Welcome

Welcome to OCCC

Dear OCCC Students,

Welcome to Oregon Coast Community College! Whether you are new to the college or returning for another year, we're pleased that you've chosen to take classes with us.

We have produced this Student Handbook to guide you along the way. I encourage you to spend time reviewing the information found here and keep it as a resource for future questions you might have as the year progresses.

If you find you need assistance, Student Services is a good place to start. Just stop by our front desk or call us at 541-867-8501.

All of us at OCCC are committed to your success as a student ~ we're your support team as you work toward reaching your goals ~ and we wish you the very best in that endeavor.

Have a great year!

Cindy Carlson, M.Ed., Ed.S.
Dean of Students

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.

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.

College Contact Information and Campus Locations

**Central County Campus**

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

**North County Center**

3788 SE High School Drive  
Lincoln City, OR 97367 541-996-6222  
FAX 541-996-4958  
Business Hours: Monday - Friday: 8am - 5pm (Summer term the center is closed on Fridays)
# 2019-2020 Academic Calendar

## Summer 2019

**Term length: 8 weeks**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 14, 2019</td>
<td>Schedules Available</td>
</tr>
<tr>
<td>May 21, 2019</td>
<td>Registration Opens for Returning Students</td>
</tr>
<tr>
<td>June 20, 2019</td>
<td>Payment Deadline</td>
</tr>
<tr>
<td>June 24, 2019</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>June 23, 2019</td>
<td>Last Day to Add a Class Without Instructor Permission</td>
</tr>
<tr>
<td>June 29, 2019</td>
<td>Last Day to Add a Class With Instructor Permission Code</td>
</tr>
<tr>
<td>June 29, 2019</td>
<td>Last Day to Drop a Class With a Refund*</td>
</tr>
<tr>
<td>June 28, 2019</td>
<td>Last Day to Submit an Audit Request</td>
</tr>
<tr>
<td>July 27, 2019</td>
<td>Last Day to Withdraw Without a Refund*</td>
</tr>
<tr>
<td>July 26, 2019</td>
<td>Last Day to select the P/NP Grading Option</td>
</tr>
<tr>
<td>August 12-17, 2019</td>
<td>Finals Week</td>
</tr>
<tr>
<td>August 17, 2019</td>
<td>End of Term</td>
</tr>
<tr>
<td>August 20, 2019</td>
<td>Grades Available in myOCCC Account</td>
</tr>
<tr>
<td>Between Term Break (College Open)</td>
<td>Spring-Summer Break June 17-21, 2019 Late Summer break August 19- September 20, 2019</td>
</tr>
<tr>
<td>Independence Day July 4, 2019</td>
<td>College Closures (Holidays &amp; In-Service)</td>
</tr>
<tr>
<td>Labor Day September 2, 2019</td>
<td>College Closures (Holidays &amp; In-Service)</td>
</tr>
<tr>
<td>All OCCC locations are closed Fridays starting the week of June 24th through the week of August 30th.</td>
<td>College Closures (Holidays &amp; In-Service)</td>
</tr>
</tbody>
</table>

## Fall 2019

**Term Length: 12 Weeks**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 14, 2019</td>
<td>Schedules Available</td>
</tr>
<tr>
<td>May 21, 2019</td>
<td>Registration Opens for Returning Students</td>
</tr>
<tr>
<td>May 23, 2019</td>
<td>Registration Opens for New Students</td>
</tr>
<tr>
<td>September 20, 2019</td>
<td>Payment Deadline</td>
</tr>
<tr>
<td>Shark Week September 16-20, 2019 In-Service September 18-19, 2019</td>
<td>College Wide Events</td>
</tr>
<tr>
<td>September 23, 2019</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 22, 2019</td>
<td>Last Day to Add a Class Without Instructor Permission</td>
</tr>
<tr>
<td>September 28, 2019</td>
<td>Last Day to Add a Class With Instructor Permission Code</td>
</tr>
<tr>
<td>September 28, 2019</td>
<td>Last Day to Drop a Class With a Refund*</td>
</tr>
<tr>
<td>September 27, 2019</td>
<td>Last Day to Submit an Audit Request</td>
</tr>
<tr>
<td>November 16, 2019</td>
<td>Last Day to Withdraw Without a Refund*</td>
</tr>
<tr>
<td>November 15, 2019</td>
<td>Last Day to select the P/NP Grading Option</td>
</tr>
<tr>
<td>December 9-14, 2019</td>
<td>Finals Week</td>
</tr>
<tr>
<td>December 14, 2019</td>
<td>End of Term</td>
</tr>
<tr>
<td>December 17, 2019</td>
<td>Grades Available in myOCCC Account</td>
</tr>
</tbody>
</table>
Late Summer Break August 19-September 20, 2019 Winter Break December 13-23, 2019 Between Term Break (College Open)

Fall In-Service September 18-19, 2019 College Closures (Holidays & In-Service)
Veterans' Day Observed November 11, 2019 College Closures (Holidays & In-Service)
Thanksgiving Day November 28, 2019 College Closures (Holidays & In-Service)
Day After Thanksgiving November 29, 2019 College Closures (Holidays & In-Service)
Winter Holidays December 24, 2019 January 1, 2019 College Closures (Holidays & In-Service)

Winter 2020

Term Length: 11 Weeks

November 12, 2019 Registration Opens for Returning Students
November 14, 2019 Registration Opens for New Students
January 2, 2020 Payment Deadline
January 6, 2020 Classes Begin
January 5, 2020 Last Day to Add a Class Without Instructor Permission
January 11, 2020 Last Day to Add a Class With Instructor Permission Code
January 11, 2020 Last Day to Drop a Class With a Refund*
January 10, 2020 Last Day to Submit an Audit Request
February 29, 2020 Last Day to Withdraw Without a Refund*
February 28, 2020 Last Day to select the P/NP Grading Option
March 16-21, 2020 Finals Week
March 22, 2020 End of Term
Winter Break December 13-23, 2019 Between Term Break (College Open)
New Year's Day January 1, 2020 College Closures (Holidays & In-Service)
New Year's Day January 1, 2020 College Closures (Holidays & In-Service)
Martin Luther King Jr. Day January 20, 2020 College Closures (Holidays & In-Service)
Presidents' Day February 17, 2020 College Closures (Holidays & In-Service)

Spring 2020

Term Length: 11 Weeks

February 11, 2020 Registration Opens for Returning Students
February 13, 2020 Registration Opens for New Students
March 26, 2020 Payment Deadline
In-Service TBD College Wide Events
March 30, 2020 Classes Begin
March 29, 2020 Last Day to Add a Class Without Instructor Permission
April 4, 2020 Last Day to Add a Class With Instructor Permission Code
April 4, 2020 Last Day to Drop a Class With a Refund*
April 3, 2020 Last Day to Submit an Audit Request
May 23, 2020 Last Day to Withdraw Without a Refund*
May 22, 2020 Last Day to select the P/NP Grading Option
June 8-13, 2020 Finals Week
June 12, 2020 Commencement
June 13, 2020 End of Term
June 16, 2020 Grades Available in myOCCC Account
Spring Break March 23-27, 2020 Spring-Summer break June 15-19, 2020 Between Term Break (College Open)
Spring In-Service April 17, 2020 College Closures (Holidays & In-Service)
Memorial Day May 25, 2020 College Closures (Holidays & In-Service)
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 for 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 Information System (CIS)

http://oregoncis.uoregon.edu/

Username: oregoncoast

Password: cissharks

CIS (Career Information System) is a free to use online resource for Oregonians that has current information about work, education, training and financial aid.

Get information about:
• setting career goals
• which schools offer the degree or technical training you need
• how much college is going to cost, and options to pay for it
• creating resumes and cover letters
• self-study tools for a variety of subjects and exams

When you first access CIS you have the option to create a personalized portfolio. This portfolio allows you to bookmark and save information you find while using CIS. It is highly recommended that all students create a CIS portfolio.

For assistance with CIS contact your academic advisor or visit the Career and Transfer Readiness Center.

Disability Access Services

Student Services, (541)867-8501
https://www.oregoncoastcc.org/disabilities/

Oregon Coast Community College is committed to student success. If you are a student seeking educational supports to achieve in the college setting it is important that you connect with the Dean of Students and formally request accommodations. You can schedule a meeting by speaking with your advisor or calling (541) 867-8501. During your appointment you will discuss the nature and extent of any disability and may be asked to provide documentation.

Students eligible for accommodations are responsible for communicating with their instructors each term as accommodations used may depend of the course content and structure. Any questions or concerns should be directed to the Dean of Students.

Library and Information Services

http://www.oregoncoastcc.org/access-use-library-services/

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.

MyOCCC portal

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

Get started with MyOCCC

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

Need help logging in?

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

Public Phones and Transportation

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

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

Tutoring Center

http://www.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 541-867-8505 or by emailing the Tutoring Coordinator.

Veterans Services

Layton Spence, Veteran’s Liaison

(541) 867-8503

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

Students using any type of Federal Veterans Administration (VA) Education Benefit are required to have all prior transcripts evaluated. It is the student’s responsibility to request official transcripts from all previous colleges and submit them to the enrollment services coordinator and complete and submit an official transcript evaluation request. A student’s first term of VA benefits may be certified while waiting for transcript evaluation, however no subsequent terms will be certified for VA Benefits until transfer credit evaluation is complete.

Planning your education

Working with an Academic Advisor

Student Services, 541-867-8501

https://www.oregoncoastcc.org/advising/

Advisors:

Colleen Doherty
Specializes in Nursing, Allied Health, and Transfer degrees and certificates
(541) 867-8521; colleen.doherty@oregoncoastcc.org

Blake Hagan
Specializes in Aquarium Science, Business, and Transfer degrees and certificates
(541) 867-8512; blake.hagan@oregoncoastcc.org

Theresa Harper
Specializes in Pre-Teaching transfer degrees and the Early Child Education certificate

(541) 867-8514; theresa.harper@oregoncoastcc.org

Academic advisors partner with students to explore educational and career goals. Advisors are knowledgeable about OCCC course, certificate, and degree options and requirements as well as resources and services that support student success.

In an advising appointment students can expect to discuss:

- career interests and goals
- academic strengths and areas of concern
- future class schedules
- deadlines for program applications
- transfer options

To prepare for an advising appointment:

- review degree plan and progress
- review course schedule and course prerequisites
- prepare or update an academic planner
- reflect on academic progress
- write down questions for your advisor

All students at OCCC are required to meet with an advisor each term prior to registration. Access resources and schedule advising appointments online at [https://www.oregoncoastcc.org/advising/](https://www.oregoncoastcc.org/advising/) Students are encouraged to bookmark this link for future use.

**Academic Success - CG 100 and Early Alerts**

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

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

CG 100 looks at success in college from several angles. The first is one of academic skills and preparedness. The course encourages students to evaluate and try new ways of managing time, notetaking, reading, preparing for tests, and more. The second focus area is on personal beliefs and strengths coming into college and how students can improve their mindset and goal setting strategies to persist when difficulties arise. Many student scholarships and grants require timely completion of this course.

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

**Planning your academics**

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

To make the most of your time at OCCC, all students are strongly encouraged to have an academic plan. An academic planner template is available in the Resources section of the advising website. An academic plan can be used to determine:
• expected completion date of a certificate
• appropriate timeline to apply to a University
• the impacts of part-time vs full-time schedules
• any course sequences required

Before an advising appointment

1. **Review your academic plan.** Were you able to complete all planned courses this term? Are you still planning on registering for the number of classes/credits shown on the plan next term?

2. **Review the course schedule.** Are all the classes you planned for next term offered? Do the days/times, locations, and formats work with your schedule?

3. **Consider any changes needed.** Your academic plan is a flexible guide and can be adjusted if needed. Bring any concerns or ideas about changing your academic plan to the attention of your advisor.

Planning to transfer to a 4-year school?

• Students whose academic goals continue at another institution are encouraged to contact an advisor at their future school as soon as possible, and to apply for admission approximately one year before planned transfer.

• The Oregon Coast Community College Catalog provides information about courses that will transfer to the Oregon four year public institutions. These courses are applicable to AAOT, ASOT, AGS and AAS degrees.

• It is ultimately the student’s responsibility to check with the institution to which they plan to transfer to ensure they are completing transfer admission requirements and to confirm transferability of individual courses.

Transfer Student Contact Information for Oregon’s Public Universities

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

**Oregon Institute of Technology/OregonTech**  
[www.oit.edu](http://www.oit.edu) 541-885-1000 or 800-422-2017

**Oregon State University**  
[www.oregonstate.edu](http://www.oregonstate.edu) 541-737-2562 or 541-737-1000

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

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

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

**Western Oregon University**  
[www.wou.edu](http://www.wou.edu) 503-838-8000 or 877-877-1593
Reading the course schedule

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

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

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

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

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

- **In person classes** have all students and the instructor in a common location for lecture, lab, or other activities for all of the course instruction. In person classes generally meet twice per week, and the total amount of time will be approximately equal to 1 hour for every credit of the course. (For example, WR 121 is a 4 credit class, so it would meet twice per week, for about 2 hours each time. 2 hrs x 2 meetings = 4 hours.)

- **Zoom classes** are in person classes where the students in the class are located in both Newport and Lincoln City. The instructor will be in one location and the class meeting will be conducted through real-time web conferencing using Zoom.

- **Hybrid classes** usually include one in-person meeting per week as well as a significant online component. Student should expect to spend several hours per week "in-class online" in hybrid courses.

- **Online classes** are conducted completely through Canvas and have no in-person or specific class meeting times. Online classes are not self-paced and generally have deadlines at least once per week. There is a significant amount of learning through reading and writing in online classes. Additionally, students must be comfortable with technology and have reliable computer and internet access before enrolling in an online class. All students may use OCCC computer labs and printers anytime the campus is open.
The course delivery method is listed in the course schedule. Not every student enjoys or experiences their best learning in the different delivery methods equally. Bring any concerns or requests for resources to your advisor.

Technical Awareness and Computer Skill Requirements for Online Courses

Students registering for online courses must have modern, reliable computer equipment with a supported operating system (OS) installed. Cable, DSL, or high-speed wireless internet is required. Basic computer skills are required before registering for an online class. This includes, but is not be limited to: navigational skills using tabs, links, backarrows, and breadcrumbs; familiarity with logging into accounts, using email to communicate, sending attachments, uploading documents and photos, posting to forums, downloading and installing programs, searching the internet using a search engine, using a word-processor, and saving documents to a variety of locations.

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

Managing your time in college

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

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

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

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

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

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

Paying for College

Getting started with Financial Aid

http://www.oregoncoastcc.org/getting-started/
541-867-8503 finaid@oregoncoastcc.org
Many students at OCCC plan to use grants or loans to help pay for college. To begin the request for financial aid process:

1. students must be officially admitted to OCCC. Go to www.fafsa.ed.gov to complete and submit the FAFSA. The school code is 003213.

2. submit the FAFSA as early as possible. The date that students apply and the date that all required forms are submitted can affect the amount of the financial aid award.

3. Students will receive an email with instructions how to 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.

After all requirements are met, it may take eight to twelve weeks to receive an official financial aid offer. When an offer appears in the myPCC account, students must accept the terms and conditions of the financial aid offer 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.

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.

Paying for college - Pave Your Way to Success

Payment for classes is due by the payment deadline listed in the academic calendar. For students who enroll after that date, payment is due immediately.

Students can see their balance or access their bill online in their myOCCC account. Students who do not have payment arrangements in place will have their registration cancelled. Examples of payment arrangements include:

- financial aid offer letter
- third party payment authorization
- installment plan in place

For more information, call Student Accounts at 541-867-8504.

Financial Aid and SAP

https://www.oregoncoastcc.org/sap/
Academic progress is made up of two parts:

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

Financial Aid Satisfactory Academic Progress (SAP) applies to any student using financial aid. The standards are the same as Academic Standing, 2.0 cumulative GPA and successful completion of 2/3 of credits each term. A key difference is that students who do not meet SAP requirements for two terms may be suspended from using financial aid. Advisors can assist students in submitting an appeal if appropriate. Additionally, financial aid requires students to complete their programs in a timely manner, generally within 150% of the credits required, called “Maximum timeframe.”

Students with questions about their SAP or Maximum Timeframe status should contact the financial aid specialist at 541-867-8503.

Financial Aid and Scholarships FAQ

Financial Aid FAQs

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

What are the different types of aid?

- **scholarships** - do not have to be paid back, may have credit or academic requirements
- **grants** - do not have to be paid back, usually based on financial need and FAFSA or ORSAA data
• **subsidized loans** - entire amount will need to be paid back with interest. Interest charges are paid (subsidized) while you are in school. Payments are not required until you leave school.

• **unsubsidized loans** - entire amount will need to be paid back with interest. Interest begins accruing from the day the loan is taken, although payments are not required until you leave school.

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

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

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

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

- Office of Student Access and Completion (OSAC) scholarship application at [https://oregonstudentaid.gov/](https://oregonstudentaid.gov/). The OSAC application opens November and the final deadline is March 1 of the following year.
- Students expecting scholarship funds should follow up with the organization granting the scholarship to inquire how their funds will be disbursed and what the terms and conditions of their scholarship are.

**Campus Life and Student Groups**

**Activities on campus**

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

Some popular past events include:

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

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

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

For more information please contact: ben.kaufmann@oregoncoastcc.org or dana.gallup@oregoncoastcc.org

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

Our chapter has regular meetings to which all members and interested students are invited to attend. For more information contact laura.hamilton@oregoncoastcc.org

Student Clubs

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

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

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

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

Important Policies and Student Consumer Information

Understand your rights and responsibilities as a student

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

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

- Animals on campus
- Children on OCCC Properties
- Computer Use Guidelines
- Crime Awareness and Campus Security
- Directory Information
- Equal Opportunity and Non-Discrimination
- Hazing
- Student Conduct and Discipline
- Tobacco Free Campus
Additionally, instructors may highlight policies in their syllabi. It is important that you are familiar with the content of all stated policies and set aside time before or early in your first term to read the complete text of each.

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

Academic Integrity

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

2. Definitions
Violations of academic honesty may include:

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

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

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

3. Procedures of Academic Integrity Inquiry Process

Action/Steps by Faculty:
The faculty member observing or investigating an apparent violation of academic honesty meets with the student and shares the Oregon Coast Community College Academic Integrity Policy and Procedures. The faculty member explains to the student the procedures and penalties for violation of academic honesty. 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.

Auditing a Course

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

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

To request an audit:

1. A student will email faculty member requesting audit.
2. The faculty member will forward student email with his/her email to Enrollment Services granting permission for the
student to audit a class.

3. Enrollment Services will change the student to an audit if the course is available for audit.

Standards for Academic Progress

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

The information below refers to ACADEMIC SAP. If you are looking for the requirements for Financial Aid SAP, please visit the "Paying for College" section of this handbook, or the link above.

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

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

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

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

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

Guidelines

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

Good Academic Standing

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

Academic Warning

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

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

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

Academic Probation

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

Academic Suspension

Students are placed on academic suspension if their cumulative GPA remains below 2.0, or their credit completion rate is below 67% for a third consecutive term. A hold will be placed on a student's account preventing them from registering.
Students will have the right to appeal their academic suspension status by submitting an appeal by Thursday of week one of the term. The appeal will be reviewed by the Dean of Students' Office. Students who do not wish to appeal their academic suspension status and who wish to continue taking classes must complete a re-entry form. If the student fails to submit a completed appeal or re-entry form by Thursday of week one of the term the student will be administratively dropped from all courses.

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

- Participate in 10 hours of documented tutoring.
- Limit enrollment during his/her next term or terms of attendance.
- Limit course format (example: online or face to face).

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

For additional information contact the Enrollment Services Manager via email or at 541-867-8525.

Student Records Policies

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

Contact information

College Contact Information and Campus Locations

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

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

Safety and Security

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

Non-Emergency Numbers:

- Campus Safety Chris Rogers Facilities Manager 541-867-8549 chris.rogers@oregoncoastcc.org
- TCB Security, 541-574-2828 (after hours Newport only)
- Newport Police Department (541) 265-4231
- Newport Fire Department (541) 265-9461
- Lincoln City Police Department (541) 994-3636
- North Lincoln Fire & Rescue (Taft Station) (541) 994-3100

Campus departments

Basic Skills Department Roberta Green 541-867-8535 roberta.green@oregoncoastcc.org

Enrollment Services: Kimberly Jones Enrollment Services Manager/Registrar
541-867-8525 enrollment.services@oregoncoastcc.org

Financial Aid Zane Stevens Financial Aid Specialist 541-867-8503 • finaid@oregoncoastcc.org

GED Testing Dana Gallup Testing Specialist 541-867-8505 dana.gallup@oregoncoastcc.org

Gender-Based and Sexual Misconduct Cindy Carlson Dean of Students 541-867-8511 ccarlson@oregoncoastcc.org

Instructional Services Dan Lara Dean of Academics and Workforce 541-867-8506 dan.lara@oregoncoastcc.org

Library and Information Resources Darci Adolf Library and Information Resources Manager
541-867-8527 dadolf@oregoncoastcc.org

Lost and Found Student Services 541-867-8501

PHI THETA KAPPA ΦΘΚ (Beta Delta Lambda Chapter at OCCC) ΒΔΛ Laura Hamilton PTK Advisor lhamilton@oregoncoastcc.org

Student Services Melissa Lewis Student Services Office Coordinator 541-867-8501 melissa.lewis@oregoncoastcc.org

Tutoring Services Tutor Coordinator (541) 867-8502 tutoring.center@oregoncoastcc.org

Veterans Services Layton Spence, Veteran's Liaison (541) 867-8503 layton.spence@oregoncoastcc.org

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.
Glossary of college terms

Glossary of terms

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

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

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

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

Academic Advisor: A staff member assigned to a student who provides the support and assistance needed to help a student achieve his/her educational goals. Advisors can help students clarify and develop realistic educational plans, monitor their progress towards educational goals and serve as a resource for information about campus services and community resources. Students must meet with an academic advisor before they can register.

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

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

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

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

2. Bachelor of Science: This degree is awarded to students who successfully complete a specified university curriculum of approximately 186 quarter hours or a specified number of semester hours; with an emphasis in science and/or social science areas of concentration.

Career and Transfer Readiness Center (CTRC): The Career and Transfer Readiness Center (CTRC), located at the Central County Campus in Newport, is an interactive community of OCCC students and staff designed to help students explore career and transfer options or browse information in the Career Information System (CIS). Through a variety of tools, CTRC may help students decide how to pay for college, set career goals, or select an area of study. For more information, please contact Student Services at (541) 867-8501.
Certificate of Completion: A certificate that may be awarded for successfully completing a specific course or a group of related courses. A Certificate may also be awarded upon successful completion of a professional/technical program, consisting of 45 or more quarter hours.

Closed Classes: When a class has reached its enrollment limit. Prior to registration, the enrollment level of a class is established to take into consideration the number of students per instructor ratio, number of available student stations, etc.

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

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

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

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

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

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

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

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

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

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

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

Incomplete: At the time final course grades are recorded, the instructor may, with the consent of the student, record an “I” mark and grant additional time for the completion of a minor but essential requirement for the student who is otherwise making satisfactory progress.

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

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

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

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

National Career and Transfer Readiness Certificate (ACT WorkKeys NCRC®). The NCRC is an assessment-based credential issued at four levels. The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations.
No Credit (NC): The annotation on a transcript representing that a student did not do passing work in a Pass/No-Credit course.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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