solomon Amendment Disclosure

The Solomon Amendment requires Oregon Coast Community College, upon request or military recruiters, to release student names, addresses, telephone numbers, and dates of birth. Students may request that this information not be released to military recruiters by completing a Request for Non-Disclosure of Student Information form.

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 oregoncoastcc.org email account(s). Students are also given an email account by PCC and given the appropriate account(s) to access communications regarding those services, PCC provides for OCCC students. 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.

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 Dean of Students. If you are an employee, contact Human Resources.

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, Cindy Carlson, Dean of Students. Students can view OCCC's Gender-Based and Sexual Misconduct Policy online at <http://www.oregoncoastcc.org/title-ix-policies/>

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.oregoncoastcc.org.

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 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 calling Enrollment Services at 541-867-8525.

Tobacco-Free Campus

Oregon Coast Community College Board of Education is committed to providing a safe and healthy environment for its employees, students and visitors by designating and maintaining each OCCC facility as tobacco-free environment.

In light of U.S. Surgeon General findings, OCCC will communicate to its employees and students that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards.

Consequently, use, distribution, or sale of all tobacco and nicotine products except those approved by the FDA for smoking cessation, in buildings or on College premises, including in parking lots or outdoor spaces, without exception, or in College-owned, rented or leased vehicles, is prohibited.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form, vaporizing, electronic and any other form of device used for the purposes of smoking, vaporizing, dissolving, inhaling or ingesting any form of tobacco or nicotine product not approved by the FDA for smoking cessation.

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 Dean of Students. 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. Co-advisors 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.

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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 Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students' 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 Dean of Students' 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 Dean of Students' Office. 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 Dean of Students' 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 Dean of Students 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 Dean of Students 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 Dean of Students, the student may submit a written appeal to the President within seven (7) working days of receipt of the decision of the Dean of Students.
 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 Dean of Students 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.

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. The faculty member 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.

The faculty member collects evidence by assembling all relevant documentary evidence and creating a paper trail of all that occurs after the alleged act of academic dishonesty. 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 Dean of Academics and Workforce.

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 Dean of Academics and Workforce:**

If the accused student contests the faculty member's decision, a meeting with the Dean of Academics and Workforce 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 Dean of Academics and Workforce for the purpose of further inquiry into the incident.

Within ten (10) working days of receiving the Academic Integrity Concern Form, the Dean of Academics and Workforce 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 Dean of Academics and Workforce will consider any evidence submitted within seven (7) days of the meeting, and interview persons as warranted. The Dean of Academics and Workforce determines if the action recommended by the faculty member is appropriate. If the student misses the meeting, the faculty member and the Dean of Academics and Workforce may proceed with the process to completion.

Within five (5) working days of the meeting, the Dean of Academics and Workforce sends written notification of the results of the inquiry to the student and faculty member. The decision of the Dean of Academics and Workforce is final. Further consequences may be imposed by the Dean of Academics and Workforce 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. Enrollment is also limited for some programs, e.g., Aquarium Science, Emergency Medical Technology, 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

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

Oregon Coast Community College degree-seeking students who are not making satisfactory academic progress will be provided the opportunity to access services and resources designed to support learning and achievement of academic goals.

Individuals not making satisfactory academic progress, as defined in this policy, may be denied early registration opportunities or continued admission. Students failing to meet the Standards of Satisfactory Academic Progress (SAP) shall be alerted by the College and provided information regarding resources, as well as procedures designed to support improved academic performance.

Additionally, students receiving financial aid must maintain satisfactory academic progress per financial aid guidelines to remain eligible to receive financial aid funds.

Levels of Academic Standing

Good Standing

Students are expected to meet this minimum level of academic progress.
Maintain a cumulative Grade Point Average (GPA) of 2.0 or higher.
Successfully complete 2/3 (66.67%) of attempted credits each term.

Academic Warning

This is the level occurring the first term after students do not meet standards. Students will receive an email notifying them of their Academic Warning status. Students shall read this email carefully and follow directions to access resources.

Good Standing can be regained the following term if standards are met.

Academic Probation

This level is reached after a term on Academic Warning if students fail again to meet the standards. A registration hold will be placed on a student's account preventing them from registering for the next term. Students will receive an email notifying you of your Academic Probation status. Students will be instructed to work with their academic advisor to develop a Learning Contract. Students must work with their instructors to obtain a mid-term progress report that will be shared with their advisor. Good Standing can be regained the following term if standards are met. Academic Suspension occurs if students fail to meet standards for a third term in a row. If a student has already enrolled for classes for the next term, they will be automatically dropped. Students will receive an email and written letter notifying you of your Academic Suspension status. Students will be suspended from OCCC for one term. If students wish to return to OCCC, they must: Complete a Re-Entry Process, or Appeal for an Exception due to extenuating circumstances.

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

OCCC follows the transfer credit and credit for prior learning standards of its contracting college. Credits from other institutions may be accepted toward degree requirements if they were completed at a regionally accredited college or university. For degree-seeking students the contracting college (PCC) evaluates coursework for Lower Division Collegiate (LDC) and Upper Division Collegiate (UDC) classes from regionally accredited institutions 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. OCCC students must consult with their academic advisor to determine what constitutes LDC. Career Technical Education coursework may be applied to a degree or certificate upon the evaluation and approval of the department chair. Early in

their program, students should consult with the department chair of the appropriate program for assistance.

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, submit the transfer credit evaluation request which can be found on MyPCC. 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. OCCC will retain the original transcript and send a copy via secure methods to PCC.

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 PCC Student Records Office 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

In order to receive credit toward an OCCC certificate or degree, it is the responsibility of each student with transcripts (credits) from international schools to have them translated (if necessary) and evaluated course by course by a service that is a member of the National Association of Credential Evaluation Services. Further information can be found at: <http://www.naces.org>.

ADVANCED PLACEMENT (AP)

Students who complete Advanced Placement (AP) Exams may be eligible to receive college credit based on the exam score. Students must have official AP scores sent to OCCC, along with the Non- Traditional Credit form. A list of AP exams accepted by the contracting college and credit received is available on the PCC Student Records website: www.pcc.edu/resources/student-records/advanced-placement.html

To request a copy of AP exam scores to be sent to OCCC, contact the Advanced Placement Program. This information can be found at the address listed below or the following website: <https://apstudent.collegeboard.org> Advanced Placement Program PO Box 6671 Princeton, NJ 08541-6671 1-877-274-6474.

INTERNATIONAL BACCALAUREATE (IB)

Students who complete International Baccalaureate (IB) Exams may be eligible to receive college credit based on the exam score. Students must have an official IB transcript of scores sent to OCCC, along with the Non-Traditional Credit form. A list of IB exams accepted by the contracting college and credit received is available at www.pcc.edu/resources/student-records/ib.html. 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: <http://www.ibo.org/informationfor/alumni/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. Students must also complete and submit the Transfer Credit Evaluation request found on MyPCC. 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 the contracting college 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. The contracting college 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

The contracting college 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. Each Subject Area Committee (SAC) shall determine which of its courses can be challenged. See S701: Subject Area Committees

<https://catalog.pcc.edu/handbook/s701-subjectareacommittees/>.

Students who believe that they satisfy the content and outcome objectives of a current course must obtain the approval of the appropriate entity to challenge the course. Students cannot challenge courses in which they are currently enrolled or that already

appear on their transcripts. A course may only be challenged once. The challenge measurement and process established by the SAC shall assess whether a student has met the course content and outcome objectives so that credit can be awarded. An instructor who teaches the course shall determine the grade earned by the student. The grade shall be submitted through the faculty department chair, division dean, or administrative supervisor. In the event that the instructor is also the faculty department chair, the grade shall be submitted through the relevant division dean or administrative supervisor. Only grades of C or P or better will be transcribed as institutional credit and designated with a CPL notation.

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,
or 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. Oregon Coast follows policies and procedures established at Portland Community College, OCCC's contracting college, for awarding non-traditional credit, including:

AP or IB Credit
Credit by CLEP
Military Credit

Students must have official transcripts or scores sent to OCCC, along with the Non-Traditional Credit form to have the evaluation completed.

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 Dean of Students 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) 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 Dean of Academics and Workforce 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 Dean of Students

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 Dean of Students within 30 calendar days of the student's documented inquiry to the instructor. Students can obtain a Grade Appeal Form by calling Student Services at 541-867-8501. OCCC students should return the completed Grade Appeal Form to Oregon Coast Community College's Dean of Students at 400 SE College Way, Newport, OR 97366. OCCC Students may also submit this form by fax to 541-867-8559. The Dean of Students 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 Dean of Students 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. A copy of the written decision will also be sent to the Dean of Academics and Workforce.

Step 3: Appeal Decision to Dean of Academics and Workforce

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 Dean of Students 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 Dean of Academics and Workforce.

2. The Dean of Academics and Workforce 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 Dean of Students.

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. 45 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 grades earned will appear on the transcript.
- 2) The most recent grade earned for a course will be calculated into the GPA and the total credits earned; all other grades earned

for that course will be excluded from the GPA and the credits earned. 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.

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 Associate Dean of Instruction 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 drop deadline published in the academic calendar or, for less than full-term length courses on a course syllabus, a student shall be able to drop any registered class by completing the official drop/withdrawal process.
- 2) Such action by a 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 deadline.
- 4) This action shall result in a grade/mark of W appearing for the course or courses on the transcript.
- 5) Students who do not withdraw will be assigned a grade by the instructor.
- 6) Time periods referred to published 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

In order to correct a recording error or grading discrepancy, students must submit an appeal within 90 days of the end of the term of the course for which the grade was received. If a student has repeated a course, it is the student's responsibility to notify Enrollment Services so that it will be properly recorded. Please call Enrollment Services for more information at 541 -867-8525.

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: oregoncoastcc.org. 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

Per the policies of OCCC's contracting college, students at Oregon Coast Community College are automatically awarded degrees and certificates upon completion of requirements for the student's recorded program of study. Opting out of an institutional award requires emailing Enrollment Services. Multiple credentials may be automatically awarded within a student's program of study.

Students are encouraged to access GRAD Plan, available in the MyPCC to discover which classes are still needed to meet graduation requirements. Students are also encouraged to work closely with their academic advisor and review GRAD Plan thoroughly with their academic advisor.

Students must monitor both their OCCC and PCC email accounts for relevant information regarding graduation and commencements.

OCCC students must submit a graduation application available in their myOCCC account to participate in OCCC's annual commencement ceremony held at the end of spring term. All students graduating in the current academic year are eligible to participate.

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"). 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. In addition, a short summer term is held.

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 www.oregoncoastcc.org 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 oregoncoastcc.org for more information.

Residency:

A student's state of legal residence.

Schedule:

A published listing of all courses available via the College web page (oregoncoastcc.org) 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 oregoncoastcc.org 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

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