



OREGON COAST  
COMMUNITY COLLEGE

Oregon Coast Community College provides the opportunity for high school students to earn college credit while still in high school. Students, who complete courses taught at their high school by qualified instructors providing the same rigor and content as an on-campus college class, can earn OCCC credit.

# Dual Credit Student Handbook 2025–2026

[www.oregoncoast.edu](http://www.oregoncoast.edu)

**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 students 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.

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## General Information

### Credentials

Oregon Coast Community College (OCCC) is independently 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 prior to Summer 2020 term 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 in our [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. Students requiring accommodations should contact the high school counselor.

### Equal Opportunity

Oregon Coast Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, marital status, or religion in its programs and activities. 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:

Dr. Andres Oroz, Vice President of Academic and Student Affairs, 541-867-8511.

### 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 <https://oregoncoast.edu/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 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 pre-requisite 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. 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.
5. Complete the application and registration form. See [Registering for Dual Credit Classes](#).

## 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 Vice President of Student Affairs. Student organizations will be required to submit a statement of purpose, criteria for membership, and rules of procedures before the granting of a charter, as outlined in the



ASGOCCC constitution and 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 the 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 our [website](#) 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 application and registration form. If the student is a returning student, the form will skip the application portion.
- Maintain complete and accurate account information, including **keeping track of OCCC ID number, username, and password**. Students can update their account information in their [My.OregonCoast](#) account.
- **Register for the correct college courses within the scheduled registration window.**
- Read about and select a grading option for each class.
- **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. Once the student has accessed the [www.oregoncoast.edu](http://www.oregoncoast.edu) page and chosen “High School/Dual-Credit Students” on the page, they should scroll down until they encounter the Dual Credit section. The student should click on “OCCC Application and Registration” link. The student will choose the course(s) for which they wish to register. Please note that students should only register for a course once the high school teacher 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
2. After completion of enrollment, the college will issue the student a 8-digit student ID number. 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 [My.OregonCoast](#) account. If the student has any problems with the admissions or login process, they should contact OCCC Student Services at 541-867-8501.

## 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 withdrawal 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 their [My.OregonCoast](#) 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 transcripts or copies of other educational records to any other school, prospective employer, or other person without written request of the student.

## FERPA

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

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

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

For more details and to read OCCC's full statement on FERPA are found on the college's website at this [link](#).

## 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

### [My.OregonCoast](#) Account

Dual Credit students have access to [My.OregonCoast](#) 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 [My.OregonCoast](#) 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 Office of Instruction at 541-867-8541 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 Vice President of Student Affairs 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://oregoncoast.edu/bookstore/>, phone: 541-867-8523

### Career and Transfer Readiness

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

### Library

The OCCC website (<http://www.oregoncoast.edu/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@oregoncoast.edu](mailto:library.services@oregoncoast.edu).

Phone: 541-867-8526



## Viewing Grades and Transcripts

### Viewing Grades Online

- Students may view and print their grades by logging in to their [My.OregonCoast](#) account at oregoncoast.edu and clicking the link “Report Card”.
- Students may also see their unofficial transcript by clicking the link “unofficial transcript” in their [My.OregonCoast](#) account.
- For assistance logging in to a [My.OregonCoast](#) 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 [My.OregonCoast](#) 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...

<b>Transcript</b>	<b>All grades earned will appear on the transcript.</b>
<b>GPA</b>	<b>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.</b>
<b>Credit Hours</b>	<b>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.</b>

### 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 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 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.

## **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 an "F" or "NP" depending on the grade system option (chosen by the student) in effect 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, he/she/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. For details on the process, please refer to the official [Grade Appeal Procedure](#).

## **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**

Oregon Coast Community College contracts with the National Student Clearinghouse (NSC) to provide transcript services.

Fees for OCCC transcripts are \$5.00 for standard electronic delivery. The transcript fee is due on submission of the transcript order request through the Clearinghouse website. The NSC accepts

payments using a credit or debit card. Prepaid Visa or MasterCard gift cards are also accepted, assuming the balance on the card is sufficient to cover the cost of the order. The Clearinghouse does not accept checks or money orders for transcript requests.

How to Order an OCCC Transcript through the Clearinghouse (for classes since Summer 2020):

To Order an OCCC transcript click [here](#).

This will take you to the transcript order form where you will enter your personal information. You will be required to supply either your OCCC Student ID# or your Social Security Number – this personal information is necessary to confirm your personal education records in the event of students having the same name. Detailed instructions can be found

at <https://nscsso.my.site.com/student/s/article/Submitting-an-Order-Transcript-Ordering>.

If you have technical difficulties ordering your transcript, please contact the National Student Clearinghouse directly at [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org). You can also view the self-help webpage provided by the National Student Clearinghouse at <https://nshelpcenter.force.com/student/s/>.

To obtain an official transcript of courses completed at OCCC prior to Summer 2020 term, instructions can be found on this OCCC [website page](#).

## 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 OCCC's [Academic Integrity Policy](#).

## 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 core themes](#). 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 our [tutoring services page](#) or call Student Services at 541-867-8501. OCCC also offers other financial resources for those struggling. Visit our [Resource Navigator page](#) or contact Tracy Jones at 941-867-8544.

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. There are also other resources available through LCSD.

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.

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.

## Important Contact Information

OCCC OFFICE	CONTACT INFORMATION	WHAT CAN THEY HELP WITH...
Student Services	PH: 541-867-8501 <a href="mailto:student.services@oregoncoast.edu">student.services@oregoncoast.edu</a>	All questions related to student accounts and admissions.
Accounts Receivable	PH: 541-867-8551 <a href="mailto:student.accounts@oregoncoast.edu">student.accounts@oregoncoast.edu</a>	Processing payments on your account.
Registrar / Office of Instruction	PH: 541-867-8538 <a href="mailto:registrar@oregoncoast.edu">registrar@oregoncoast.edu</a>	Transcripts, student record questions.

## Choices of Successful Students

CHOICES OF SUCCESSFUL STUDENTS BY SKIP DOWNING	
Successful Students	Struggling Students
1 Accept <b>personal responsibility</b> , 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 <b>self-motivation</b> , 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 <b>self-management</b> , 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 <b>interdependence</b> , 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 <b>self-awareness</b> , 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 <b>life-long learning</b> , 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 <b>emotional intelligence</b> , 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 <b>Believe in themselves</b> , 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.

Source: Downing, Skip. *On Course: Strategies for Creating Success in College and in Life*. 6<sup>th</sup> ed. Boston: Wadsworth, Cengage Learning, 2011. Print.



## 2025-26 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.**

	Fall or Winter	Spring
<b>Application &amp; Registration Due</b>	Oct. 09, 2025	March 13, 2026
<b>Last day to drop from a class</b>	Nov. 07, 2025	April 10, 2026
<b>Last day to withdraw from a class</b>	Dec. 19, 2026	May 23, 2026
<b>Grades Available</b>	F: December 9, 2025 W: March 24, 2026	Jun 16, 2026

	Year Long Course
<b>Application &amp; Registration Due</b>	Oct. 09, 2025
<b>Last day to drop from a class</b>	Nov. 07, 2025
<b>Last day to withdraw from a class</b>	May 23, 2026
<b>Grades Available</b>	Jun 16, 2026

More information about Dual Credit can be found on the OCCC website: <https://oregoncoast.edu/high-school-students/>

Students may also contact Student Services at 541-867-8501 or [studentservices@oregoncoast.edu](mailto:studentservices@oregoncoast.edu).

## Current OCCC/LCSD Dual Credit Partnership Offerings

### 2025-2026 OCCC/LCSD Dual Credit Partnership Offerings

*Please note that not all course offerings are at all high schools, and courses are not available each term. Please check with your high school counselor for specific information if you have questions.*

## **Biology –**

**BI101 Biology** – 4 Credits – 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** – 4 Credits – 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** – 4 Credits – 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.

**BI231: Human Anatomy & Physiology I** – 4 Credits – Introduces basic anatomical and physiological terms, tissues, the integumentary, skeletal, muscular and nervous systems including nervous histology, physiology, spinal cord and nerves. Includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer-based exercises. This is the first course in a three-course sequence.

## **Communication –**

**COMM111Z: Public Speaking** – 4 Credits – Emphasizes developing communication skills by examining and demonstrating how self-awareness, audience, content, and occasion influence the creation and delivery of speeches and presentations.

## **College Survival and Success –**

**CG100: College Survival and Success** – 3 Credits – Provides information and techniques for time, money and self-management, including motivation, goal setting, and accepting personal responsibility for college success. Includes developing skills for navigating a culturally diverse learning environment and utilizing college resources and services.

**CG130: Today's Careers** – 1 Credit – Explores a wide range of occupations and identifies the educational and skill requirements for each. Covers ways of gathering information about specific occupations. Includes perspectives on a variety of careers to further illustrate the realities of the world of work.

## **Computer Science –**

**CS160: Exploring Computer Science** – 4 Credits – Explores the field of computer science. Provides an overview of computer architecture, software development engineering, data organization, problem-solving strategies, ethics, and theory of computation. Explores career options and develops rudimentary software development skills. This course is transferable to a four-year institution and is applicable toward an Associate of Science Transfer in Computer Science degree.

## **Early Childhood Education & Education –**

**ECE121 Observation and Guidance I** – 4 Credits – Focuses on age-appropriate guidance and observations techniques for individual children six weeks 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. Observation and Guidance I will include basic observation and guidance techniques for individual children (infancy – six years). This course puts more emphasis on guidance techniques and the personal value and belief systems that underlie their usage, but also provides students with some basic observational tools (running records, anecdotes) that can be used in identifying, evaluating, and developing guidance strategies. This course is required for the Early Childhood

Certificate and the A.A.S. Degree in Early Childhood Education. In order to count toward the Early Childhood Certificate or AAS degree, this course must be taken for a letter grade. Students must have access to infants, toddlers, or young children (2.5 – 5 years) in order to complete observation assignments.

**ED120: Introduction to Early Education and Family Studies** – 3 Credits – 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. Requires 2-hours per week of observation/participation. Students must enroll in the Oregon Office of Child Care Central Background Registry (Criminal Background Check). Students must show evidence of current TB test and MMR vaccination.

**ED124: Culturally Responsive Practices in Early Childhood Education** – 3 Credits – Develops awareness of how personal experiences, belief systems, and values impact work with children and families. Examines the impact of cultural, linguistic, and class identities and histories on inter-relationships in diverse populations. Applies techniques for incorporating other people's histories, values and belief systems into child-and-family-centered practices.

### **History –**

**HST201: History of the United States to 1840** – 4 Credits – Examines the social, political, economic and cultural developments of Colonial America and the Early Republic of the United States. Includes: Native Americans pre- and post-European colonization (Spanish, French, Dutch and English); European indentured servitude and African slavery; Salem Witch Trials; Great Awakening; French and Indian War; Declaration of Independence and the American Revolution; Constitution and the Bill of Rights; Whiskey Rebellion; War of 1812; Missouri Compromise; American Indian Removal. History courses are non-sequential and may be taken in any term and in any order.

**HST202: History of the United States 1840-1914** – 4 Credits – Examines the social, political, economic and cultural developments of the United States from 1840 to 1914. Includes: the Women's Rights Movement, Manifest Destiny, the U.S.- Mexican War, slavery, abolitionism and the growing sectional crisis between the North and South, Abraham Lincoln and the Civil War, Reconstruction, westward migration and its impact on Native Americans, America's overseas empire, and the Progressive Era. History courses are non-sequential and may be taken in any term and in any order.

**HST203: History of the United States 1914-Present** – 4 Credits – Examines the social, political, economic, and cultural developments of the United States from 1914 to the present. Includes: World War I; 19th Amendment (women's suffrage); "roaring" 1920s; civil liberties; Great Depression; World War II; Cold War (Korea, "Red Scare," Cuban missile crisis, Vietnam, fall of the Berlin Wall); Civil Rights movements, legislation and Martin Luther King, Jr.; The Great Society and War on Poverty; Watergate and Iran/Contra scandals; 9/11. History courses are non-sequential and may be taken in any term and in any order.

### **Literature –**

**ENG104Z: Introduction to Fiction** – 4 Credits – The study of fiction invites us to enter imaginative narratives and confront the challenges of being human. English 104Z provides opportunities for the appreciation of fiction, including deeper awareness of craft and insight into how reading fiction can lead to self-enrichment. Students read a variety of types of fiction, from diverse perspectives and eras, and develop their skills in discussion, literary analysis, and critical thinking.

### **Math –**

**MTH95: Intermediate Algebra** –4 Credits – Introduces algebraic concepts and processes with a focus on factoring, functions, rational expressions, solving equations (quadratic, rational, radical, absolute value), and solving inequalities. Emphasizes number-sense, applications, graphs, formulas, and proper mathematical notation. The OCCC math department recommends that students take MTH courses in consecutive terms.

**MTH111Z: College Algebra** –4 Credits – A course primarily designed for students preparing for trigonometry or calculus. This course focuses on functions and their properties, including polynomial, rational, exponential, logarithmic, piecewise-defined, and inverse functions. These topics will be explored symbolically, numerically, and graphically in real-life applications and interpreted in context. This course emphasizes skill building, problem solving, modeling, reasoning, communication, connections with other disciplines, and the appropriate use of present-day technology.

**MTH112Z Elementary Functions** – 4 Credits – A course primarily designed for students preparing for calculus and related disciplines. This course explores trigonometric functions and their applications as well as the language and measurement of angles, triangles, circles, and vectors. These topics will be explored symbolically, numerically, and graphically in real-life applications and interpreted in context. This course emphasizes skill building, problem solving, modeling, reasoning, communication, connections with other disciplines, and the appropriate use of present-day technology.

**MTH251: Calculus I** – 5 Credits – Includes limits, continuity, derivatives and some applications of derivatives. This is the first course of four courses in the Calculus sequence. Students will be required to have physical graphing calculators in MTH 251. Where physically possible instructors will demonstrate using Desmos, GeoGebra, or other online programs in class. Assessments requiring the use of a graphing calculator will be done outside of the proctored exam grade component.

**MTH 252: Calculus II** – 5 – Credits – Includes antiderivatives, the definite integral, topics of integration, improper integrals, and applications of differentiation and integration. Graphing technology is required, such as Desmos and/or GeoGebra which are available at no cost.

### **Medical Professions –**

**MP111: Medical Terminology** – 4 Credits – Covers prefixes, suffixes, root words, abbreviations, conditions, symptoms and procedure terms. Course taught by body systems. English communication skills necessary.

### **Natural Resources –**

**FES240: Forest Biology** – 4 Credits – This course covers the structure, function, development, and biology of forest vegetation and their relationships to forestry and natural resource applications. Field trips required.

### **Political Science –**

**PS201: Government** – 4 Credits – Examines the development of constitutional traditions in the United States. Includes topics such as the Bill of Rights, interest groups, parties, and elections, as well as, the national institutions including the Legislative, Executive and Judicial branches of government.

### **Psychology –**

**PSy201Z: Intro to Psychology I** – 4 Credits – Introduction to the science and application of psychology. Emphasis will be placed on psychological concepts, theories, and principles related to: Research Methods, Behavioral Neuroscience, Consciousness, Sensation/Perception, Learning, Memory, Thinking and Intelligence, and related topics.

## **Spanish –**

**SPA101: First Year Spanish – First Term – 4 Credits –** Emphasizes active communication in beginning Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. For beginners.

**SPA103: First Year Spanish – Third Term – 4 Credits –** Continues the work of SPA 102. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture.

## **Welding –**

**WLD111: Shielded Metal Arc Welding (E7024) and Oxy-acetylene Cutting – 4 Credits –** Covers uses, safety, nomenclature, equipment operation, set-up and shutdown procedures for SMAW and OAC. Prerequisites: Department permission required.

**WLD112: Shielded Metal Arc Welding: Mild Steel I (E7018) – 4 Credits –** Develops knowledge and skills in the use of E7018 mild steel electrodes when performing various welds in the flat, horizontal and vertical positions. Prerequisites: Department permission required.

## **Writing –**

**WR121Z: English Composition I – 4 Credits –** WR 121Z engages students in the study and practice of critical thinking, reading, and writing. The course focuses on analyzing and composing across varied rhetorical situations and in multiple genres. Students will apply key rhetorical concepts flexibly and collaboratively throughout their writing and inquiry processes.

**WR122Z English Composition II – 4 Credits –** WR 122Z builds on concepts and processes emphasized in WR 121Z, engaging with inquiry, research, and argumentation in support of students' development as writers. The course focuses on composing and revising in research-based genres through the intentional use of rhetorical strategies. Students will find, evaluate, and interpret complex material, including lived experience; use this to frame and pursue their own research questions; and integrate material purposefully into their own compositions.



## Consent to Release Student Records

Oregon Coast Community College (OCCC) shall follow all applicable federal and state laws (FERPA), rules and regulations and college policies which apply to student records. All information contained in the college records which is personally identifiable to any student and has not been defined as "Directory Information", shall be kept confidential and not released except upon prior written consent of the student or upon the lawful subpoena or other order of the court of competent jurisdiction. For questions regarding directory information, contact [registrar@oregoncoast.edu](mailto:registrar@oregoncoast.edu).

### Instructions:

1. Fill out, print, and sign this form in person using black or blue ink only.
2. Return to Student Services at 400 SE College Way, Newport, OR 97366, by email to [occc@oregoncoast.edu](mailto:occc@oregoncoast.edu) or by fax at (541) 867-8559.
3. Present valid photo identification with matching signature when submitting the form.

Name:

Student ID:

Date of Birth:

Email:

Local Mailing Address:

Permanent Mailing Address:

### I understand that:

- ❖ All students will conduct their own business with the college.
- ❖ This form provides consent for OCCC to release information to the authorized third party.
- ❖ This release of information form does not provide authorization to conduct business or otherwise act on behalf of the student.
- ❖ All information released occurs at OCCC's discretion.
- ❖ It is the responsibility of the student to submit, in writing, any changes or cancellations to the Consent to Release Information Form they submitted. The Consent to Release Information Form they submitted will remain valid until that time.
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**Specific Records to be Released** (check all that apply)

- ☐ All Records
- ☐ Financial Records
- ☐ Financial Aid Information
- ☐ Test Scores

- ☐ Grades
  - ☐ Unofficial transcripts
  - ☐ Other, (please list):
- Continue to signature page**

**Restrictions, (if any):**

**Purpose of Disclosure, (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Employment    | <input type="checkbox"/> Financial Assistance |
| <input type="checkbox"/> Scholarship   | <input type="checkbox"/> Insurance            |
| <input type="checkbox"/> Deferment     | <input type="checkbox"/> Housing              |
| <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Interpreter          |
|  | <input type="checkbox"/> Payment              |

**Release Information To:**

Person/Organization

Address

City

State

Zip

Phone #

Email

**Identity Verification:**

Phone access to your records requires an access code. The code will be used to verify the identity of the inquirer. If omitted, the person or organization must come into the college and show valid, photo identification to receive the requested information.  
Create an access code that is easy to remember.

I hereby authorize OCCC to release confidential information about me contained in the college's records. I agree to hold OCCC and its employees harmless for any unauthorized use of my student records by the parties named in this form.

Student Signature:

Date:

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**Office use:**

Id checked by \_\_\_\_\_ Date \_\_\_\_\_

Document uploaded to student record by \_\_\_\_\_ Date \_\_\_\_\_