OCCC Application – Part 1
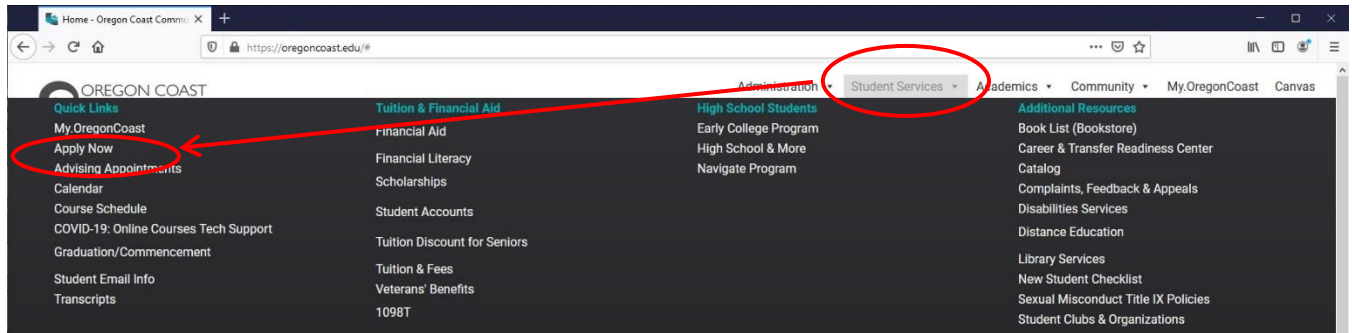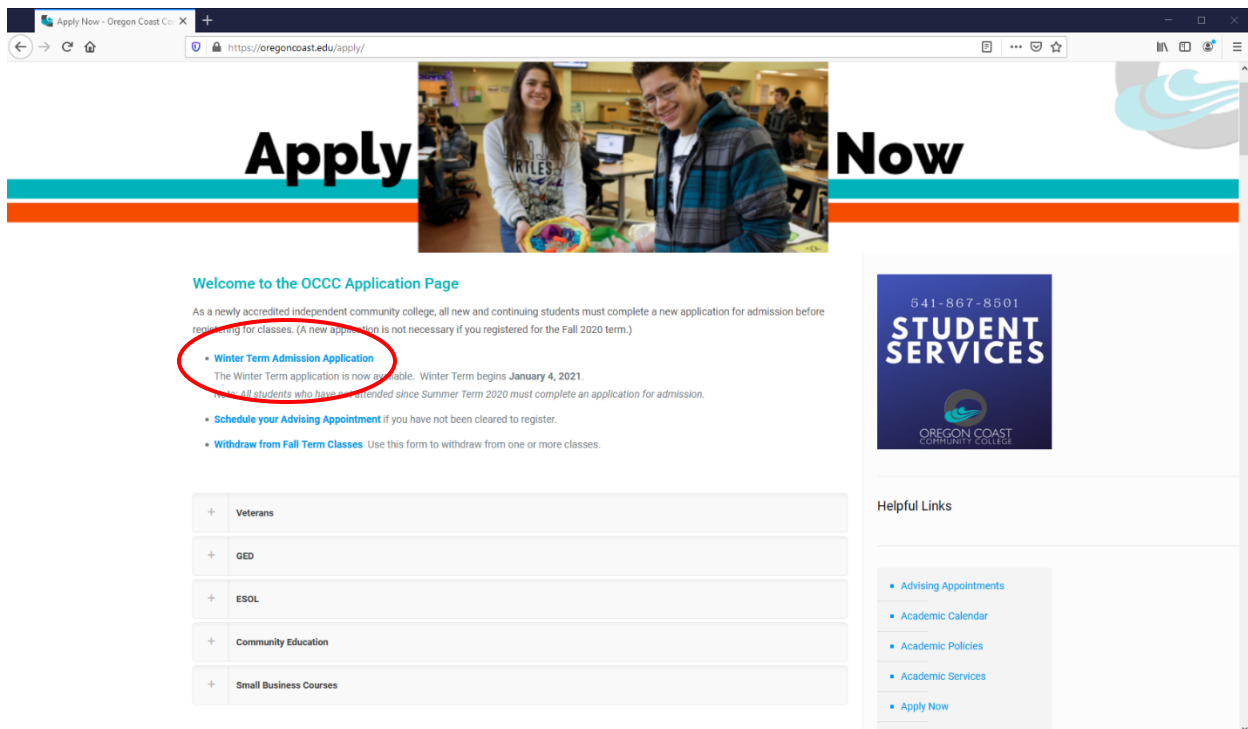
Oregon Coast Community College currently uses a two part application process.

1. Go to *http://oregoncoast.edu*

2. Select *Student Services* and from the Quick Links menu select *Apply Now*

3. The **Apply Now** window opens

4. Select the up-coming *term Admission Application*

5. The **Application: Part 1 of 2** form opens

Application: Part 1 of 2

After completing this brief form, staff will review to ensure a duplicate record does not exist. You will then be emailed a link to complete a detailed application. Emails will be sent Monday-Friday between 8 a.m. and 4 p.m.

Providing a Social Security Number is optional for admission to the college. If you plan to apply for Federal Financial Aid, it is recommended you have your SSN available for Part 2 of the application.

Oregon students who do not have a SSN may qualify for Oregon state aid. Details will be provided in the follow up email containing the link for Part 2 of our application.

...

* Required

Personal Information

1. Expected Start Term

> Select your answer ⌄

2. First Name *

> Enter your answer

3. Last Name *

> Enter your answer

4. City *

> Enter your answer

5. Email Address *
   Please ensure your email address is correct.

> Enter your answer

6. Have you ever attended Oregon Coast Community College? *

○ Yes

○ No

7. Program of Interest *

> Select your answer ⌄

Submit

Never give out your password. Report abuse

6. Complete the Application Part 1

    - Expected Start Term: Select the term you will be starting OCCC
    - Ensure your email address is correct and OCCC can contact you
    - Program of Interest:
        - High school students select your Program
            - Enrolling for the dual credit program select – Dual Credit
            - Enrolling for the early college program select – Early College

7. Select the *Submit* button

8. **Once OCCC staff will review your application part 1 to ensure a duplicate record does not exist in the CNS system. Your Part 2 Application (a detailed CNS application) link will be emailed to the email address you provided in the Part 1 Application.**

OCCC Application – Part 2 – CNS

The email from OCCC with the link for completing the CNS in-depth application will be sent to the email address provided in Part 1. The application email also provides the term required Registration/Drop information. The CNS application contains two sections, the entry fields and the Acknowledgements.

1. Using the link open the *CNS Application* (* donates required fields)

Complete the online application, it's free and takes about 10 minutes.

Once you submit your admissions application, you will receive an email with important next steps regarding advising and placement, new student orientation, registering for classes, financial aid, and buying books and supplies.

OCCC has an open admissions policy, but keep in mind limited entry programs (Aquarium Science, Medical Assisting, Nursing and Nursing Assistant) have specific entrance requirements. You can visit each degree or certificate page to view the specific requirements for each.

2. Complete the *Entry Fields*

   a. **Name Fields**

First Name *	Middle Name	Last Name *
Preferred First Name	Previous Last Name	

- Enter your legal *First Name* as reflected on official legal documents such as your birth certificate
- Enter your legal *Middle Name* if any
- Enter your legal *Last Name* as reflected on official legal documents such as your driver's license
- Preferred First Name:
  - Complete if you prefer to be called by a name different than your legal first name.
- Previous Last Name:
  - Complete with your most previous last name if you have used a different last name than is listed on your application.

   b. **Mailing Address**
   This is the address OCCC will primarily use to mail important communication. (Enter a PO Box if that is where you receive your mail).

Mailing Address *	City *	County *
State *	Postal Code *	Country *
Oregon		

- Enter the Mailing Address where you currently reside.
  - Enter your *Mailing Address*.
  - Enter the name of the *City* where you currently reside.
  - Select the name of the *County* where you currently reside.
  - Select the *State* where you currently reside. Oregon is pre-selected.
  - Enter the *Postal Code* (zip code) where you currently reside.
  - Select the *Country* where you currently reside.

c. Other Address
This is where you can set up a billing address if it is different than your mailing address and enter an emergency contact address.

- Select an *alternate address type* if applicable, options include:

d. Contact Fields
These fields contain your primary contact information

- Enter a personal *Email Address*
- Enter your *Home Phone Number*
    - Your primary phone number which includes either a home phone or cell phone, enter without dashes (-)
    - Enter a *Work Phone Number* and *Work Phone Number Extension* if applicable
    - Enter a *Mobile Phone Number*
- Check the *I agree to receive text messages from OCCC* option
    - By checking you agree to receive emergency notifications and other important text messages from OCCC

e. **Application Type Fields:**
    This information helps the college know if you are new to the college, re-entering the college after being away 2+ years, applying for one of our co-admit partnerships with a 4 year college or an LSCD student

Application Type	Program *	Expected Start Term *
<Select> ⌄	<Select> ⌄	<Select> ⌄

- Select your *Application Type*, options include:

Application Type

<Select> ⌄
Community Education
Dual Credit
Early College
GED
New Student
Non-Degree Seeking
Returning Student
Small Business Development Center

   o LSCD High School students will select either Dual Credit or Early College depending on their program
   o Incoming Freshman who have not attended OCCC previously will select New Student

- Program options include:
   o Select the program area that most closely matches your interest. LSCD High School students will select *High School*
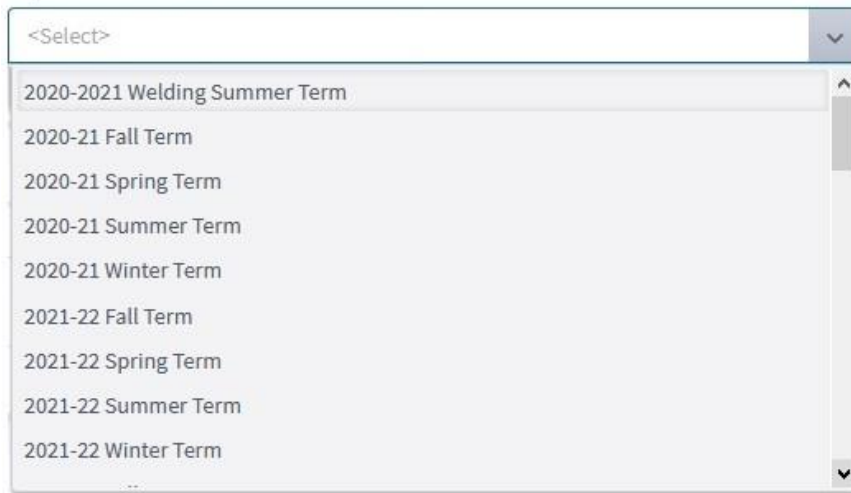
Program *

<Select> ⌄
Accounting
Aquarium Science
Community Education/SBDC
Education
GED & English Language Learner
General Studies
High School
Industrial Technology & Welding
Non Degree Seeking - non-credit
Non-Degree Seeking - For Credit
Notation
Nursing & Allied Health Professions
University Transfer Degree

- Expected Start Term options include:
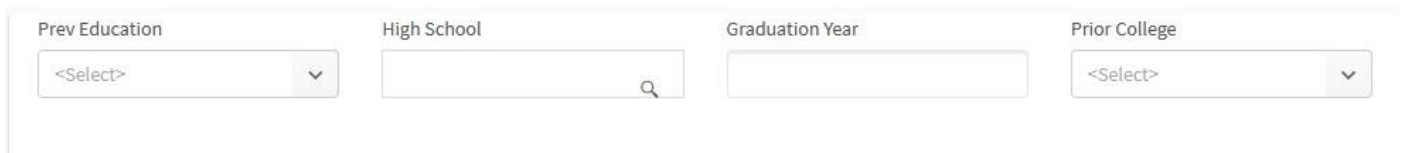 - Select the term you expect to begin at the college

Expected Start Term *

<Select>

2020-2021 Welding Summer Term
2020-21 Fall Term
2020-21 Spring Term
2020-21 Summer Term
2020-21 Winter Term
2021-22 Fall Term
2021-22 Spring Term
2021-22 Summer Term
2021-22 Winter Term
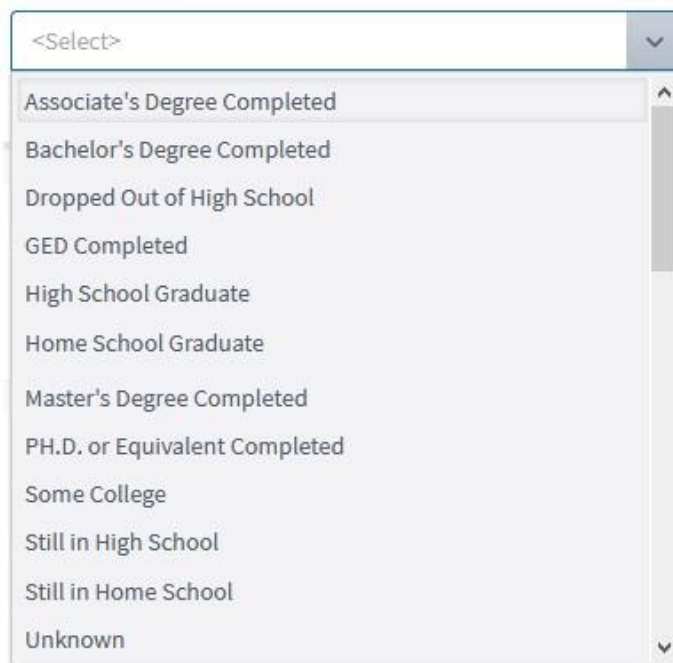
f. **Prev Education Fields:**
Select your previous level of education completed

Prev Education	High School	Graduation Year	Prior College
<Select>			<Select>

- Prev Education options include:

Prev Education

<Select>

Associate's Degree Completed
Bachelor's Degree Completed
Dropped Out of High School
GED Completed
High School Graduate
Home School Graduate
Master's Degree Completed
PH.D. or Equivalent Completed
Some College
Still in High School
Still in Home School
Unknown

  - LCSD students in Dual-Credit or Early College will select *Still in High School*

- Prior College options include:
  - Select the name of the previous institution attended

Prior College

<Select>

Blue Mountain Community College

Central Oregon Community College

Chemeketa Community College

Clackamas Community College

Clatsop Community College

Columbia Gorge Community College

Eastern Oregon University

g. **Identity Fields:**
OCCC requests that you provide the College with your social security number (SSN) on a voluntary basis in accordance with ORS 341.290(17) for the purposes of accurate record keeping, required government program reporting, administration of financial aid programs, and college program evaluation purposes. Your SSN will not be used as your student ID number.

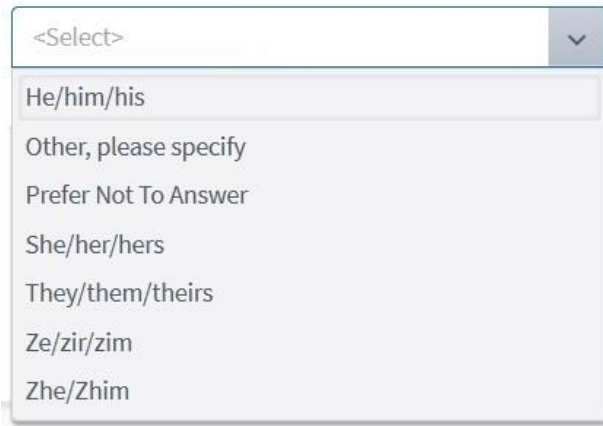| Date of Birth *	Social Security Number	Sex at Birth *	Preferred Pronoun *
MM/DD/YYYY		<Select>	<Select>
Gender Identity	Oregon Resident *	Are you Hispanic or Latino?	What is your race?
<Select>	<Select>	<Select>	<Select>
Military Status / Branch *	First Generation Student *		
<Select>	<Select>		

- Sex at Birth options include:
  - Sex at birth information is used for institutional, state and federal demographic reporting purposes

Sex at Birth *

<Select>

F

M

Prefer Not To Answer

X

- Preferred Pronoun options include:
  - Providing your preferred pronoun helps the college know how you prefer to be addressed

Preferred Pronoun *

| <Select> | ⌄ |

He/him/his

Other, please specify

Prefer Not To Answer

She/her/hers

They/them/theirs

Ze/zir/zim

Zhe/Zhim

- Gender Identity options include:

Gender Identity

| <Select> | ⌄ |

Agender

Genderqueer

Identity/Identities Not Listed

Man

Non-Binary/Gender Fluid or Non-Conforming

None

Prefer Not To Answer

Questioning or Unsure

Trans Man

Trans Woman

Transgender

Woman

- Oregon Resident options include:
  - Will you have lived in Oregon, Washington, Idaho, Nevada or California for at least 90 days prior to the first day of your expected started term at OCCC?

Oregon Resident *

| <Select> | ⌄ |

No

Yes

- Are you Hispanic or Latino options include:
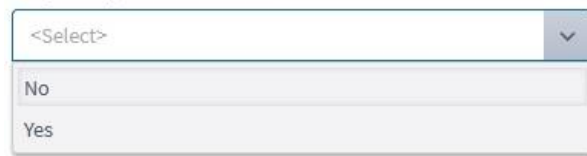 - Race/Ethnicity information is used for institutional, state and federal demographic reporting purposes

Are you Hispanic or Latino?

<Select>	∨
No	
Yes	
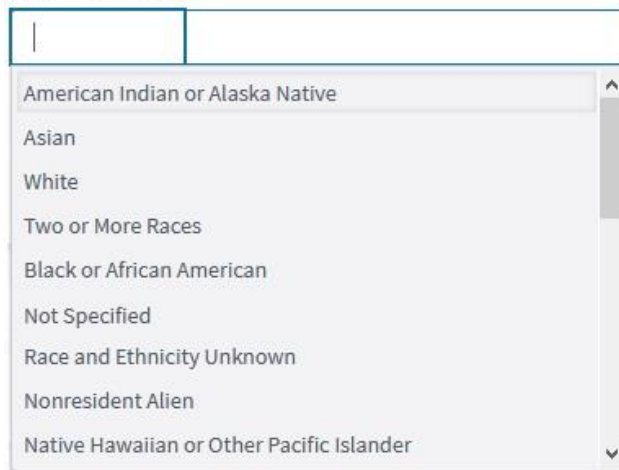
- What is your race options include:
  - Race/Ethnicity information is used for institutional, state and federal demographic reporting purposes
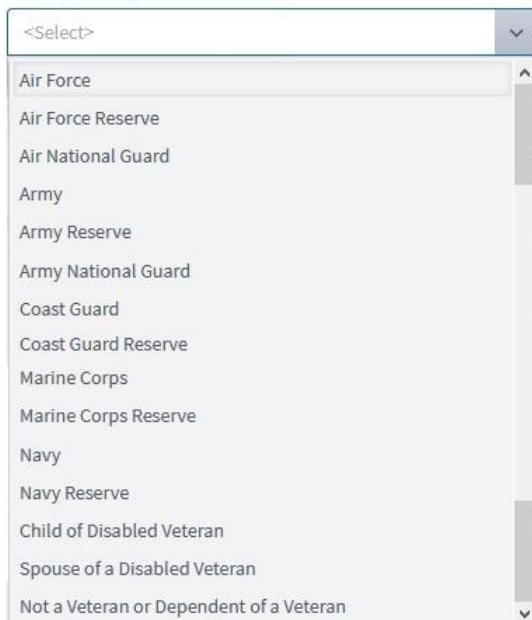
What is your race?

American Indian or Alaska Native	∧
Asian	
White	
Two or More Races	
Black or African American	
Not Specified	
Race and Ethnicity Unknown	
Nonresident Alien	
Native Hawaiian or Other Pacific Islander	∨

- Military Status / Branch options include:
  - Sex at birth information is used for institutional, state and federal demographic reporting purposes

Military Status / Branch *

<Select>	∨
Air Force	∧
Air Force Reserve	
Air National Guard	
Army	
Army Reserve	
Army National Guard	
Coast Guard	
Coast Guard Reserve	
Marine Corps	
Marine Corps Reserve	
Navy	
Navy Reserve	
Child of Disabled Veteran	
Spouse of a Disabled Veteran	
Not a Veteran or Dependent of a Veteran	∨

- First Generation Student options include:
  - Sex at birth information is used for institutional, state and federal demographic reporting purposes

First Generation Student *

<Select>	⌄
No	
Yes	

2. By checking the Acknowledgements box on the OCCC application, prospective students are signifying their agreement to the following statements.

Please review all acknowledgements and check each box. This is required before you can submit your application.

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Social Security Number Acknowledgment

OCCC requests that you provide the College with your social security number (SSN) on a voluntary basis in accordance with ORS 341.290(17) for the purposes of accurate record keeping, required government program reporting, administration of financial aid programs, and college program evaluation purposes. Your SSN will not be used as your student ID number. By providing OCCC with your SSN, you authorize the college to share the SSN with the Oregon Higher Education Coordinating Commission (HECC) to satisfy state and federal education evaluation reporting. The HECC and OCCC may also use the SSN to match records for effective service and evaluation to the following organizations: The National Student Clearinghouse for the purpose of reporting enrollment and program completion so that student loans are properly administered; the Oregon Employment Department for purposes of conducting employment and wage research on students and graduates; the Oregon Department of Education for the purpose of providing aggregated information for use by local, state, and federal program evaluations and economic planning; the Oregon Department of Revenue for the purpose of collecting student debts if credit has been granted by OCCC; the Internal Revenue Service for the processing of 1098-T forms in support of you filing for federal educational tax credits. Provision of your Social Security Number and consent to its use is not required and if you choose not to do so you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent to the use of your Social Security Number at any time by contacting: Office of the Registrar, Oregon Coast Community College, Newport, OR 97366; 541-867-8538.

You may submit your SSN to the OCCC Business Office on a separate form for the sole purpose of reporting your qualified educational expenses to the Internal Revenue Service on form 1098-T. You are required to provide your SSN for this specific use per tax code regulations.

General OCCC Admissions Application Acknowledgments

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Application Affirmation Acknowledgment

I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the College or subject to dismissal. With this in mind, I certify that the above statements are correct and complete.

General OCCC Admissions Application Acknowledgments

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Student Communication Policy

OCCC will use electronic communication methods to conduct official and legal college business. Communication to OCCC students via electronic communication methods will speed the delivery of information. Every student and employee is given the appropriate account(s) to access these communications. Recipients are expected to read all electronic communications from the College sent to their College Email account(s). Students are also given an email account by OCCC and given the appropriate account(s) to access communications regarding those services OCCC provides for OCCC students. Recipients will be expected to read all electronic communication related to OCCC business and when necessary take action as a result of communications received from the College. It is expected that students will monitor their email account often to receive the most up-to-date information from the College.

General OCCC Admissions Application Acknowledgments

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Statement of Non-discrimination

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

Persons having questions about equal opportunity and nondiscrimination should contact either Interim Dean of Students Chris Ousley or Human Resources Manager Joy Gutknecht (see contact info below). The full policy can be found at: https://www.oregoncoastcc.org/equal-opportunity-non-discrimination/.

Chris Ousley, Interim Dean of Students
400 SE College Way
Newport, OR 97366
541-867-8511
chris.ousley@oregoncoastcc.org

Joy Gutknecht, HR Manager
400 SE College Way
Newport, OR 97366
541-867-8515
joy.gutknecht@oregoncoastcc.org

General OCCC Admissions Application Acknowledgments

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Student Rights and Responsibilities and Guidelines for Student Conduct Acknowledgment

Oregon Coast Community College is committed to honoring the rights of students and supporting a learning environment in which freedom to explore and express ideas is valued. The College holds students accountable for behavioral expectations that align with the College's values and mission.

It is the student's responsibility to learn and meet the behavioral expectations of the College as outlined in the Student Rights and Responsibilities section of the College Catalog and in the Guidelines for Student Conduct, also outlined in the College Catalog. A student's application for admission serves as acceptance of these expectations.

General OCCC Admissions Application Acknowledgments

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FERPA Acknowledgment

The College abides by and honors all state and federal laws pertaining to the privacy and confidentiality of student directory information and student academic records as outlined in the College Catalog and on the College website.

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants students certain rights, privileges, and protections relative to individually identifiable student educational records that are maintained by the College. FERPA allows the College to disclose a student's directory information without consent, unless the College has on file a request from the student to restrict the release of this information.

General OCCC Admissions Application Acknowledgments

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Clery Disclosure Acknowledgment

The Crime Awareness and Campus Security Act of 1990 requires all colleges to distribute to students and employees current policies and procedures for campus security, reporting procedures, and a summary of criminal violations in previous years. The report applies to on-campus violations only. These reports are available from the Facility Manager and on our website. Oregon Coast Community College- Newport has an after-hours on-campus security officer present from 5:30pm to 9:30pm. If a major problem or incident should occur, the services of local law enforcement agencies will be utilized. Oregon Coast Community College encourages students to take personal responsibility for their own safety and for the safety of others. Students are urged to keep their cars locked, to keep track of their personal belongings at all times, to park in well lighted areas, and to walk to their parked cars with someone they know.

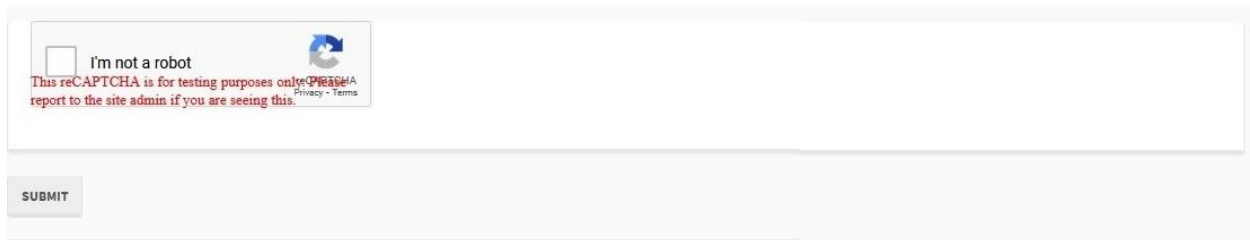General OCCC Admissions Application Acknowledgments

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Tuition and Fee Policy Acknowledgment

Tuition and fees are established by the OCCC Board of Education and are subject to change at any time. In-state tuition rates apply to residents of Oregon and of those states that share a border with Oregon: Washington, Idaho, California, and Nevada. Fees are due by Friday of the first week of the term. Late fees will be assessed on Monday of the second week of the term. Please see the College Catalog or schedule for more information.

General OCCC Admissions Application Acknowledgments

- The general acknowledgements can also be found on the OCCC website at:
  https://oregoncoast.edu/general-occc-admissions-application-acknowledgments/

3. Select the *I'm not a robot* and then choose *Submit*

4. Your application will verify all required fields are complete and submit. If your application is missing information in a required field, you will see the message:

If you have questions regarding the application process, please contact:

Melissa K Lewis
Student Services Office Coordinator & Admissions Team
Oregon Coast Community College
400 SE College Way / Newport, OR 97366
(541) 867-8501 / (541)867-8559 Fax

melissa.lewis@oregoncoast.edu

or

Tracy Jones
Navigate Outreach Specialist
Oregon Coast Community College
400 SE College Way / Newport, OR 97366
(541) 867-6200 x611 / (541)867-8559 Fax
(541) 283-6085

tracy.jones@oregoncoast.edu