

DUAL CREDIT

STUDENT HANDBOOK

2019-20

Central County Campus
400 SE College Way
Newport, OR 97366
541-867-8501

North County Center
3788 SE High School Drive
Lincoln City, OR 97367
541-996-6222

South County Center
3120 Crestline Drive
Waldport, OR 97394
541-563-4502

The OCCC Dual Credit program adheres to State Standards in the conduct, oversight, assessment, and evaluation of its Dual Credit offerings. This handbook is available for faculty to help ensure they have the information they need to be successful. We continue to research ways to strengthen our program and to increase student success in meeting their educational goals.

Oregon Coast Community College website address: <http://www.oregoncoastcc.org/>

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General Information

Credentials

Oregon Coast Community College (OCCC) delivers college credit instruction, certificates, and degrees through its Intergovernmental Services Agreement with Portland Community College (PCC), which is accredited through the Northwest Commission on Colleges and Universities (NWCCU). NWCCU is a regional postsecondary accrediting agency recognized by the US Department of Education. 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. More information about OCCC can be found at <http://www.oregoncoastcc.org/college-catalog/> .

Americans with Disabilities Act

The high school administration and articulating high school instructor agree to provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students. Student requiring accommodations should contact the high school counselor.

Equal Opportunity

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. (OCCC Board Policy 301).

Persons having questions about equal opportunity and non-discrimination should contact:

Cindy Carlson, Dean of Students, 541-867-8501

About OCCC Dual Credit

Welcome to Oregon Coast Community College (OCCC) and the Dual Credit program.

This handbook, available on the College's website at <http://www.oregoncoastcc.org/high-school-students/> under the Dual Credit tab, is designed to answer student and parent or guardian questions about Dual Credit and its requirements and expectations.

Educational experiences that provide high school students with the opportunity to earn college credit while in high school are known in Oregon as "accelerated learning" programs. Dual Credit and Sponsored Dual Credit are two forms of accelerated learning, wherein high school students benefit from an articulation agreement between their high school and a partnering college, to earn college credit for equivalent courses taught in the high school setting.

In Dual Credit courses, the high school teacher is qualified to act as a proxy faculty member for the college or university when teaching the course. High school and college faculty review high school course curriculum and ensure alignment between assessment methods, course content and instructional philosophy. These courses are sufficiently similar to enable the student to be described as "taking a course" from the postsecondary institution.

In Sponsored Dual Credit courses, a high school teacher partners with a sponsoring faculty member at a college or university to offer the course. The college faculty sponsor and the high school faculty member meet periodically before, during, and after course instruction to ensure and review consistency between course curriculum, content, assessment methods, and pedagogical philosophy, with classroom visitation and assessment by the faculty sponsor. These courses are sufficiently similar to enable the student to be described as "taking a course" from the postsecondary institution.

With the exception of the mentoring process between the high school and college faculty members, dual credit and sponsored dual credit classes are conducted in the same manner, and governed by the same policies, procedures, and standards.

Courses offered through the OCCC Dual Credit program provide the opportunity for high school students to earn college credit while still in high school. Students who satisfactorily complete articulated courses taught at their high school, by qualified high school faculty providing the same rigor and content as an on-campus college class, are eligible to receive OCCC credit. The student's high school counselor or academic advisor at OCCC can tell the student which courses at the high school are OCCC Dual Credit courses. If the student has questions about Dual Credit that their high school counselor cannot answer, or if the student would like additional information about Oregon Coast Community College, please feel free to contact Student Services at 541-867-8501.

Benefits to Students of Participation in Dual Credit Courses

By participating in Dual Credit courses, students can earn OCCC credit in:

- University Transfer courses that count toward a bachelor's degree in subject areas such as Literature, Biology, Health, History, Math and Music.
- Career & Technical Education courses which lead to an associate's degree or certificate in programs such as Aquarium Science, Certified Nursing Assistant, Criminal Justice, Medical Assisting, and Nursing.

High school Dual Credit students earn OCCC credit at no financial cost to them. They develop the college readiness skills needed to transition to college to earn a degree or certificate. In Career and Technical Education (CTE) courses, students develop technical and work readiness skills that prepare them for a career as well as further education. Additionally, articulated coursework raises the level of rigor of the high school experience.

In addition, participation in dual credit courses has been found to:

- Enhance the student's ability and skills to do college level work and gain confidence for college success.
- Save money by receiving free college credit and shortening the amount of time after high school to complete a college degree.
- Research shows Dual Credit students are more likely to finish college and earn more credits by the second year of college.

Additional benefits for Lincoln County high school students:

- OCCC credits are transferable to all college/universities within the Oregon University System and many other institutions.
- Students entering the military may earn higher rank with earned college credit.
- Dual credit students have access to OCCC student support services such as academic advising, the Career and Transfer Readiness Center, and use of the College Library.

Benefits to High Schools & OCCC of Student Dual Credit Participation

- Collaboration between college and high school administrators and faculty on curriculum, instructional methods, ideas and experiences benefit all students.
- Coordinated curriculum reduces redundancy and increases rigor of courses between high school and college.
- Dual Credit students are more likely to graduate high school and finish college on time.

Becoming a Dual Credit Student

Dual Credit classes are usually limited to seniors and qualified juniors with a minimum age of 16. Exceptions may be made for other students deemed by their instructors to meet the prerequisite skills/aptitudes for each particular course (OAR 589-007-0200).

Students wishing to take Dual Credit courses should:

1. Be currently enrolled in a high school in the OCCC service area (Lincoln County, Oregon).
2. Talk with their parent or guardian about their interest in taking Dual Credit courses to help them determine if it's something they wish to pursue.
3. Check with their high school counselor to determine which Dual Credit courses are available at their high school.
4. Complete and submit OCCC's Admissions form online at <https://www.oregoncoastcc.org/apply/>.
5. Talk to their high school Dual Credit instructor to see if they are qualified to take the course. Students should ask their high school counselor which Dual Credit courses are offered at their high school.

Student Rights and Responsibilities

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

Dual Credit students enjoy the same freedom of speech, peaceful assembly, and right of petition that other OCCC students enjoy. Dual Credit instructors 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 bylaws. 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 OCCC's Conflict Resolution Procedure. More information about this procedure can be found by searching on <http://www.oregoncoastcc.org/> or by calling Student Services at 541-867-8501.

Freedom from Harassment

The OCCC Board of Education is committed to maintaining both a working and learning environment that is free of harassment for all persons. Harassment is defined as any conduct

which has the purpose or the effect of unreasonably interfering with the physical or mental activities of an employee, student, member of the College community or College visitor or which creates an intimidating, hostile, or offensive environment. Harassment based on such things as gender, sexual orientation, race, color, religion, national origin, ethnicity, ancestry, age, and disability is prohibited.

Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Students, staff, visitors, and members of the College community are to be protected from harassment.

Students or employees with a substantiated violation of this policy will be subject to disciplinary action up to and including expulsion from OCCC's classes or dismissal.

No student will be suspended, expelled, harassed, or discriminated against because he/she has filed a complaint, or has objected to, or has testified about a possible violation of this policy and the laws concerning this type of harassment. No form of retaliation will be taken against any student who reports an incident of alleged harassment.

The OCCC President and his/her designees have developed regulations and procedures to disseminate the policy, to train supervisors, to provide channels for complaints, to investigate all complaints promptly and carefully, to develop and enforce appropriate sanctions for offenders, and to develop methods to raise awareness and sensitivity among all concerned.

Dual Credit Student Responsibilities

The high school student's responsibility is to:

- Review and understand the information provided in the OCCC Dual Credit Student Handbook.
- Know the registration, drop and withdraw deadlines for the OCCC Dual Credit program and meet these deadlines
- **Complete an OCCC online Admissions Application** if they are a new student. Completing an online application generates an OCCC ID number and is the *first* step towards registering for credit classes. The application is located at <https://www.oregoncoastcc.org/apply/>.
- Maintain complete and accurate account information, including **keeping track of OCCC ID number, user name, and password**. Students can update their account information in their MyOCCC account.
- **Register for the correct college courses within the scheduled registration window.** Register online for the course by logging into your [myOCCC](#) account. Select the "Permission to add a class with a code" option. Enter in the four letter code provided by the Dual Credit instructor. See the following page 10 for screen prints of the [myOCCC](#) screens.
- **Read about and select a grading option for each class.** (See page 18 of this handbook).

- **The student is responsible for formally dropping a class if they do not want the OCCC credit. If a student fails to drop during the correct timeframe, they will still be responsible for the grade posted on their transcript (even if it is a D or F).**
- **Ensure the accuracy of final grades** on their academic transcripts immediately following the conclusion of a course.

Registering for Dual Credit Courses

1. Before a student can register for OCCC Dual Credit courses, they must enroll with the college by completing the online admissions form. This form is located on the OCCC website: <https://www.oregoncoastcc.org/apply/>.
2. Once the student has accessed the admissions form at <http://www.oregoncoastcc.org/getting-started/>, they should click on the “Apply” button for New Students. The system will ask for the student’s Social Security Number (SSN). If the student does not know their SSN, a 9-digit student number will be generated in its place. After completion of enrollment, the college will issue the student a 7-digit student ID number. The student will need this ID number or their SSN in order to access their account for the first time. When the student first logs in to their new OCCC account, they will be asked to create a password. The student will need to input their password every time they log in to their [myOCCC](#) account. If the student has any problems with the admissions or login process, they should contact OCCC Student Services at 541-867-8501.
3. After the student has completed the OCCC enrollment process, they must then contact the instructor at their high school who teaches the course they wish to take. If the instructor determines that the student has met the necessary prerequisites for the course and would like to allow the students to register for the course as a Dual Credit student, then the instructor will give the student a 4 letter registration code in order for the student to complete online registration through the college website. See the following page for screen prints of the myOCCC screens.
4. When students register for their dual credit course, they may be asked to select a grading option for the course. Not all courses will provide this option for the student. Grading options are presented on page 18 of this handbook.

CLASS ONLINE REGISTRATION:

Register online for the course by logging into your myOCCC account.
Select the "Permission to add a class with a code" option.

OREGON COAST COMMUNITY COLLEGE

Logged in as: [redacted]

ID: [redacted]
Name: [redacted]
Do we have your current e-mail address? [redacted]

1098-T Statement
2016 GRADUATION APPLICATION
Account History
Account Payment
Canvas Online Learning Login
Change Password or Set Hint Question
Drop/Withdraw from Classes
Emergency Contact Information
Financial Aid Status
Orientation Schedule
Permission to Add a Class with a Code
Personal Information
Printable Student's Schedule
Program Planner
Register for Classes
Report Card (Summer Term 2016-17)
Unofficial Transcript

Log Out

OREGON COAST COMMUNITY COLLEGE

Enter in the four letter code provided by the Dual Credit instructor.

OREGON COAST COMMUNITY COLLEGE

Instructor Permission to Add a Class

If you are one of these students:

- I am waitlisted and my instructor gave me permission to register for the class.
- The class is closed, but the instructor gave me permission to register for the class.

Key in the 4-digit class code given to you by your instructor:

Enter Code:

Once you press the Submit button, continue on with the registration procedure.
If you do not have an instructor's permission to register for a closed or waitlisted class, contact the instructor.

Class sizes are limited, not everyone will get permission to register for a closed class.

Student Resources Menu

OREGON COAST COMMUNITY COLLEGE
Oregon Coast Community College, 400 SE College Way, Newport, OR 97366

Withdrawing From or Dropping a Dual Credit Course

Students can drop a class until the published deadline without any penalty or notation on their transcript. Grades earned in a Dual Credit course become part of the student's permanent college transcripts. For example, if the student is not doing well in a Dual Credit course and does not want

a low grade to appear on their transcript, it is their responsibility to withdraw from the course by the published deadline. A withdraw will result in a “W” on the student’s official college transcript.

Drop or Withdraw Process

To withdraw from a Dual Credit course, a student must go online to his/her [myOCCC](#) account. Choose the “Drop/Withdrawal from Classes” option and follow the prompts to indicate the course(s) you wish to drop or withdraw from.

Dropping or Withdrawing

What’s the difference between dropping and withdrawing from a class?

Drop	You do not have a record of attempting the class on your transcript. The drop deadline is much earlier than the withdraw deadline. If you register after the drop deadline, you will not have a drop option, only withdraw.
Withdraw	The course will appear on your transcript with a grade of “W.”

Dual Credit Program Components

Eligibility: College Ready high school students who have not yet earned a high school diploma/GED.

Cost: Payable by school district.

What courses can be considered: The course must provide the same content, course materials and outcomes as an OCCC course. When these requirements are met an articulation agreement is completed between OCCC and your high school, enabling students to earn college credit in University Transfer courses that count toward a Bachelor’s degree, and Career & Technical Education courses leading to an Associate’s degree or certificate.

OCCC Privacy Policy

The OCCC district shall follow all applicable state and federal laws, rules and regulations that apply to student records. All information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the subject student or upon the lawful subpoena or other order of a court of competent jurisdiction. Student information may be shared among college faculty and staff on an official “need to know” basis.

Confidentiality

Students have certain rights with respect to student records under Public Law 93-380. These include:

The right to inspect the educational records of the student.

The right to challenge the accuracy of the records if they are believed to be misleading or to violate privacy or other rights of the student.

The College will not send transcript or copies of other educational records to any other school, prospective employer or other person without written request of the student.

Consent to Release Records

OCCC must follow all applicable state and federal laws (Family Educational Rights and Privacy Act, FERPA), rules and regulations that apply to student records. In order for OCCC to share any protected information about a student to a parent or any other third party, the student must complete and submit a Consent to Release Confidential Information form to Student Records, specifying which records may be shared and with whom.

The OCCC Consent to Release Confidential Information form is available in this handbook.

Important Things to Know

MyOCCC Account

Dual Credit students have access to MyOCCC accounts for the following reasons:

- To register online for the class
- To Drop/Withdraw from the class
- To view their Dual Credit course grades.
- To view their OCCC unofficial transcript.
- To update their personal information, including contact information.

Keep your Email Current and Be Informed about OCCC!

Dual Credit students will receive emails from the College with important reminders, such as the last day to drop and the last day to withdraw from a Dual Credit class. Dual Credit students will also receive weekly emails from Student Services like all other OCCC students with information such as proven strategies to be a successful college student and the dates of upcoming on-campus events. For this reason, it is critical that you keep all of your contact information—especially your email address—up to date in your [myOCCC](#) account so you do not miss information.

Syllabus

The assessment criteria for each course is detailed in the course syllabus so students should read this carefully. The course syllabus—given to the student by the instructor the first day the class

meets—will include what topics will be covered in the course, what assignments must be completed, what percentage each quiz, test and assignment is worth towards the course grade, when assignments are due, and guidelines and what the student can expect to learn from the course.

Students should pay close attention to their instructor’s methods for assigning grades.

Don’t be afraid to ask

The instructor is available to answer the student’s questions about course materials or class policies. If the student has any concerns about their performance in the course or the student is not sure if they understand an assignment, they should talk with their instructor.

Subsequent Courses

If the student is taking a sequence of courses (e.g., Writing 121, 122) the student must pass each course with a C or better in order to enroll in the subsequent course. The student’s enrollment for high school credit will not change.

Issues or Concerns

For any other questions or concerns students have about OCCC Dual Credit courses, students should call the Enrollment Services Manager at 541-867-8525 or talk to their high school counselor.

Equity and Inclusion

OCCC provides leadership to facilitate, manage and coordinate College policies, procedures and programs related to diversity, inclusion and equity. This includes strategic priorities to align the College's diversity and inclusion efforts, affirmative action, and education and training. OCCC provides education and training in the areas of diversity, understanding oppression and conflict negotiation across worldviews.

The Dean of Students is a resource for advisement and consultation on issues related to diversity, equity and inclusion at OCCC.

Nondiscrimination

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. (OCCC Board Policy 301).

OCCC Services Available to Dual Credit Students

Bookstore

The OCCC Bookstore is located at the Central County Campus in Newport, 400 SE College Way, but textbooks may be ordered for pickup at the North County Center in Lincoln City. The bookstore strives to maintain adequate numbers of textbooks and required student supplies for all current classes. A limited quantity of related merchandise is available for purchase.

<http://oregoncoastcc.org/bookstore/>, phone: 541-867-8523

Career and Transfer Readiness Center (CTRC)

The Career and Transfer Readiness Center (CTRC) at Central Campus is available to all students and community members. Students can be directed to resources to explore career paths as well as discuss transfer options. For more information, call Student Services at 541-867-8501.

Library

The OCCC website (<http://www.oregoncoastcc.org/library/>) provides access to articles and e-books for your research needs. In addition, you will find links to credible websites, as well as citation and research help. If you would like to chat with the Librarian, click on the chat-widget at the bottom of the page, or send an email to library.services@oregoncoastcc.org.

Phone: 541-867-8526

Viewing Grades and Transcripts

Viewing Grades Online

- Students may view and print their grades by logging in to their [myOCCC](#) account at oregoncoastcc.org and clicking the link “Report Card”.
- Students may also see their unofficial transcript by clicking the link “unofficial transcript” in their [myOCCC](#) account.
- For assistance logging in to a [myOCCC](#) account, students may call Student Services at 541-867-8501.
- **For instructions on how to order an official transcript**, please see **Credit Transfer** in this handbook.

Students with a balance/financial hold on their [myOCCC](#) account will be unable to view their unofficial transcripts until payment is made. Please contact Accounts Receivable at 541-867-8504 to make a payment or an inquiry about your account.

Course Repeat Policy

The most recent grade earned for a course will be calculated into the GPA and the total credit hours earned; all other grades earned for that course will be excluded from the GPA and the credit hours earned. All grades earned—including a D or an F—will appear on the transcript.

How does repeating a class affect my...

Transcript	All grades earned will appear on the transcript.
GPA	All previous grades earned for that course will be excluded from your GPA, and the most recent grade earned will be calculated into your GPA.
Credit Hours	The most recent credit hours earned for a course will be calculated into your total credit hours earned, and all other credit hours for course will be excluded from your total credit hours earned.

Warning!

You are responsible for formally dropping or withdrawing from your class if you do not wish to earn the OCCC credit. **If you fail to drop during the correct timeframe, you will still be responsible for the grade posted on your transcript (even if it is a D or F).** You are responsible for keeping OCCC informed of any changes in your mailing address or name.

Attendance

You are expected to attend all classes in which you are enrolled. If you have excessive absences and fail to drop or withdraw from class by the deadlines, a grade of “F” may be assigned by your instructor.

If you withdraw from your high school class or change high schools after you have registered for an OCCC Dual Credit course, you must drop or withdraw from the OCCC Dual Credit course as well. High School and OCCC records are not linked and you will be responsible for your Dual Credit courses.

OCCC Grading Options

Students taking credit classes now choose between two grading options (*provided the department has permitted both options for a course*):

Letter Grades (A-F)

Pass/No Pass (P/NP)

When registering, OCCC students taking credit classes can choose between receiving traditional letter grades (A-F) and Pass/No Pass (P/NP). *If you do not select a grading option, you will automatically have the default grading option for that course. The default option is generally a letter grade, but could be pass/no pass.*

How to choose a grading option:

- You can change your grading option by emailing the OCCC Enrollment Services Manager at enrollment.services@oregoncoastcc.org.
- The deadline to submit a grade change is the same as the deadline to withdraw.

Issues to consider when choosing a grading option:

- **There is a limit to the number of Pass credits that can apply towards a degree or certificate.** Check with an OCCC academic advisor regarding the limit set for your degree or certificate at 541-867-8501. Keep in mind the limits differ from program to program and from college to college.
- There are also a limited number of Pass credits that will transfer to other college/universities. For more information, check with an academic advisor at the institution you plan to attend.
- Refer to the **OCCC Grades** section of this handbook for additional grading policies.

OCCC Grades

Traditional Graded System

The traditional grade system uses **A, B, C, D, and F**, as defined under “Grade Definitions.”

If available, students may select this grade system option at registration or change to this grade system option at any time during the first 80% of a course's term.

Degree or certificate requirements may only allow specific grade system options.

Pass/No Pass System

This grade system uses **P** and **NP** as defined under “Grade Definitions.”

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 the 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 graded system.

If available, students may select this grade system option at registration or change to this grade system option at any time during the first 80% of a course's term.

Subject Area Committees may specify whether this grade system option is unavailable for each course in its control.

Degree or certificate requirements may only allow specific grade system options.

Students who stop attending and who fail to drop or withdraw from a class by the published deadlines may earn a grade of F or NP according to the grade system option selected by the student.

Students having excessive absences and who fail to drop or withdraw from a class by the published deadlines may earn a grade of F or NP according to the grade system option selected by the student.

OCCC Grade Definitions

A (Superior)

Honor grade indicating excellence.

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.

Probable success in a field relating to the subject or probable continued success in sequential courses.

B (Above average)

Honor grade indicating competence.

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.

Probable continued success in sequential courses.

C (Average)

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.

Sufficient evidence of ability to warrant entering sequential courses.

D (Substandard but receiving credit)

Substandard grade indicating the student has met only minimum requirements as outlined by the instructor in the course handout.

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.

Does not satisfy requirements for entry into courses where prerequisites are specified.

F (Failure)

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.

Does not satisfy requirements for entry into courses where prerequisites are specified.

Faculty must record the last date attended for students that earn an F.

P (Pass)

Acceptable performance.

A grade of P represents satisfactory achievement which would have been graded C or better under the traditional grading system.

The P grade is disregarded in the computation of the OCCC grade point average.

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.

Some courses are not available for a P/NP, and if that is the case, it will simply default to the standard grade mode.

If P/NP is allowed for a course, you are permitted to change the grade mode selected up until the Withdraw deadline. You will need to make that change via MyOCCC as described above.

NP (No Pass)

Unacceptable performance.

A grade of NP represents unsatisfactory achievement which would have been graded D or lower under the traditional grading system.

The NP grade is disregarded in the computation of the grade point average.

Faculty must record the last date attended for Students that earn an NP.

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.

Some courses are not available for a P/NP, and if that is the case, it will simply default to the standard grade mode.

If P/NP is allowed for a course, you are permitted to change the grade mode selected up until the Withdraw deadline. You will need to make that change via MyOCCC as described above.

Incomplete (I)

When the quality of work is satisfactory, but some minor, yet essential, requirement of the course has not been completed, and for reasons acceptable to the instructor, a report of "I" may be made and additional time granted for completion of the work. If no replacement grade for an "I" mark shall have been provided by the course Instructor within one calendar year, the "I" mark shall automatically be changed to and "F" or "NP" depending on the grade system option (chosen by the Student) in affect at the time the "I" mark was originally recorded. The conditions for completion of work should be stated in writing, signed by the instructor and the student, and kept on file in the department or program office. An "I" may not be assigned as a withdrawal. An "I" does not entitle a student to repeat a course without paying tuition. It may be impossible to receive an "I" in some courses where, for example, equipment usage is required.

Grade Appeal Procedure

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.

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 Students may initiate an appropriate response if the inquiry is made known to them by the student. For instructor contact information the student should see their course syllabus.
3. If questions remain after the student receives explanation from the instructor, the student is encouraged to discuss those concerns in person with the instructor.

Step 2: Submit a Grade Appeal Form to the 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 campus Dean of Students or designee within 30 calendar days of the student's documented inquiry to the instructor in Step 1. Print a Grade Appeal Form found in this handbook. OCCC students should return the completed Final 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 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 Department Chair or other 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 Department Chair or other immediate supervisor 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 Students.
3. Generally, Step 2 will be completed within 14 calendar days of receipt of the Grade Appeal Form, unless more time is needed to investigate.

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 division dean'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.

Credit Transfer

Transferring Credits

OCCC credit hours earned can be transferred to other colleges and universities and applied toward degree requirements or counted as electives.

There are many factors that affect how and if another college or university will accept your credit for transfer. Grades that you earned can make a difference, as well as what was covered in the class. Keep a file with all your OCCC Dual Credit coursework, syllabi and portfolios to share with the colleges you may attend later. Having information beyond the grade on the transcript can demonstrate course content and can help to get your credits accepted for transfer or a higher standing in a sequence of courses.

OCCC college credits will transfer to any Oregon Community College and most programs within the Oregon University System. Colleges outside of the Oregon system determine whether or not they will accept credits on a case by case basis. It is your responsibility to consult with the college or university you wish to attend regarding the transferability of college credits.

Requesting an Official Transcript

Because Oregon Coast Community College is accredited through a contractual relationship with Portland Community College (PCC), students must order official transcripts through PCC. Courses are transcribed on the official PCC transcript.

For more information about OCCC's accreditation, please see **Credentials** on page 1 if this handbook.

Requesting an Official Transcript Online

Ordering transcripts online through www.pcc.edu and clicking on the myPCC link is the quickest way for students to get their transcript request processed without a charge. The username should be your first name and last name separated by a period with no spaces. The password is your date of birth written as MMDDYY. Example, username: john.doe and password 052795.

To order transcripts online log into myPCC and visit the **College Business** tab. Click on the link **Order My Official Transcripts**. Complete the transcript request form. There is a maximum request of 3 transcripts per day. There is **no fee** for standard transcript requests.

Requesting Your Official Transcripts by Fax or Mail

You may order transcripts by fax or mail in addition to online and fill out the form. The Transcript Request Form is available at <http://www.pcc.edu/enroll/registration/transcripts.html>.

Transcripts requested by fax or mail will be processed within 3 to 5 business days from the date the request is received. Requests are processed in the order received. *Please allow additional time during peak periods, such as final grade posting and degree posting.* To ensure requests are processed as quickly as possible, students should be to include on the Transcript Request Form:

- Name (and all names the student may have used while attending).
- "G" Number, or last 4 digits of Social Security Number

- Date of birth.
- Address to where the student wants the transcript mailed.

Rush (same day) Transcripts

PCC is now offering RUSH service to obtain your Official Transcripts the day they are ordered. The fee is \$30.00 for RUSH processing. There are two ways to obtain RUSH transcripts, standard mail or by fax.

Faxed Requests:

Admissions/Registration will accept a faxed request for a RUSH transcript request but before the transcript can be processed, payment must be received and posted to the account. These can either be mailed or picked up. Priority mailing is \$4.95. There is no charge for standard mail. Please call 971-722-8888, option 2, to order a RUSH transcript by fax.

Academic Integrity Policy

Academic Integrity Statement: Dishonest activities such as cheating on exams and submitting or copying work done by others will result in disciplinary actions including but not limited to a failing grade. See Academic Integrity Policy at <http://oregoncoastcc.org/academic-integrity/>.

Students with Limited Resources

Oregon Coast Community College (OCCC) is committed to eliminating barriers that prevent students from attending college as stated in our mission and values found at <http://www.oregoncoastcc.org/110-mission-statement/>. OCCC has free academic advising, tutoring, a math lab, and a Career and Transfer Readiness Center available to students and all community members. For information about any of these services please visit <http://www.oregoncoastcc.org/student-resources/> or call Student Services at 541-867-8501. Because the Dual Credit program allows students to get college credit while taking high school courses, it allows college courses to become more accessible to a wider population of students, including underserved populations, students who were not planning on attending college, and students who were unsure if they had the means to attend college. In the Dual Credit Program, students can get a head start on becoming college and career ready.

Lincoln County School District (LCSD) also strives to assist students with limited resources overcome barriers that prevent them from attending school and being successful students. More information about LCSD's Homeless Education & Literacy Project (HELP) Program, specifically aimed at assisting students in transitional living situations can be found at http://www.lincoln.k12.or.us/dept_programs/help.php. To read about other resources LCSD provides, please visit http://www.lincoln.k12.or.us/dept_programs/special_programs.php.

Many of OCCC's scholarship opportunities are aimed at high school graduates and do not apply to Dual Credit students. However, Dual Credit students interested in attending OCCC after graduating from high school should take note of these exciting resources available at OCCC. OCCC's Connect Program and Scholarship for first-generation, low-income Lincoln County High School graduates is one of the ways that OCCC provides financial support for students who have limited resources. OCCC also has a generous foundation that provides students with thousands of dollars of scholarship support each year. More information about the OCCC foundation is available at <http://oregoncoastcc.org/foundation>. The Oregon Coast Scholars program is a merit-based scholarship that can pay for up to two years, full-time attendance tuition costs. Information about the Oregon Coast Scholars program is available at <http://oregoncoastcc.org/oregon-coast-scholars/>.

Important Contact Information

OCCC OFFICE	CONTACT INFORMATION	WHAT CAN THEY HELP WITH...
Student Services	PH: 541-867-8501	All questions related to PCC Dual Credit (admissions, registration, holds, PCC ID, passwords).
Accounts Receivable	PH: 541-867-8504	Processing payments on your account.
Student Records	PH: 541-867-8525 FX: 541-867-8559	Transcripts, student record questions.

Dual Credit Consent to Release Information

I hereby authorize Oregon Coast Community College (OCCC), Lincoln County School District (LCSD), and my instructors, to share, obtain, and release information in my student records. Information that may be exchanged between the high school and the college may include official student academic/administrative records, identifying information, grade level completed, grades, attendance records, assessment placement reports, achievement test results, psychological evaluations or social work reports, multidisciplinary team evaluations and related reports, appropriate agency reports, individualized education plans, programs and records, disability documentation, and other records. OCCC may also release all attendance, grades, and other records requested by my parents (or legal guardians) until such time as this authorization is rescinded in writing to the attention of the Dean of Students, Oregon Coast Community College.

Student Name Printed	Last	First	Middle
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Signature of Student	Date
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Parent/Legal Guardian Name Printed	Last	First	Middle
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Signature of Parent/Legal Guardian	Date
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OREGON COAST COMMUNITY COLLEGE



Final Grade Appeal Form

Use this form to appeal a final course grade when there is a belief that the Right to Protection from Improper Evaluation has been violated. Students are required to refer to and follow the Grade Appeal Procedures prior to submitting this formal Appeal.

STUDENT NAME:	OCCC ID#:
EMAIL:	PHONE:
ADDRESS:	

I AM APPEALING THE FINAL GRADE OF THE FOLLOWING COURSE:		
TERM COURSE WAS TAKEN: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:		
CRN:	COURSE ID:	GRADE I RECEIVED:
INSTRUCTOR:		GRADE REQUESTED:
STEPS TAKEN TO RESOLVE THE GRADE CONCERN WITH INSTRUCTOR: (use additional pages if needed)		
1. Have you communicated with the Instructor? (For example, have you requested an explanation of how the grade was determined and stated your questions or concerns about the assigned grade?) <input type="checkbox"/> Yes – Date of the Inquiry: _____ <input type="checkbox"/> No, I have not yet contacted the Instructor.		
2. Have you received a written response from the Instructor? <input type="checkbox"/> Yes – Date of the Response: _____ <input type="checkbox"/> No, I have not received a Response from Instructor.		
3. If No, did you contact the Dean of Students? <input type="checkbox"/> Yes – Date of Contact: _____ <input type="checkbox"/> No Comments:		
4. If you had further questions after you received an explanation from the Instructor, did you discuss these questions with the Instructor? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:		
FORMAL APPEAL:		
If you have completed the steps listed above and still wish to appeal the grade, please attach a specific description explaining why you believe you were graded improperly (for example, statements in the course syllabus, alleged discrepancies in points or grades received, emails to and from the instructor, etc.). Also attach all evidence of communications that demonstrate an attempt to resolve the concern informally in Steps 1-4 above.		
RETURN THIS FORM to the Dean of Students at the Central Campus in Newport or at the North Center in Lincoln City. Distance Learning students may send this form to fax number 541-867-8559.		

For Office Use:

Received by:	Date	Referred to:	Date
Response:	Date	Student Notified:	Date



Choices of Successful Students

CHOICES OF SUCCESSFUL STUDENTS BY SKIP DOWNING	
Successful Students	Struggling Students
1....accept personal-responsibility , seeing themselves as the primary cause of their outcomes and experiences.	1....see themselves as victims, believing that what happens to them is determined primarily by external forces such as fate, luck, and powerful others.
2....discover self-motivation , finding purpose in their lives by discovering personally meaningful goals and dreams.	2....have difficulty sustaining motivation, often feeling depressed, frustrated, and/or resentful about a lack of direction in their lives.
3....master self-management, consistently planning and taking purposeful actions in pursuit of their goals and dreams.	3....seldom identify specific actions needed to accomplish a desired outcome. And when they do, they tend to procrastinate.
4....employ interdependence , building mutually supportive relationships that help them achieve their goals and dreams (while helping others to do the same).	4....are solitary, seldom requesting, even rejecting offers of assistance from those who could help.
5....gain self-awareness , consciously employing behaviors, beliefs, and attitudes that keep them on course.	5....make important choices unconsciously, being directed by self-sabotaging habits and outdated life scripts.
6....adopt life-long learning , finding valuable lessons and wisdom in nearly every experience they have.	6....resist learning new ideas and skills, viewing learning as fearful or boring rather than as mental play.
7....develop emotional intelligence , effectively managing their emotions in support of their goals and dreams.	7....live at the mercy of strong emotions such as anger, depression, anxiety, or a need for instant gratification.
8.... believe in themselves , seeing themselves as capable, lovable, and unconditionally worthy human beings.	8....doubt their competence and personal value, feeling inadequate to create their desired outcomes and experiences.

Work Cited:

Downing, Skip. *On Course: Strategies for Creating Success in College and in Life*. 6th ed. Boston: Wadsworth, Cengage Learning, 2011. Pr



2019-20 Calendar of Important Dates

These dates are determined based on the Oregon Coast Community College's calendar and will change each year. **Dual credit students are registered for their course in the term in which grades are awarded.**

TRIMESTER	Fall	Winter	Spring
Registration	Sept 4, 2019	Dec 2, 2019	March 10, 2020
Last day to add a class	Oct 2, 2019	Jan 24, 2020	April 17, 2020
Last day to drop from a class	Oct 2, 2019	Jan 24, 2020	Apr April 17, 2020
Last day to withdraw from a class	Nov 20, 2019	Feb 29, 2020	June 5, 2020
Grades posted	Dec 16, 2019	March 16, 2020	Jun 15, 2020

SEMESTER	Fall	Winter	Spring
Registration	n/a	Nov 18, 2019	Feb 23, 2020
Last day to add a class	n/a	Jan 10, 2020	April 3, 2020
Last day to drop from a class	n/a	Jan 10, 2020	April 3, 2020
Last day to withdraw from a class	n/a	Jan 10, 2020	April 3, 2020
Grades posted	n/a	Jan 30, 2020	June 15, 2020



YEAR-LONG	Fall	Winter	Spring
Registration	n/a	n/a	Feb 24, 2020
Last day to add a class	n/a	n/a	April 3, 2020
Last day to drop from a class	n/a	n/a	April 3, 2020
Last day to withdraw from a class	n/a	n/a	April 3, 2020
Grades posted	n/a	n/a	June 15, 2020

More information about Dual Credit can be found on the OCCC website:

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

Students may also contact Student Services at 541-867-8501 or

studentservices@oregoncoastcc.org.

Save this page for future reference!

Current OCCC/LCSD Dual Credit Partnership Offerings

Biology – Taft High School

BI101 Biology - Introduces the properties of life, morphology and physiology of cells, cell chemistry, energy transformation, and the basic principles of ecology. A laboratory science course designed for non-biology majors.

BI102 Biology - Presents protein synthesis, cell division, genetics, reproduction and development, and evolution. Designed as a laboratory science course for non-biology majors. The second course of a three-course sequence.

BI103 Biology - Presents the evolutionary relationships among the kingdoms. Includes a comparison of biological systems across kingdoms. Designed as a laboratory science course for non-biology majors.

Early Childhood Education – Taft High School and Toledo High School

ECE120 Introduction to Early Education and Family Studies – Taft High School and Toledo High School – Introduces the foundations of early childhood education and family studies. Covers the history, scope, current issues and trends, focusing on programs and services for children, birth-5. Includes an emphasis on development, developmentally appropriate practices and observation of young children and professionals.

ECE121 Observation and Guidance I – Toledo High School – Focuses on age-appropriate guidance and observations techniques for individual children six week to six years. Topics include the ongoing dynamics of relationships, how values and belief systems impact guidance decisions, and the linkages between observation and guidance plans for individual children.

ECE124 Multicultural Practices: Exploring Our Views – Taft High School and Toledo High School – Develops awareness of how personal experiences, belief systems, identities, and values impact work with children, families, and communities. Examines the impact of cultural, linguistic, social, and class identities and histories on inter-relationships in diverse populations. Explores techniques for incorporating other people's histories, values, and belief systems into child-family-community-centered practices.

Health and Physical Education – Newport High School

HE295 Health and Fitness for Life – Explores the interrelationship of the five components of physical fitness, nutrition and stress management concepts and activities to increase individual health and wellness.

PE295 Health and Fitness for Life Lab – Explores the interrelationship of the five components of physical fitness, basic nutrition concepts, and stress management activities to increase individual health and wellness through lab sessions, fitness assessments, and fitness program development.

Math – Taft High School, Waldport High School

MTH111 College Algebra – Taft High School and Waldport High School – Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, polynomial, and rational functions. Investigates applications from a variety of perspectives.

MTH112 Elementary Functions – Taft High School and Waldport High School – Investigates trigonometric functions, equations and identities. Examines right and oblique triangles, vectors, polar coordinates, parametric equations, and complex numbers. Explores topics graphically, numerically, symbolically, and verbally.

MTH251 Calculus I – Taft High School – Includes limits, continuity, derivatives and some applications of derivatives.

Writing – Taft High School, Newport High School, Toledo High School, Waldport High School

WR121 English Composition – ALL – Focuses on academic writing as a means of inquiry. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate positions. Emphasizes development of a variety of strategies to present evidence in support of a thesis.

WR122 English Composition – ALL – Continues the focus of WR 121 on academic writing as a means of inquiry with added emphasis on persuasion and argument supported by external research. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate original positions. Emphasizes development of writing and critical thinking through logical reasoning, rhetorical control, independent research and information literacy.



Glossary of Terms

Academic Advising: Academic Advising is available, free of charge to all students. Academic Advisors can explain and help students select courses appropriate to their individual needs and goals. Advisors provide information about prerequisites, degree and certificate requirements, transfer credits, academic regulations and college support systems.

Attendance and No-Shows: Students are expected to attend all classes in which they are enrolled. Unless the students have made prior arrangements with their instructor, they may be dropped from the class if they do not attend the first class session. However, the student is still responsible for formally dropping their class(es) even if they don't attend. If the student fails to drop during the refund period, the student will be responsible for the charges. Repeated absences may affect the student's grade. If the student has excessive absences and fails to drop or withdraw from class(es) by the deadlines, the student may be assigned a failing grade at the end of the term.

Drop: Drop is the brief time at the beginning of the term when students can drop/withdraw from courses in which they are currently enrolled. Oregon Coast Community College's drop deadline is Friday of the first week of the term at 11:59 p.m. Students should check with their Dual Credit instructor for the drop deadline.

GPA: GPA or Grade Point Average counts from the student's first term. It builds upon itself and is hard to improve if it becomes low. 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". Grades with "P" and "NP" and grades with "SC", "NCS", "I", "W", "CIP" and "AUD" are disregarded in the computation of the grade point average. The grade point average is the quotient of total points divided by total credits in which "A", "B", "C", "D" and "F" are received.

Grade Report: Grade reports are no longer sent to students. To view an unofficial record of grades and academic history, a student may log in to their [myOCCC](#) account.



Prerequisites

Many credit classes require prerequisites. Prerequisites are conditions that must be met in order to gain access to a particular class. Conditions are usually completion of, or enrollment in other courses, specific college placement scores or departmental approval. Course prerequisites for each course are stated in course syllabi, the online schedule and the college catalog. To obtain a course syllabus, students should contact the Dual Credit instructor who teaches that course. The online schedule is available at <http://www.oregoncoastcc.org/course-schedule/> and the college catalog is located at <http://oregoncoastcc.org/college-catalog>.

Quarter: Oregon Coast Community College offers classes on a quarterly term timeline. Fall quarter is 12 weeks long. Winter and Spring quarters are 11 weeks long. Summer quarter is 8 weeks or 11 weeks in length, and is not covered by Dual Credit.

Syllabus: The assessment criteria for each course is detailed in the course syllabus so students should read this carefully. The course syllabus—given to the student by the instructor the first day the class meets—will include what topics will be covered in the course, what assignments must be completed, what percentage each quiz, test and assignment is worth towards the course grade, when assignments are due, guidelines and what the student can expect to learn from the course. The syllabus is the key to the course.

Transcript: A transcript is the official record of the student's academic history at an institution. It will have listed by dates all course work, final grades, and any academic honors or academic warnings, probations or dismissals. An official transcript will have an embossed seal of the college on it. When sending the student's official transcript to other colleges, the student must have it sent in a sealed envelope. Transcripts that have been opened will not be considered official. To obtain an unofficial transcript of courses completed at OCCC, a student may log in to their MyOCCC account. To obtain an official transcript of courses completed at OCCC, a student may log in to their myPCC account or complete a Transcript Request Form here: <http://www.OCCC.edu/enroll/registration/transcripts.html>.

Withdrawal: This is when a student removes a class from their schedule using the Drop/Withdraw Form within the withdraw deadlines. This will result in a W on the student's official college transcript. Students should check with their Dual Credit instructor for the withdrawal deadline.