



CENTRAL OREGON
community college

Academic Advisor Manual

2025-2026

CAP Services

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A LETTER FROM THE DIRECTOR OF CAP SERVICES

Welcome to the Central Oregon Community College Advisor Manual!

As a new or veteran academic advisor, you will have the opportunity to advise students in their academic goals. This Advising Manual provides in-depth information for all advisors. You will find:

- a detailed guide outlining your responsibilities as an advisor
- key resources for advisor development
- a variety of policies and forms
- information regarding the types of advising and technology needed during the advising process

This manual, available to all advisors across the College, will act as a reference to ensure a successful and unified approach to student advising. The enclosed information and best practices are based on a variety of published academic references and input from COCC faculty and staff. This evidence-based approach will ensure excellence in academic advising at COCC.

Additionally, CAP Services offers a New Academic Advisor Orientation designed to assist new faculty and staff advisors to gain skills and knowledge in the following areas:

- basics about academic advising at COCC (mission, intended outcomes, responsibilities, protocol)
- importance of protecting students' privacy
- best practices
- online advising tools
- partnerships with related offices

We also provide face-to-face training opportunities and the option for you to sit in on advising sessions with our professional advising staff.

Thank you for your commitment to quality academic advising. We look forward to working with you.

A handwritten signature in black ink that reads "Diane Aitchard". The signature is written in a cursive, flowing style.

Director, CAP Services

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Academic Advising at COCC

Academic advising at COCC is grounded in the principal of supporting the institutional mission, vision and core values while honoring our history and culture.

MISSION

COCC MISSION STATEMENT

Central Oregon Community College empowers students and engages communities through high-quality, equitable and accessible lifelong education.

COCC ADVISING MISSION STATEMENT

CAP Services partners with students to achieve academic, personal, and career success, fostering collaboration, growth and ownership in education.

PHILOSOPHY AND ROLES

COCC ADVISING PHILOSOPHY¹

Academic advising is an essential element of a student's collegiate experience. The primary purpose of academic advising is to assist students in developing meaningful educational plans that are compatible with the student's life goals. Advising is a shared responsibility. The ultimate responsibility for making decisions about educational plans and life goals rests with the student.

Advising is developmental; it is a teaching process with the overall goal of student growth. As does all learning, it involves a degree of dissonance as the student learns to define their goals and compare initial assumptions and expectations against the reality of their current context. Developmental advising is a student-driven process in which the advisor acts as teacher and facilitator and works with each student at their level with the goal of bringing the student to a higher level of decision-making and autonomy. At COCC, developmental advising involves:

- Active listening by the advisor.
- Communication exchange (prescriptive vs. developmental).
- Exploration of the student's life goals.
- Exploration of the student's vocational goals.
- Program choices and course choices aligned with these goals.
- Finally, appropriate scheduling of courses.

COCC ADVISING ROLES & RESPONSIBILITIES

Advising is a shared responsibility. Advisors are available to advisees as a source of information to provide recommendations and encouragement. Advisors can help bridge their advisees' college experience to their next step,

¹ The COCC Advising Philosophy is adapted from advising standards identified by the Council for the Advancement of Standards in Higher Education and the advising outcomes identified by the COCC faculty advisors in September, 2002.

whether they are headed to another college for more education or directly into their career. The ultimate responsibility for connecting with a student's advisor, designing and registering for a schedule of courses, and planning a program lies with the student.

The COCC advisor's role is to:

- Empower advisees to discover their individual strengths, talents, and goals.
- Guide students to connect interests and skills to a career objective and academic plan.
- Create an environment of mutual respect, trust, and accountability by actively listening to advisee concerns and respecting their values and choices.
- Help advisees to understand COCC's degrees, program requirements, college procedures and policies.
- Refer advisees to resources to aid in their success.
- Maintain confidentiality within the guidelines of FERPA and COCC policy.
- Be accessible to advisees.

The advisee's role is to:

- Identify their own skills, interests, and career goal, and select an academic program.
- Understand their academic requirements, monitor their own progress and take primary and increasing responsibility for their own education.
- Schedule and attend advising appointments prior to priority registration eligibility date.
- Come prepared for advising appointments.
- Check their COCC email on a regular basis to ensure they are receiving all communications from the college and their academic advisor.
- Be an active learner by participating fully in the advising relationship and following through with any recommendations in a timely manner.

ADVISING AT COCC

GENERAL PROCEDURES MANUAL A-7-0 ADVISING²

Academic Advising at COCC is provided by both CAP Services (Career Services, Academic Advising, and Placement) and by faculty members in each department. The purpose of academic advising is to guide students toward achieving their educational goals and to help students become self-reliant in understanding College policies and practices. Various advising requirements are in place to support this purpose.

Prior to registering for classes, new certificate and degree-seeking (CDS) students and students who have not attended for more than a year, participate in small-group or 1:1 advising sessions. After the first advising session, students are assigned an advisor in their declared major and are emailed this information to their COCC email. Students are required to meet with their advisor to develop long-range academic and career plans before the next term's registration. All CDS students are required to obtain their advisor's approval to register for future terms. Advisors can give permission for one, two, or three terms as they feel is appropriate for the individual situation.

² Source - cocc.edu/policies/general-procedures-manual/academic/advising.aspx

COCC provides an online tool, GradTracks, to help students and their academic advisor track progress toward program completion. GradTracks allows students to see how completed courses are applied toward program requirements. Students can access GradTracks by logging in to their Bobcat Web Account, selecting the Student tab, clicking into Student Registration card and clicking on GradTracks.

Students are responsible for monitoring their advising requirement and for completing the advising steps in a timely manner. COCC recommends that students plan their advising appointments well in advance of the opening of registration. Students can find their assigned advisor's name, contact information, and time of registration on the "Registration Status" card in their Bobcat Web Account. Students may request a specific advisor or if they change their major they will be assigned to an advisor in that program. Students not seeking a certificate or degree are not required to meet with an advisor, but are welcome to meet with a CAP Services advisor.

Questions: Contact CAP Services - Cascades Hall 2nd floor at capservices@cocc.edu or 541.383.7200

FACULTY ADVISOR ROLES AND RESPONSIBILITIES

BOBCAT ADVISING & REGISTRATION FACULTY REQUIREMENT

There are four days a year included in the faculty contract dedicated to advising new students. Most advisors work half of the day on these days. You are offered the opportunity to request which advising shift you prefer, and every attempt is made to accommodate your request. If you cannot attend advising on one of the four advising days, your options are:

- Swap for a non-contract day: If your advising area is covered for the "all advisor day" and your dean has approved it you can swap and work on an optional advising day (occurring during winter break, spring break, and over the summer).
- Sick leave: If you or a family member has a health issue that prevents you from attending, complete the sick leave paperwork and notify the Director of CAP Services. Advisor need not make up sick days.
- Dean permission: For work-related events that cannot be scheduled around these dates, you can request permission from your Dean to miss the advising day. The Dean will notify the Director of CAP Services.

OPTIONAL ADVISING DAYS

Faculty advisors are invited to work on these days and, since they usually occur on non-contract days, faculty advisors on a traditional contract schedule are compensated at the instructional hourly rate (currently \$35/hour).

ADVISING AREAS

During all advisor days as well as optional advising days, faculty advisors may be asked to advise outside of their content areas. If asked to advise in an area with which you are less familiar, consider connecting with a colleague or CAP Director for guidance.

ADVISING REQUIREMENTS BY STUDENT TYPE

Students who are at different stages in their academic journey will have different advising requirements. Below is a summary of the different types of students at COCC and their coinciding advising requirement.

STUDENT TYPE	ADVISING REQUIREMENT
New <i>First-time college students (regardless of college credits earned in high school) or transfer-in students with 13 credits or less.</i>	Attend New Student Advising session; assigned to an advisor in the first week of term.
Returning After an Absence (RAA) <i>Students who have attended COCC and have completed 13 or more credits hours, but have been absent for four quarters or more.</i>	Meet with CAP Services advisor before the start of term; assigned to an advisor in the first week of term.
Transfer <i>First time COCC students transferring from another college or university with 13 or more successfully completed credits.</i>	Meet with CAP Services advisor before the start of term; assigned to an advisor in the first week of term.
Continuing <i>Ongoing degree-seeking students who have taken classes within the past four terms.</i>	Meet with assigned advisor.
Non-degree Seeking <i>Students who take college credit classes at COCC who are not planning to earn a certificate or degree.</i>	No advising requirement; different registration date than degree-seeking students

Legal Considerations in Academic Advising

FERPA & CONFIDENTIALITY

FERPA/DISCLOSURE OF INFORMATION

In compliance with the Family Educational Rights and Privacy Act (FERPA), COCC is responsible for maintaining educational records and monitoring the release of those records. Staff and faculty with access to student educational records are legally responsible for protecting the privacy of the student by using the information only when necessary to instruct, advise, or otherwise assist students. Faculty and staff cannot access student information for any other purpose, and should not access information on their children or relatives.

DIRECTORY INFORMATION

Only those records defined as 'directory information' may be released without the written permission of the student. No other information contained in a student's educational records may be released to persons or organizations without the student's prior written approval or via a lawfully issued subpoena. However, although we may release directory information, it is important to be responsible with the information we have access to, and cautious with the information we share.

Directory Information

- ✓ Full Name
- ✓ Major or Program
- ✓ Previous Colleges Attended
- ✓ Full or Part-Time Status
- ✓ Home Town
- ✓ Photographs
- ✓ Academic Honors
- ✓ Email Address
- ✓ Athletic Achievements
- ✓ Athlete Height & Weight
- ✓ Class Level (Fr., So., Jr., Sr.)
- ✓ Address (campus & home)
- ✓ Withdrawal Date
- ✓ Dates/Terms Enrolled
- ✓ Degrees/Certificates Awarded and Date Conferred
- ✓ Phone number(s)

Not Directory Information

- × Date of Birth
- × Class Schedule/Roster
- × Age
- × Transcript
- × Gender
- × Citizenship
- × Academic Standing
- × Social Security Number
- × Student Identification Number
- × Parent Address(es)
- × Race/Ethnicity
- × Country of origin
- × Entrance Exam Results
- × Grades
- × Semester Grade Point Average
- × Cumulative Grade Point Average
- × Student Account Information
- × Financial Aid Information

CONFIDENTIALITY REQUESTS

A student may request that all information—including directory information—be kept confidential by completing a Non-Disclosure of Student Information form. Once the student has filed this form, no information about this student will be

released to anyone. All college business must be conducted in person, by the student, with photo identification. The restriction stays on the student's account until the student requests, in writing, that it be removed. The restriction remains in place even after the student has stopped attending or has graduated from the College.

If a student has requested a confidentiality hold, the word "confidential" will appear next to the student's name on class rosters, and in the upper left corner in native Banner. If you receive a request for information on someone with a confidentiality hold, the correct response should be "I'm sorry, but I have no information on a person by that name".

STAFF RESPONSIBILITY

When you receive an inquiry about a student, all staff should refer the request to Admissions and Records. Note: You are responsible for maintaining the security of your work area or computer terminal. Do not leave your workstation or terminal unattended while logged into Banner or your faculty web account and do not give your password to other employees or students.

POSTING OF GRADES/HOMEWORK PICK-UP

Under FERPA, posting grades or test scores on bulletin boards or an office door, or leaving homework/assignments/tests for pick up outside an office door, is permitted ONLY IF the information is affiliated with a particular student via some sort of "secret code". Social security numbers, portions of social security numbers, telephone numbers and date of birth are NOT acceptable codes, as they can easily identify a student. COCC encourages that instructors NOT post grades, leave homework assignments for pick up, or distribute other student-related information besides directly handing out or mailing to the student.

LETTERS OF RECOMMENDATION

Usually, writing a letter of recommendation for a student will not require the student's written permission. However, if the letter covers information protected by FERPA, it is wise to obtain written consent from the student.

Questions? Contact: Dean Enrollment Management/Registrar, Tyler Hayes at thayes1@cocc.edu or 541.383.7299

Resources:

- Refer to website for most up-to-date FERPA information - cocc.edu/departments/admissions/confidentiality-and-ferpa.aspx

MANDATORY REPORTING

CHILD PROTECTION POLICY³

Central Oregon Community College is committed to protecting the safety and well-being of children and students under the age of 18 who are on College premises, and/or who participate in College-related programs and activities, both on and off campus.

³ COCC General Procedures Manual located at cocc.edu/policies/general-procedures-manual/human-resources/mandatory-reporting-procedure.aspx

The participation of children and students under the age of 18 in these programs and activities requires an increased level of care, and an expectation that College employees will conduct themselves appropriately in the presence of children on campus and/or in College-related programs and activities.

All community college employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or law enforcement officials. This duty is personal to the individual community college employee and applies twenty-four hours a day, seven days a week whether or not you are on work time. You must immediately report to DHS or local law enforcement when you have “reasonable cause to believe” that any child with whom you come in contact with has suffered abuse, or that any person with whom you come in contact has abused a child.

In addition, college employees must report instances of inappropriate conduct when they witness, receive a report of, or reasonably believe an instance of child abuse has occurred through the course of their employment to the Risk Manager at 541.383.7208 or the Campus Public Safety Supervisor at 541.383.7750. This requirement applies to cases of abuse that allegedly occurred on campus, on property owned or leased by the College, or while members of the faculty, staff or student body are participating in a College-connected activity off campus. Reporting to the designated College official does not satisfy the legal duty to report to DHS or local law enforcement.

DEFINITIONS

“Abuse” means:

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means;
- Any mental injury to a child, which shall include only observable and substantial impairment of the child’s mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;
- Sexual abuse;
- Sexual exploitation, including:
 - Contributing to the sexual delinquency of a minor;
 - Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;
- Negligent treatment or maltreatment of a child;
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child’s health or welfare;
- Buying or selling a person under 18 years of age;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child’s health or safety.

“Child” means:

- an unmarried person who is under 18 years of age.

“Law enforcement agency” means:

- a city or municipal police department;
- a county sheriff’s office;
- the Oregon State Police; or
- a county juvenile department.

LEGAL REFERENCE: ORS 419B.005 to 419B.050

Questions? Contact: Risk Manager at 541.383.7208 or the Director of Campus Public Safety at 541.383.7750

TITLE IX

Title IX protects people from discrimination based on sex in education programs and activities. This includes conduct such as: gender discrimination (includes males, females, transgender, gender identity, etc.), sexual harassment, sexual assault, stalking, intimate partner/relationship violence, bullying and cyberbullying, retaliation, the failure to provide equal opportunity in athletics and discrimination based on pregnancy.

Questions? Contact: Vice President of Student Affairs, Alicia Moore at amoore@cocc.edu or 541.383.7244

Resources:

- Official website - [justice.gov/crt/title-ix-education-amendments-1972](https://www.justice.gov/crt/title-ix-education-amendments-1972)
- COCC Title IX HR Information - cocc.edu/policies/default.aspx
- Introduction of Title IX; COCC General Procedures Manual - cocc.edu/policies/general-procedures-manual/nondiscrimination-sexual-harassment/nondiscrimination-introduction.aspx
- Reporting and Investigation Process; General Procedures Manual - cocc.edu/policies/general-procedures-manual/nondiscrimination-sexual-harassment/intro-process-overview.aspx

Academic Information for Advisors

CURRICULUM, DEGREE PROGRAMS, AND OTHER ACADEMIC REQUIREMENTS

DEGREE PROGRAMS

COCC offers a variety of state-approved degree and certificate options that are determined by the student's educational goal.

CENTRAL OREGON COMMUNITY COLLEGE

EDUCATION PATHWAYS



 SCIENCE, TECHNOLOGY, ENGINEERING & MATH	 HEALTH SCIENCES	 SOCIAL SCIENCE, BEHAVIORAL SCIENCE & EDUCATION	 NATURAL RESOURCES
Biology Biology (AST) Dental Hygiene (AAOT) Pre-Med/Vet/Dentistry (AAOT) Life Sciences (AAOT) Chemistry Chemistry (AAOT) Mathematics Mathematics (AAOT) Engineering Engineering (AS) Physics Physics (AAOT) Geology Geology (AAOT) Computer & Info Systems Comp & Info Sys (AAS/Cert) CAD (AAS/Cert) Computer Science (ASOT/AST) Cybersecurity (CPCC) Cybersecurity & Netwk (AASO) Web Development (AASO) Geographic Info Systems Geographic Info Sys (AAS/Cert) Geospatial Science (AS) Exploratory - AAOT	Nursing Nursing (AAOT) Nursing RN (AAS) Practical Nursing (Cert) Nursing Assistant Nursing Assistant (Cert) Medical Assistant Med Assistant (Cert/CPCC) Pharmacy Technician Pharmacy Tech (Cert) Dental Assisting Dental Assisting (Cert) Massage Therapy Massage Therapy (AAS/Cert) Public Health Community Health (Cert) Public Health (AAOT) Veterinary Technician Veterinary Technician (AAS) Exercise Science Exer Sci-Kinesiology (AAOT) Pre-Phys Therapy (AAOT) Health Info Management Health Info Mgmt (AAS) Medical Coding (Cert) Exploratory - AGS	Anthropology Anthropology (AAOT) Sociology Pre-Law (AAOT) Sociology (AAOT) Addiction Couns & Behav Hlth Addiction Couns-Behav Hlth (AAS) Addiction Counseling (Cert) Behav Hlth-Early Learning (Cert) Behavioral Health (AAOT) Education Early Childhood (AAS/AAOT) Secondary (AAOT) Elementary Ed (AAOT) Equity in Education (Cert) STEM - Early Learning (Cert) CPCC's Economics Economics (AAOT) Geography Geography (AAOT) History History (AAOT) Political Science Political Science (AAOT) Psychology Psychology (AAOT) Exploratory - AAOT	Forest Resource Tech/Forestry Agriculture Sciences (AS) Forest Resource Tech (AAS) Forestry (AS) Natural Resources (AS) Outdoor Leadership Outdoor Leadership (AS/AAOT/Cert) Exploratory - AGS

Career and Technical Education

Central Oregon Community College's career and technical education (CTE) programs prepare students to enter the workforce in a specific field. CTE programs provide hands-on training in a variety of technical areas with the goal of giving students the skills needed for various technical jobs. (Examples include dental assisting, welding technician, and licensed massage therapist.) Refer to individual [degrees and certificates](#) for specific requirements.

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

The Associate of Applied Science degree prepares graduates for direct entry into the workforce and includes courses that build technical career skills and proficiency.

ASSOCIATE OF APPLIED SCIENCE OPTION DEGREE (AASO)

The Associate of Applied Science degree option prepares graduates for direct entry into the workforce with the option reflecting a specialization in the field (at least 70% of the credits are shared with the base AAS degree). The AAS option includes courses that build technical career skills and proficiency.

TWO-YEAR CERTIFICATE OF COMPLETION (CC2)

Similar to the AAS but smaller in scale, a two-year certificate of completion prepares graduates for direct entry into the workforce and includes courses that build technical career skills and proficiency. Certificates can be related to an AAS degree, which means all the certificate credits are included in the degree, or they can be independent of a degree. At COCC, a two-year certificate of completion can range from 36 to 108 credits and takes more than one year to complete.

ONE-YEAR CERTIFICATE OF COMPLETION (CC1)

Similar to the two-year certificate but smaller in scale, a one-year certificate of completion prepares graduates for direct entry into the workforce and includes courses that build technical career skills and proficiency. Certificates can be related to an AAS degree, which means all the certificate credits are included in the degree, or they can be independent of a degree. At COCC, a one-year certificate of completion ranges from 36-71 credits and can be completed in one year or less of full-time attendance (which could include Summer term).

CAREER PATHWAY CERTIFICATE OF COMPLETION (CPCC)

Career pathway certificates of completion at COCC are a cluster of courses contained within an AAS/AASO degree or a certificate of completion (of 45+ credits) that acknowledge specific technical skill attainment and meet an employment need. Career pathways have a defined job entry point.

CAREER FOUNDATIONS CERTIFICATE (CFC)

Career foundations certificates are short-term certificates that should take full-time students less than a year to complete. They provide students with technical skills and/or competencies that meet an employment need in the region. Career Foundations Certificates have a defined job entry point.

Transfer Preparation

Students wishing to attend Central Oregon Community College and use credits earned toward a bachelor's degree have several options that range from completing individual courses to completing an associate degree designed for transfer.

ASSOCIATE OF ARTS OREGON TRANSFER (AAOT)

The Associate of Arts Oregon Transfer (AAOT) degree conforms to the state of Oregon guidelines and therefore allows students to transfer to an Oregon public university having met all lower-division general education requirements. With appropriate planning, all lower-division major requirements may also be met. Students should work closely with an advisor to select the best degree option and to review specific transfer requirements.

In addition to Oregon's public universities, institutions accepting the AAOT include George Fox University, Linfield University, Pacific University, University of Portland, Warner Pacific College, Willamette University, Evergreen State College, Pacific Lutheran University, and Washington State University.

The AAOT is not associated with a major and is awarded as *Associate of Arts/Oregon Transfer*. However, the College provides focus areas (e.g., psychology, geology) within the degree that help students select courses aligned with their major (indicated as "recommended" on the course list and sample plan) and the transfer institution's degree requirements.

ASSOCIATE OF ARTS TRANSFER (AAT)

Like the Associate of Science Transfer (see below), a student who completes AAT will have met lower-division major and general education requirements of baccalaureate degree programs for transfer to a public university in Oregon and have junior standing in a specific major or have equivalent status to students who started at a public university in the same major.

Courses of study leading to a major in the humanities, social sciences, or arts will generally be embedded in the AAT.

Please note that class standing or grade point average requirements for specific majors, department, or schools are not necessarily satisfied by an AAT. Students should always work with their academic advisor and check with the receiving institutions to ensure they have the most current transfer and degree information.

ASSOCIATE OF SCIENCE (AS)

The state has approved the College to offer Associate of Science (AS) degrees to prepare students to transfer to specific baccalaureate programs. Identified classes assist students in transitioning to upper division programs.

Unlike the AAOT or ASOT, there is no guarantee how receiving institutions will treat the AS. Students should always check with receiving institutions to ensure they have the most current transfer and degree information.

Please see the [full list of programs](#) for AS degrees offered.

ASSOCIATE OF SCIENCE OREGON TRANSFER (ASOT)

Like the AAOT, a student who completes the ASOT will have met the lower division general education requirements of baccalaureate degree programs of any Oregon public university. Unlike the AAOT, the ASOT includes courses that institutional representatives recommend as preparation for specific majors.

Please note that the degree does not guarantee completion of lower division major requirements for the major and that course, class standing, and grade point average requirements for specific majors are not necessarily satisfied. Students should always check with the receiving institutions to ensure they have the most current transfer and degree information.

The College currently offers one ASOT degree in [Computer Science](#).

ASSOCIATE OF SCIENCE TRANSFER (AST)

Like the AAT (see above), a student who completes the AST will have met lower-division major and general education requirements of baccalaureate degree programs for transfer to an Oregon public university with junior standing in a specific major or have status equivalent to students who started at a public university in the same major.

Courses of study leading to a major in a science, technology, engineering, mathematics (STEM) discipline will generally be embedded in the AST.

Please note that class standing or grade point average requirements for specific majors, department, or schools are not necessarily satisfied by an AST. Students should always work with their academic advisor and check with the receiving institutions to ensure they have the most current transfer and degree information.

DEGREE/CERTIFICATE COMPLETION

AUTO AWARD

- Students will be awarded their declared certificate or degree (as shown in GradTracks) automatically.
- Automatically awarded certificates and degrees are posted to the transcript within four weeks after grades are posted in the final term; diplomas are mailed later.

BY APPLICATION

- An application for degree is posted on the COCC website for those students who have embedded certificates within their declared program of study, or for those who wish to be awarded a degree that they have completed, but for which they are not enrolled. The application is located at cocc.edu/departments/admissions/graduation-and-honors/.
- It is important that students have correctly identified their program of study and their catalog year on their application.

- Certificates and degrees awarded by application are posted to the transcript within two weeks if the student has already completed requirements and within three weeks after final term grades are posted if the student is in progress; diplomas are mailed later.

ACADEMIC REQUIREMENTS

PLACEMENT ASSESSMENT⁴

COCC students enrolling in credit classes are required to provide math and writing placement information before they can register (some exceptions exist; see website). The placement assessment evaluates academic history and/or skills to help place students into the right level of math and writing. Placement levels can also serve as prerequisites for a program or course.

Questions? Contact: Placement Coordinator, Mimi Considine, mconsidine@cocc.edu, 541.318.3705

Resources:

- COCC Placement Testing - cocc.edu/departments/cap/testing/default.aspx

ONLINE ORIENTATION

Students wanting to register to take online credit courses must have successfully completed the required prerequisite of the Orientation for Online Classes at COCC course. The orientation typically takes one hour to complete. COCC's eLearning staff will confirm that the requirement is met and will send the student a confirmation email to their COCC account.

The Orientation for Online Classes is a one-time requirement that, when completed, will last the duration of the time the student is at COCC.

Questions? Contact: eLearning at elearning@cocc.edu or 541.383.7785

- Online Orientation webpage - cocc.edu/departments/elearning/online-orientation/

COMPUTER COMPETENCY

Some COCC degrees and certificates require that students meet a computer competency requirement.

- COCC uses the International IC3 Global Standard 4 (GS4) core competencies (see below)
- Students can choose one of two options to meet the requirement:
 - a. Pass the IC³ Key Applications exam AND either the IC³ Computing Fundamentals OR IC³ Living Online exam of the Internet and Computing Core Certification (IC³) series of exams:
 - Given by reservation in Tutoring and Testing.
 - Can be taken unlimited times.
 - Costs \$40 per section/exam.

⁴ See placement charts for math, writing and foreign language in the addendums at the end of the manual.

- b. Pass CIS 120 with a grade of C or better.

Test vs. coursework: Passing two IC3 Exams proves basic competency ONLY and does not confer course credit or cover all the material included in CIS 120. Passing all three IC3 Exams is highly encouraged and gives the student the internationally recognized IC3 Certification. Those students wanting to challenge a CIS course (to receive credit) must contact the CIS Department Chair to discuss those requirements. The IC3 Exams are an international standard of basic computer competency and may be accepted at other institutions.

Resources:

- For complete information, including competencies - cocc.edu/departments/tutoring-and-testing/testing/computer-competency-exam.aspx
- For more information on the IC3 standard - certiport.com/portal/desktopdefault.aspx?page=common/pagelibrary/ic3_home.html
- To schedule a test - cocc.edu/departments/tutoring-and-testing/default.aspx

REGISTRATION

REGISTRATION POLICIES

REGISTRATION RULES

- Admitted students are assigned one of the below groups depending on their situation for registration times.
- Students can enroll in up to 19 credits without special permission from Admissions and Records. (Waitlisted courses do NOT count in this total).
- Students cannot register or wait list in courses that overlap, even by one minute.
- Students cannot register into two sections of the same course (ex: BI 231). They can register in one section and wait list in other sections. Refer to Waitlist FAQ for specific information: cocc.edu/departments/admissions/register-for-classes/wait-lists.aspx.

HOW TO REGISTER

- Online via Bobcat Web Account (see <https://cocc.edu/departments/admissions/register-for-classes/> for registration instructions)

REGISTRATION GROUPS

Group One	Veterans, active duty military, and students using VA education benefits.	7:00 a.m.	Monday of Priority Registration
Group Two	Students with 78+ credits earned at COCC, and students with junior senior status at OSU-Cascades.	7:00 a.m.	Tuesday of Priority Registration

Group Three	Students with 48-77 credits earned at COCC, and students with sophomore status at OSU-Cascades.	7:00 a.m.	Wednesday of Priority Registration
Group Four	Students with 20-47 credits earned at COCC.	7:00 a.m.	Thursday of Priority Registration
Group Five	Students with 0-19 credits earned at COCC.	7:00 a.m.	Friday of Priority Registration
Group Six	New, returning and transfer degree seeking students.	8:00 a.m.	New/Returning/ Transfer Registration Day
Group Seven	All students, including non-degree seeking students.	8:00 a.m.	Non-Degree Seeking Registration Day

STUDENT HOLDS

Students can view holds on their “Registration Status” page in their Bobcat Web Account:

- Bobcat web account → Student Tab → Student Registration → Registration Status

Registration holds may include:

- Incomplete Getting Started steps (current application, current placement information, Bobcat Welcome, Academic Advising requirement).
- Balance due (frequently a parking ticket).
- Library hold.
- Second, Third, or Fourth Academic Warning.
- College Now (high school students receiving credit for a course taught in the high school, have not been officially admitted to COCC).

COURSE HOLDS

Students can see holds on the courses by looking at the “footnote” in the Class Search within the course description.

ART 180	45523	Co-op Work Experience Art
		This course includes development of the Pence Pinckney Gallery display and promotional materials. Other art, design, photography, and illustration projects will also be offered as part of work experience. Instructor approval required for registration. Contact instructor for inquiries. Instructor approval req.

Course holds may include:

- Prerequisite (including the online orientation).
- Instructor Approval set on course.
- Department Approval set on course.
- Beginning the first day of the course meeting, students must obtain instructor or department approval to add (register) in the course. Instructor or department approval can be given online.
- Drop/Withdrawal.

DROPPING COURSES

Students are responsible for dropping courses. The only situations in which Admissions and Records will drop a student without student-initiated authorization is in the following cases:

- Students on Second and Third Academic Warning who have NOT completed their AW steps by the deadline (5 p.m. on the second Monday of the term).
- Students who did not attend 100% of the first week of the (full term) course meetings or the first class meeting of the short-term course and instructors submit an Administrative Withdrawal roster to Admissions and Records.
- Students who do not meet course prerequisites when grades post from previous term. Refer to Admissions and Records for specific process.

Various drop deadlines apply each term which affect:

- Refunds
- Conversion to or from an Audit
- Display on transcript
- A-F grade vs. W (withdrawal)
- Financial Aid eligibility

Students can drop full term courses online (Bobcat Web Account) through the end of the 2nd week and not be charged for the class. For drop dates after the second week check the Academic Calendar – Important Dates.

Note: Short term courses have individual deadlines. Contact Admissions and Records for details. Students may also refer to the Academic Calendar - Important Dates by Term for drop and withdraw deadlines.

WAITLISTS

Students are able to add themselves to the waitlists of full classes until the Sunday prior to the start of a term. When a registered student in the class drops, a student from the waitlist will automatically be added. If a student is automatically registered, an email notification will be sent to their COCC email address. To add to a waitlist, the student must:

- Navigate to the registration section of their Bobcat Web Account
1. If a class is full, you will see an **Attention** message like the one below.
 2. To add yourself to the wait list, make sure **Wait List** is selected from the Action column and click **Submit** for a second time.

! ART 115 CRN 45456: Class full - YOU ARE NOT REGISTERED - To be added: Select Wait List, then Submit. 0 student(s) waitlisted.

Summary						Tuition and Fees
CRN	Class Information	Credits	Title	Delivery Method	Status	Action
45456	ART 115, 0	3	Basic Design: 2-D	In-Person	Errors Preventing...	Wait List
45761	WR 121Z, 0	4	Composition I	In-Person	Registered	None
40078	FN 225, 01	4	Human Nutrition	In-Person/Online	Registered	None

- With “Wait List” displayed in the Action column, click “Submit Changes” again. *If “Submit Changes” is not clicked on the second time, the student will not be added to the waitlist.*

After the term begins, waitlisted students who have not been automatically registered as a result of the automatic process are required to attend class in the first week:

- In-person: attend the first class
- Remote: attend the first class
- Online: complete the first week assignment and/or activity identified by instructor to meet first week attendance requirement

If the instructor allows the student to register for the class, electronic permission will be entered for the student to complete the registration process in their Bobcat Web Account. Approval codes will be visible to students on their “Registration Status” page in Bobcat Web Account.

Instructor permission to add a course does not automatically change the student’s status from waitlisted to registered.

To add the course, the student will first need to drop the waitlisted section from their schedule, then register for the course again.

ACADEMIC STANDING

Students are considered to be in good academic standing if they earn a 2.0 or higher GPA each term. Students who do not meet this standard are placed on academic warning at the time grades are posted.

Note: Students frequently confuse academic warning with the financial aid policy Satisfactory Academic Progress (SAP). Refer students with questions regarding SAP to the Financial Aid department.

FIRST ACADEMIC WARNING

When students earn below a 2.0 term GPA, they are placed on First Academic Warning. Students on First Academic Warning are strongly encouraged to meet with their advisor.

SECOND ACADEMIC WARNING

When students earn below a 2.0 term GPA for two consecutive terms, they are placed on Second Academic Warning.

- Students are required to complete the Second Academic Warning Worksheet then meet with their assigned academic advisor for review and signature.
 - The worksheet must be submitted to Enrollment Services no later than 5 p.m., Monday of the second week of term.
-

THIRD ACADEMIC WARNING

Students earning below a 2.0 term GPA for three consecutive terms are placed on Third Academic Warning.

- Students are required to meet with their academic advisor and complete the Academic Reinstatement Petition.
- The petition must be submitted to Enrollment Services no later than 5 p.m., Monday of the second week of the term.

For students on Third Academic Warning, the Academic Reinstatement Committee will review the petition by the second Wednesday of the term. The Committee has three options:

- **Approve the Petition As-Is:** Students continue attending classes, following the requirements of the petition. If students fail to follow the academic plan or requirements, they are administratively withdrawn from classes.
 - **Approve the Petition with Revisions:** If students fail to follow the academic plan or requirements, they may be voided from classes.
 - **Deny the Petition:** If denied, students may petition for reinstatement the following term or cease to attend classes for one calendar year. After one year, students may re-enroll and begin classes as if no academic warnings existed (grades on student transcript remain the same).
-

FOURTH ACADEMIC WARNING

When students earn below a 2.0 term GPA for four consecutive terms, they receive a Fourth Academic Warning and are blocked from all registration in credit classes for one calendar year. After one year, students may re-enroll and start their academic record in good standing.

If students are pre-registered and fail to complete the worksheet for second or third academic warning, their registrations will be voided and a full refund issued. If students are not pre-registered, they will be prevented from registering for one calendar year or until such time they complete the Second or Third Academic Warning worksheet.

Questions? Contact: Admissions and Records at 541.383.7500 and/or CAP Services at 541.383.7200

Resources:

- 2nd AW paperwork - cocc.edu/departments/admissions/files/2nd-aw.pdf
- 3rd AW paperwork - cocc.edu/departments/admissions/files/3rd-aw.pdf

The COCC Student

COCC serves a diverse array of students, with various needs and experiences. Some of COCC's student groups will have specific academic advising requirements and needs. Learn more about the demographics of COCC's students through COCC Quick Facts - cocc.edu/about/cocc-quick-facts.aspx.

NEW STUDENTS

All new students with fewer than thirteen (13) earned college credits are required to attend Bobcat Advising & Registration to meet their advising requirement for their first term at COCC. This is a mandatory advising session to help students confirm their educational goal, choose their courses, and navigate their first term at COCC.

TRANSFER STUDENTS

DEFINITION OF TRANSFER STUDENT

- First-time Central Oregon Community College students transferring from another college or university must submit an application for admission and a \$25 application fee. All official transcripts from previous institutions must be submitted before advising and/or registration.

TRANSFERRING CREDITS TO COCC

- Students must provide official transcripts to Admissions and Records prior to their first advising session.
- Transcripts are “articulated” (evaluated towards COCC requirements and entered into GradTracks) by the Transcript & Degree Evaluators in Admissions and Records.
- CTE courses taken at other institutions are articulated first by the Transcript & Degree Evaluators in Admissions and Records. However, courses beyond the scope of degree evaluators may be forwarded to program directors or faculty for additional information, or students may be asked to submit additional documentation to aid in the articulation process.
- See Transfer Credit in the GradTracks section of this manual for codes and details
- Questions should be directed to myprogress@cocc.edu

OREGON STATE UNIVERSITY DEGREE PARTNERSHIP (DPP) PROGRAM

- Students can apply to OSU (Cascades, eCampus and Corvallis) at any time after they meet OSU admission requirements. Once admitted, they receive an OSU advisor assignment (OSU-Cascades advisor is responsible for lifting advising requirement for both OSU-Cascades and COCC classes; OSU eCampus and Corvallis students should work with the Director of CAP Services to meet advising requirements at COCC).
- Students must complete an OSU form to change their admission status from OSU-Cascades back to COCC; see OSU-Cascades staff for details.
- Students must complete the OSU Change of Campus form to change between the Corvallis and Bend campuses.

EXPLORATORY STUDENTS

Students who plan to earn a degree but have not yet decided on a path are identified as exploratory and assigned the Associate of Arts Oregon Transfer (AAOT) in their audit in GradTracks. The AAOT is used for exploratory students because it provides a guideline of courses that meet bachelor's degree general education requirements at Oregon public universities. The AAOT does not include all bachelor degree requirements for freshmen and sophomores, and it does not include requirements for the College's career and technical education (CTE) programs. It is important for exploratory students to work actively to identify an educational goal and communicate with their advisor.

ADVISING CONSIDERATIONS:

1. Become familiar with the programs that COCC offers

- CTE vs. Transfer vs. AGS, a brief explanation of educational pathways, and credit award definitions available at COCC are located on pages 9-10 of this manual.

2. Take advantage of COCC's Career Services

- Refer students to cocc.edu/departments/cap/career-services/ for major and career exploration information about self-assessments, online tools, upcoming presentations and workshops, or an appointment.
- Refer students to CAP Services to schedule an appointment with the Career Services Coordinator.
- Encourage students to explore the Oregon Career Information System oregoncis.uoregon.edu/Portal.aspx. This resource offers career assessments to help students begin the process of determining their course of study. Results of these assessments can be printed to review with the Career Services Coordinator during a one-on-one appointment.
 - The College subscribes to this resource for students. To log-in, students will need to use the following credentials:
 - Username: capcenter
 - Password: studcap
- Once logged in, click on "Exploration" to find career assessments.
- Students may consider HD 110 Career Planning to work through the exploration process in a more structured way.

3. Understand the ambiguity:

- Studies show that up to 80% of entering college freshmen are unsure of their majors.
- Education is a lifelong process (probably not what a first-time student wants to hear, but it is true!) .
- There may be several majors and pathways that are good choices.
- Research shows that within 10 years of graduation, most college graduates are working in areas that are not connected to their college majors.

RESIDENCE HALL STUDENTS

On-campus housing at COCC has been in existence since 1967! As one of the few community colleges with on-campus housing we are fortunate to house as many as 330 students in Wickiup Hall every term.

ADVISING CONSIDERATIONS

1. Residence Hall students have a minimum course load requirement

All students residing in Wickiup Hall are required to be registered in a minimum of 12 graded credits by the end of the first week of each term. This can include OSU Cascades credits. Students must maintain registration in a minimum of 8 graded credits throughout the term.

- Exceptions to this policy must be approved by the Housing and Residence Life Office. Exceptions can include accommodations approved through Student Accessibility Services (SAS) and if the student only needs a select number of credits relative to their selected major and graduation.
- Maintaining registration in 8 credits is intended to give the student some leeway if they need to drop a class.

2. Residence Hall students must meet COCC academic standards

As long as a student is eligible to enroll in classes, able to support the associated expenses, and continues to meet the requirements for housing then the student is eligible to reside in the residence hall.

Questions? Contact: Housing and Residence Life at housing@cocc.edu or 541.383.7545

Resources:

- Residence Life Website - cocc.edu/departments/residence-life/default.aspx

Student Support Resources

CAP SERVICES

CAP Services is the Student Services department that provides Career Services, Academic Advising and Placement. CAP Services is located in Cascades Hall on the Bend Campus. Various Services are offered on all four COCC campuses.

CAP SERVICES MISSION STATEMENT

CAP Services partners with students to achieve academic, personal, and career success, fostering collaboration, growth and ownership in education.

Questions? Contact: CAP Services - 541.383.7200

CAREER SERVICES

Any COCC student, current or alumni, may schedule a career advising appointments through CAP Services. Call CAP Services at 541.383.7200 to schedule an appointment. Career Services provides the following services via individual appointments, guest lectures, and workshops:

- Career exploration (developing a career goal, or connecting a career and academic goal).
- Job search (understanding of the job search process including networking, locating jobs, resume and cover letter development, interviewing).
- Access to full- and part-time job opportunities for students as well as information about volunteer and internship opportunities.

Questions? Contact: CAP Services, capservices@cocc.edu or **Resources:**

- Student Employment - cocc.edu/departments/cap/career-services/student-employment.aspx
- Job Search resources - cocc.edu/departments/cap/career-services/job-search-resources.aspx
- Career Exploration resources - cocc.edu/departments/cap/career-services/career-exploration.aspx
- Oregon Career Information System - oregoncis.uoregon.edu/Portal.aspx

ACADEMIC ADVISING

CAP Services Academic Advisors provide support to new, continuing, returning and transfer students in the following ways:

- New student group advising
- New student remote advising
- Continuing exploratory students or select pre-program students assigned to a CAP Services advisor
- Continuing students assigned to faculty advisors who don't meet with their advisor before faculty are off-contract during term breaks
- Continuing students who have had an "unusual" experience with their assigned advisor
- Continuing students on 2nd or 3rd academic warning needing to complete paperwork while faculty advisors are off contract.

As a general rule, CAP advisors only lift the advising requirement for students who are new or assigned to a CAP advisor. Exceptions: academic warning, students who have had an “unusual” advising experience, continuing students during faculty advisor’s “off contract” time, drop-in advising.

CAP Services provides the following advising opportunities to students:

- **Appointments:** All CAP Advisors are available for one-on-one advising appointments (in-person, phone, remote). The focus of these sessions is most often for assigned CAP advisees to meet advising requirements or for any student needing assistance with exploring a major(s).
- **Remote new student advising appointments:** These sessions are intended for new students who live at a distance and are not able to attend in-person Bobcat Advising & Registration sessions.
- **Drop-in advising:** This service is first-come-first-served advising in CAP Services available every Friday throughout the term, everyday but Thursday the week before a term begins, and the entire first week of a term. Drop-in advising is intended for students needing assistance finalizing their current term schedule and for continuing students with last-minute advising and/or academic warning requirements.

PERSONAL COUNSELING

Personal counseling is a free service to assist students in resolving personal issues that may be preventing the student from achieving their potential at COCC. Through a contracted partnership with COCC, Collaborative Healing & Integrative Therapy provides personal counseling by licensed, professional counselors who hold a master's degree in their field and who have a wide range of experience in all aspects of mental health. The service is not intended for crisis counseling.

Personal counseling is available in person (Bend campus) or telehealth through one-on-one appointments for any student enrolled in at least one credit or Adult Basic Education/English Language Learner course. Appointment availability may vary anywhere between two days to two weeks out due to factors such as the needs of current students and time of the term. Concerns that are commonly addressed include:

- Depression
- Anxiety
- Relationship difficulties
- Abuse issues
- Sexuality/sexual identity questions
- Concerns about drug and alcohol use
- Trauma resolution
- Interpersonal conflicts
- Stress
- Time management

IDEAS TO PROMOTE PERSONAL COUNSELING

Include a notice on the course syllabus:

Example: “Sometimes the road at college can get a little bumpy. Life happens! As a COCC student you have the opportunity to take advantage of free personal counseling through Collaborative Healing & Integrative Therapy. I know many students that have utilized these services and have found it quite helpful. To schedule an appointment please call 541.366.6482 or email shay@collaborativehealingbend.com.”

Make a class announcement:

Example: “COCC offers free, confidential personal counseling to any student enrolled in at least one COCC credit. The counseling is provided by licensed, professional counselors and is intended to help students address any personal concerns impacting their success. To schedule an appointment please call 541.366.6482 or email shay@collaborativehealingbend.com.”

STUDENT ACCESSIBILITY SERVICES

The Student Accessibility Services (SAS) office endeavors to ensure equal access to all students with qualifying documented disabilities at all COCC campuses and Community Learning Centers as defined by federal legislation. Awareness of students' needs and goals helps to create an atmosphere in which learning and growth can occur. We encourage referral of students by staff and faculty to the SAS office for consultation and determination of eligibility.

To access services through the Student Accessibility Services (SAS) department, the student should begin by reviewing the information on the SAS website and then schedule an appointment. Appointments are on a first-come, first-served basis. Appointment availability may vary anywhere between two days to two weeks out due to factors such as the needs of current students and time of the term.

Questions? Contact: Student Accessibility Services at 541.383.7583

Resources:

- Student Accessibility Services homepage - <https://cocc.edu/departments/student-accessibility-services/>
- Guide for COCC Students with Disabilities - cocc.edu/departments/disability-services/student-guide/default.aspx
- Support Resources - cocc.edu/departments/disability-services/support-resources.aspx

TUTORING

Tutoring is a free service to currently enrolled COCC students. Services are provided on all four campuses and online on a drop-in and appointment basis, depending upon the subject. The subjects, hours and locations of tutoring are updated every term on the tutoring website.

Questions? Contact: Testing & Tutoring at 541.383.7538

Resources:

- Tutoring locations and hours - cocc.edu/departments/tutoring-and-testing/tutoring/default.aspx

FINANCIAL AID

FINANCIAL AID DISBURSEMENT BASICS

- The amount of financial aid a student receives depends on the number of credit hours in which they are enrolled on the tuition due date for the term.
- Classes must be taken for credit to count toward financial aid. Classes taken as an audit will not count for financial aid.
- The amount of financial aid a student receives may be different from the awarded amount. Award amounts are based on full-time enrollment (12 credit hours); individual financial aid payment amounts will be calculated based on enrollment as of 5 p.m. Friday on the tuition due date.
- Subsequent award adjustments will be made only if a student is waitlisted in a late-starting class on the tuition due date and they notify Financial Aid when they have added the class.

- Part-time enrollment affects aid; students enrolled less than full-time may have adjustments to their financial aid budget. Award amounts adjust for part-time enrollment as follows:

	1-5 credits	6-8 credits	9-11 credits	12+ credits
<i>Federal Pell Grant*</i>	25%	50%	75%	100%
<i>Federal SEOG Grant</i>	100%	100%	100%	100%
<i>Oregon Opportunity Grant (OOG)**</i>	not eligible	50%	50%	100%
<i>Oregon Promise Grant**</i>	not eligible	50%	75%	100%
<i>COCC Foundation Scholarship**</i>	not eligible	50%	75%	100%
<i>COCC Merit Scholarship**</i>	not eligible	50%	75%	100%
<i>Federal Work-Study Program</i>	eligible to earn	eligible to earn	eligible to earn	eligible to earn
<i>Federal Direct Student Loans</i>	not eligible	100%	100%	100%

*Depending on enrollment, expected family contributions of 3901 or higher may not calculate with the above percentages.

**Funding is not available for summer term.

SHORT TERM CLASSES

Financial aid will include enrollment in late starting classes. Dropping a late-starting class within the 100% refund period or not attending may result in an adjustment to a student's financial aid. If a student is waitlisted in a late-starting class on the tuition due date, they must add the class within the 100% refund period to be considered for any financial aid adjustment.

SATISFACTORY ACADEMIC PROGRESS/MAX CREDITS

To maintain financial aid funding, students must:

- Maintain a cumulative GPA of a 2.0.
- Complete 66.67% of classes registered successfully.
- Aid eligibility is limited to 150% of the student's program credit length, even if a certificate/degree is not earned.

Questions? Contact: Financial Aid at coccfinaid@cocc.edu or 541.383.7260

- Financial Aid Policies: cocc.edu/departments/financial-aid/policies/default.aspx
- Financial Aid Forms: cocc.edu/departments/financial-aid/forms/default.aspx

Technology in Advising

TECHNOLOGY APPLICABLE TO RELEVANT ADVISING ROLES

You have access to student's personal information through various technological tools. COCC requests that you not access information about students unless you have an educational need to know. If you have questions about this, please contact the Director of Admissions/Registrar. Additionally, COCC does not significantly restrict your access to student data, though our policies and practices do. Advisors may only set the advising requirement for a student assigned to them.

There are a variety of technological tools to aid you and the student in the advising process. Below is an overview of the tools, with information on the uses and actions that can be completed.

BOBCAT WEB ACCOUNT

The Bobcat Web Account provides students and staff online services and is connected with COCC's student information system, Banner. Advisors are able to access the Advisor Menu (under the Faculty Services tab) to lift the advising requirement for advisees, view advisee list, view GradTracks, and more. To access these tools, login into your "Bobcat Web Account", select "Faculty and Advisor" tab, then "Student Information for Advising."

Listed below are the actions that can be completed from your Bobcat Web Account.

Verify if an advisee can register:

- From the Student Information for Advising click into "Student Registration Status"
- Enter the term and student ID.

Set an advising requirement:

- From the Student Information for Advising click into "Set Advising Requirement"
- Select the term and student ID.
- Student name will appear; use pull down to indicate the next term that the student will need advising.

View a list of your assigned advisees:

- From the Student Information for Advising click into "Student Academic Profile"
- Select Term, click on "View My Advisee Listing"

Review a student's transcript and placement:

- From the Student Information for Advising click into "Placement Assessment"
- Placement and class history can also be seen in GradTracks.

Resources:

- To support students in using their Bobcat Web Account, please reference the following link - cocc.edu/departments/admissions/grades-and-student-records/bobcat-web-account-information.aspx

GRADTRACKS

GradTracks is an online software to help students and their academic advisor track progress towards graduation. Access to GradTracks is done through your Bobcat Web Account:

- From the Faculty and Advisor tab; click on Student Information for Advising; click into GradTracks
- Enter the student's ID number in the field, or select the Find icon to look up student by name.

GRADTRACKS TOOLS & FEATURES

AUDITS

Audits evaluate a student's progress towards their declared Program/Certificate for their Catalog Year (the year they most recently applied for admissions to COCC):

- Select the Audits tab.
- Still Needed Format for a quick display of classes/credits still needed.

If Audit displays **Status = 4235 No existing audit was found for this student**, it is likely a catalog year issue.

READING THE AUDIT

- Requirements are listed on the left (requirement name and status).
- Advice is listed on the right:
 - Number of credits/classes Still Needed.
 - Listing of classes that will meet the requirement.
 - Classes that applied to the requirement.
- The Not Needed section lists courses that did not apply to the Program/Certificate.
- Insufficient lists failed or audited courses and withdrawals.
- In-Progress lists courses currently in progress or future term registration.

"WHAT-IF" TOOL

The *What-If* tool evaluates student progress for a different Program/Certificate. You can run a *What-If* audit to review program requirements for catalog years that are eligible (within three years); you must refer to prior catalogs to review program requirements for years that are not available in GradTracks.

- Note: What-If Audits are not saved on the system and may be run as many times as desired.

ARTICULATED TRANSFER COURSES IN GRADTRACKS

Transfer coursework will be articulated on a course-by-course basis. In GradTracks, these courses can be evaluated towards any program by running a What If audit. During the evaluation, the transfer coursework will be articulated into individual courses and apply to requirements in GradTracks.

The course-by-course articulations will display in GradTracks like this:

Discipline Studies:	BI 1XD Topics in Biology Satisfied by BIOL1970 – Univ of Utah	BTR	4.5	Fall 2010
Electives:	PSY 3XX Motivation Satisfied by PSY384 – SUNY University at Albany	B-TR	4.5	Fall 1989

Articulated courses will have both a **Prefix translation** and a **Number translation**:

Prefix translations
COCC prefix
PSY, BI, COMM, etc.
Discipline Studies prefix
AL – Arts & Letters
SCI – Science
SSI – Social Science

Number translations
COCC Number
201, 111, etc.
Discipline Studies Number
1DS, 2DS, 3DS, 4DS – Non-Lab Science
1XD, 2XD, 3XD, 4XD – Discipline Studies
1DL, 2DL, 3DL, 4DL – Lab Science
Other translations
1XX, 2XX, 3XX, 4XX – Elective
1PE – Health Activity
1BT – Military Basic Training
1XH – Health Course
1US – University Studies program
121TR – Meets requirement of 121
OCT, 1CT – Career/Technical courses

Note: 0, 1, 2, 3, 4 indicates level

TRANSFER COURSE GRADES

The transfer will have both a **Grade** and a **Transfer evaluation**: Examples: BTR, PTRC, C+T

Grade
A, B, C, D, F
+/- grades will be used
P Pass

Transfer evaluation
TR or T Transfer as graded
TRC Transfer with minimum C grade
TRD Transfer with minimum D grade

If you have questions, concerns, or think a course should be applied differently than is shown:

- Click on the MyProgress@cocc.edu link in GradTracks to email Transcript/Degree Evaluation or call the GradTracks Help Line x2121.
- Be sure to include: Student ID, Major, and Catalog Year.

TROUBLE-SHOOTING GUIDE

Q: My advisee doesn't have an audit. I keep seeing:

Status = 4235

No existing audit was found for this student.

Run a new audit to view the audit report.

A: Planning Year is the catalog year of the requirements displayed in the audit. It defaults to the earliest year the student can use (the year the student was admitted, up to three years old), but it can be changed to a more current year if the requirements change and the student prefers to use the newer requirements.

Q: Why is Financial Aid Completion Rate blank?

A: These fields only fill if the student has completed the ORSA or FAFSA for the current aid year and have no outstanding requirements to submit to Financial Aid.

Q: The Electives requirement shows complete, but the student still needs more elective credits to complete their degree OR the Electives requirement shows incomplete, but the student has met the minimum credits required for the certificate or degree. Why is that?

A: Any program where there is a range of credits for electives (e.g. 24 – 40 credits) shows complete as soon as the minimum has been met. If there is a discrepancy, contact Degree Evaluation at myprogress@cocc.edu.

Q: Old courses are showing in "Not Needed" when they should be used for program/certificate requirements.

A: GradTracks only uses courses that are in the catalog or are identified in Banner as equivalencies. Banner equivalencies for old coursework may be missing, which will result in courses falling into the "Not Needed" area when they should be used for program/certificate requirements. If you find such courses, please submit them to myprogress@cocc.edu. Please include the Student ID, the Major, and the courses that should have applied.

Q: Why are courses transferred from other colleges not showing up in the audit?

A: Students who transferred to COCC from other colleges prior to Fall 2011 have their transfer courses articulated in bulk towards their identified program. You should see the total number of transferred credits in the Not Needed section of the audit. If you wish to see how the transfer coursework applies towards a different program, the student will need to request a new transcript evaluation. Once the new evaluation is completed, the transferred coursework will display in GradTracks.

Q: I think a student's audit is incorrect. What should I do?

A: While we make every effort to assure the audit is correct, it is impossible for us to predict every unique situation or problem. We want to work with you to correct any issues as soon as possible. The following are the most common problems and solutions:

- **The student's major or degree is wrong on the Audit.**
 - The student will need to request a major change from CAP Services. You should see the new degree and major in GradTracks the day after the major is updated in Banner.
- **The student Audit for an AAOT degree in a specific major is not requiring the correct major courses.**
 - The requirements for the AAOT degree at COCC are NOT specific to the major. However, coursework recommended for specific majors are reflected in the "advising notes" section at the bottom of the audit.
- **The requirements for the student's program/certificate are wrong.**
 - Check the Catalog Year that appears in the Degree block. Check that the catalog year is the same as the catalog you are using to compare requirements. If needed, connect with Admissions & Records to update the catalog year in Banner.
- **A transfer student did not get the correct credit for some transfer courses.**
 - If courses have been articulated, contact myprogress@cocc.edu.
 - If the student has bulk articulations displayed in the Not Needed section of the audit (see example below), please ask the student to contact myprogress@cocc.edu to request transcript articulation.

0 000 Transfer Credits P 34 Fall 2009

Satisfied by: NO TRANSCRIPT DETAIL - Clackamas Community College

Questions? Contact: Admissions and Records - 541.383.7500 (for both students and advisors)

COCC OUTLOOK EMAIL ACCOUNT

You can send a mass email to all of your assigned advisees using an automated distribution list found in your COCC Outlook account. These lists are updated at least twice each week.

Your email will be sent to all advisees who are assigned to you and who have active COCC email accounts. Some students still assigned to you may not have active email accounts if they have not taken classes in the last twelve months. That can be verified in your Advisee List by Term tab in your Bobcat Web Account. Active students will have an "envelope" icon in the right-hand column on the page. Students without an icon no longer have COCC email accounts and are not included in your Outlook Email advisee distribution list.

Send an email to all your assigned advisees:

- Log into your employee **Web Email**.
- Select **New Mail** icon.
- In the **To:** line, type “AL[your COCC email name]” (For example, Bob Cat’s list is ALBCAT).

CAMPUS DIRECTORY PAGE

Advisees are referred to your directory page to reach you to schedule advising appointments. It is especially important to have accurate information that includes your office hours and your preferred method of contact.

Questions? Contact: ITS Help - 541.384.7400

STUDENT STATUS CHANGES

Advisor Change: Contact CAP Services at 541.383.7200 or capservices@cocc.edu.

Major Change: Contact CAP Services at 541.383.7200 or capservices@cocc.edu.

- When the student changes a major, they will need to select a program/certificate and a correlated program/major.
- The student’s academic advisor may need to be changed to align with new major.
- Funding sources may be impacted by a major change (veteran’s benefits, Trade Act, TUI, etc.).

Catalog Year: Contact Admissions and Records at 541.383.2240 or records@cocc.edu.

- The catalog year defaults to the year admitted unless a student changes it to a more recent year or unless it is “bumped up” after three years, to remain within a three-year span of their graduation. See Policies/Catalog Year for details.
- GradTracks will reference the degree requirements for the selected catalog year; for most students, it is of benefit to use the most current catalog year.

What Advisors Do

PLAN AND CONDUCT SUCCESSFUL ADVISING INTERACTIONS

BOBCAT ADVISING & REGISTRATION

Format: Pre-Advising Workshop followed by small group advising.

Learning Outcomes:

1. Identify the purpose, structure and expectations of academic advising.
2. Assess personal obligations and financial responsibility to create a balanced appropriate term credit load.
3. Utilize resources to align educational goals with an area of study and the associated pathway, certificate or program.
4. Recognize the courses, resources and tools that support academic success.
5. Apply the processes and strategies for course selection to register in a first-term class schedule.

Bobcat Advising & Registration take-aways:

- A plan for first term schedule.
- Resources including:
 - Academic Advising Syllabus
 - GradTracks instructions

FIRST TERM ADVISING FOR NEW STUDENTS

Format: One on one scheduled meeting with an assigned advisor prior to registration for the second term. Students will have participated in Bobcat Advising & Registration to meet their first term advising requirement.

Goals:

- Review current term course selections and performance.
- Retention: Advisor looks for possible intervention.
- Review their plans for next term, screening for:
 - degree understanding/exploratory strategy,
 - selecting courses towards degree goals (GradTracks),
 - selecting courses using student's skill level/prerequisites, and
 - appropriate credit load considering time commitments outside of school.
- Planning: Plan for registration for future terms.
- Opportunity to develop a relationship with an expert.

QUESTIONS TO ASK DURING THE FIRST SESSION

- What is motivating you to pursue a college degree?
- Why did you choose to attend COCC?
- What other colleges have you attended? How many credits are your transferring in? Do you already have a degree?
- When you hear the word "advising" what comes to mind?

- Have you had an advisor before? What was that experience like?
- Have you taken any AP, CLEP or courses taken for college credit while you were in high school?
- Why have you chosen this major (or what majors are you considering)?
- What is your living situation?
- Do you have family commitments in addition to school?
- Will you be working this quarter? How many hours per week? On or off campus? How do you feel this will impact your studies?
- Are there other situations we need to consider when planning your educational program (family obligations, work, etc.)?
- When you have free time, what do you usually find yourself doing?
- Do you know about... (tutoring, counseling, career services, student organizations, etc.)?
- What would you consider a “good” class schedule?
- Were you happy with your grades last term (or in high school)?
- What does success mean to you? How do you define success?
- What are you most excited about? What worries or concerns do you have?
- Do you have any post-grad plans?

CONTINUING STUDENT ADVISING

Required of all certificate/degree-seeking students at least once a year as determined by the advisor-

Format: One on one appointment with assigned advisor or workshop with an assigned advisor.

Goals:

- Retention: Advisor looks for possible intervention
- Planning: a map for registration for future terms (at least through Summer)
- Beyond COCC
- Internships
- Refer to Career Services to major/career exploration or to prepare for entry into the job market.

MID-TERM GRADES

At mid-term, instructors are expected to submit mid-term grades for their courses. Mid-term grades are warning grades; an instructor can award a D or an F. The purpose of the mid-term grade is to give students and advisors a warning about the student’s performance. Admissions and Records emails the assigned advisor a copy of mid-term grades.

Advisor’s role: Facilitate student accessing appropriate services to assist them in improving their academic performance/status, understanding drop deadlines, and to encourage communicating with instructors.

ACADEMIC WARNING

See the current COCC Catalog or the following section with policy information. cocc.edu/departments/admissions/grades-and-student-records/academic-warning.aspx

	Advisor's Role
Good Standing	minimum term GPA of 2.0 or higher
First Academic Warning	Facilitate student in identifying behaviors or factors that prevented them from being successful and refer to relevant services.
Second Academic Warning	In addition to the above, the advisor works with advisees to continue at COCC based on their evaluation of the student's work and strategies articulated in the Second Academic Warning Worksheet. They sign the form indicating they met and reviewed the content with the student. They also provide comments and notes as to their conversation with the student. Advisors who do not support a student at this stage should refer the student to CAP Services and send a message with background information to the Director of CAP Services.
Third Academic Warning	The advisor is guiding the student to prepare materials for the Reinstatement Committee. Advisors who do not support a student at this stage should refer the student to CAP Services and send a message with the helpful background to the Director of CAP Services.
Fourth Academic Warning	A student in this status is prevented from enrolling at COCC for a year. If a student has further questions, refer the student to the Director of Admissions and Records/Registrar.

CREATE RAPPORT AND BUILD ACADEMIC ADVISING RELATIONSHIPS

THE ADVISING SESSION

PREPARING FOR THE ADVISING SESSION

- ☐ Locate your advisee's record in your Bobcat Web Account
- ☐ Review the advisee's records for holds, placement test scores, transcripts/transfer credit, and academic standing
- ☐ Review your advisee's "degree progress" in GradTracks and check for completion of required courses, as well as making note of courses you recommend for future terms
- ☐ Review advising notes (both in GradTracks and in your personal notes) from your previous meeting
- ☐ Make notes to cover in the advising session regarding homework assigned in last meeting to check for follow-through

DURING THE SESSION

- ☐ Welcome the student by name.
- ☐ Start with an open-ended question to allow the student to set the tone and expectation for the meeting. EX:
 - o "What brings you in today?"
 - o "What will we be working on in our 30 minutes together?" (*Mentioning the length of the meeting will set the expectation from the beginning that there is a time limitation to observe.*)
- ☐ Check-in regarding how the current term/prior term courses went for the student.
- ☐ Check-in regarding the advisee's major/program and academic goals.

- If the advisee's goals have changed and they wish to change their major, refer them to CAP Services to make the change and be assigned an advisor aligned with the new direction.
- ☐ Review homework completed (if given) from previous meetings.
- ☐ Review degree progress in GradTracks.
- ☐ Review the advisees plan for the coming term(s). Discuss courses in context of academic goals and program completion.
 - If a student is transferring, do these classes align with intended transfer institution?
 - Are the planned courses appropriate to keep the student moving forward in their program in a meaningful way (pre-requisite courses, courses only offered in certain terms, etc.)?

ENDING THE SESSION

- ☐ End at the agreed-upon time – schedule a follow-up appointment if more time is needed.
- ☐ Briefly summarize what you discussed – this allows the student to feel both heard and understood.
- ☐ To close, check-in with the advisee for understanding:
 - "Let's go over what you will need to do before our next meeting. Can you go through the steps for me?"
- ☐ Assign "homework" as needed for the advisee to complete before your next meeting. Examples may include:
 - Recommendations for a follow-up meeting and when it should be schedule
 - Referrals (i.e. CAP Services, Tutoring, Personal Counseling, etc.) and information regarding how to connect with that resource
 - Scholarship applications
 - Deadlines for applying to any competitive admission programs or transfer destination college/university
 - Drafting a long-range academic plan

AFTER THE SESSION

- ☐ Clear the advising requirement via your Bobcat Web Account through the agreed-upon terms if necessary.
- ☐ You may consider sending the student a follow-up email summarizing the discussion and any resources that you discussed in your time together. Examples may include
 - Links for potential transfer institutions and information reviewed
 - Resources discussed such as Online Orientation pre-requisite
 - A summary of courses recommended or links to program information
 - Contact information for referrals given
- ☐ Use GradTracks Notes to document any advising notes immediately after the meeting. These should include:
 - Any tasks assigned to the advisee and a general account of the discussion
 - Any course recommendations that were discussed
 - Information that helps other advisors understand the advice that you have given the student

DO'S AND DON'TS OF ADVISING NOTES

Below are a few examples to illustrate how to (and how not to) document situations that may arise in the advising appointment.

DO INCLUDE NOTES THAT WILL HELP THE STUDENT.

- ✓ "Student should take Math placement assessment before registration for spring term."
- ✓ "Requested student make a list of at least 5 possible courses to take next term, and bring them to next appointment."
- ✓ "Reminded student to request official transcripts from XXXXX be sent to Admissions & Records as soon as possible to apply previous credits toward degree progress."
- ✓ "Student did not come to scheduled appointment. Will need to reschedule as soon as possible."

- ✓ "Discussed importance of repeating WR 121 in spring term to improve GPA."

DO INCLUDE NOTES TO HELP FUTURE ADVISORS UNDERSTAND THE STUDENT OR THE ADVICE THAT YOU GAVE.

- ✓ "Encouraged student to enroll in PSY 202 because of interest in psychology as a major."
- ✓ "Student took CJ 100 out of interest/exploration even though Social Sciences Category and elective credit is already completed toward AAOT. Understands CJ 100 will not be applied to degree progress, but may count toward major requirements at transfer if planning to major in criminal justice."
- ✓ "Discussed Selection Handbook for admission to the nursing program as well as 'what if' tool to review what courses completed will apply to the nursing application checklist."
- ✓ "Student has a bachelor degree and is working toward application to physical therapy post grad program. Is only taking prerequisite courses to get admitted there."

DO INCLUDE LIST OF COURSES APPROVED, ALONG WITH ALTERNATIVES.

- ✓ "We agreed to the following 16 hours for spring term: MTH 095, BA 101, COMM 111, ART 101. Will use ARH 201 as alternative for ART 101."
- ✓ "Summer classes we discussed were BI 103 and HHP 295 for half-time enrollment (7 credits). Will take GS 107 if BI 103 fills."

DO INCLUDE NOTES THAT WILL FACILITATE THE RELATIONSHIP WITH THE STUDENT.

- ✓ "Encouraged student to make an appointment to come see me after mid-term grades are posted."
- ✓ "Reminded student to make appointment before the end of February to meet advising requirement for spring term registration."
- ✓ "We agreed to meet once a month during the spring term to monitor progress."
- ✓ "Commended student for excellent grades last term."

DO INCLUDE POSSIBLE CONSEQUENCES OF NOT FOLLOWING ADVICE GIVEN.

- ✓ "Discussed need to take MATH 098 during winter term so MTH 105 can be taken in spring to complete MTH requirement to complete AAOT requirements."
- ✓ "Student wants to enroll in 18 hours. Cautioned regarding heavy academic load while on academic warning."
- ✓ "Reminded student to finish human development course requirement by spring term to maintain Oregon Promise funding for second year."

DO INCLUDE REFERRALS OF A NON-SENSITIVE NATURE.

- ✓ "Encouraged student to make appointment with career advisor to discuss job search and resume."
- ✓ "Student is interested in becoming a Bobcat Orientation leader; referred to FYE office to discuss possibilities."
- ✓ "Encouraged student to connect with club baseball coach to discuss joining the team and academic requirements."

DON'T INCLUDE YOUR SUBJECTIVE JUDGMENTS ABOUT THE STUDENT, ESPECIALLY WHEN THEY ARE NEGATIVE.

(In some cases, you may wish to use personal files. In most cases it should be omitted altogether.)

- ✓ "Student is not motivated to succeed in classes this term."
- ✓ "I think the student would have been better off not attending college."
- ✓ "I doubt student's ability to succeed in this major."

DON'T INCLUDE REFERRALS OF A SENSITIVE OR PERSONAL NATURE

(May wish to use personal notes)

- ✓ "Referred student to the Disability Services - I suspect a learning disability."
- ✓ "Asked student to confer with Disability Coordinator about difficulty getting accommodations for visual disability."
- ✓ "Student will see Director of Student Life about experiences of being stalked by ex-girlfriend."
- ✓ "Student plans to appeal the grade he received in his Psychology class last term."

DON'T INCLUDE COMMENTS REGARDING STUDENT'S INSTRUCTORS, ESPECIALLY WHEN THEY ARE NEGATIVE.

(May wish to use personal notes)

- ✓ "Student is having a personality conflict with COM 111 instructor."
- ✓ "Student is considering dropping MTH 065 because of a problem with the professor."

DON'T INCLUDE PERSONAL CONCERNS OF THE STUDENT.

(May wish to use personal notes)

- ✓ "Parents are going through a divorce this term."
- ✓ "Student was assaulted earlier this academic year."
- ✓ "Sister has cancer; student is having a very difficult time staying focused on academics."
- ✓ "Student shared problems she is having with motivation and time management."

Resources & Reference Materials

PRINCIPLES OF COMMUNITY FLIER

cocc.edu/departments/multicultural/files/cocc-creating-community-brochure.pdf

COMMUNITY RESOURCES

Emergency assistance (paramedic, police)	911
Community resource hotline (starting January 2009)	211
COCC Security Cell phone (after hours)	541.480.2418
SAFETY	
All: Saving Grace: Intimate Partner Violence & Sexual Assault	541.389.7021
Children: KIDS Center	541.383.5958
MENTAL HEALTH	
MENTAL HEALTH	
Suicide Prevention	
988 Suicide and Mental Health Crisis Lifeline in United States	Call or text 988 or chat 988lifeline.org
Dedicated suicide crisis line (National Suicide Prev.)	1.800.SUICIDE (784.2433)
	1.800.273.TALK (8255)
Deschutes County crisis line	541.322.7500 or
	1.888.232.7192
Deschutes County Mental Health (Crisis line, mental health, drug and alcohol assessment)	541.322.7500 or
	1.888.232.7192
Crook County Mental Health	541.447.7441 business hours only
Jefferson County Mental Health	541.475.6575 business hours only
FINANCIAL GUIDANCE	
Consumer credit counseling (free financial advice, education)	541.389.6181 or 1.800.285.4605
GENERAL HEALTH	
Deschutes County Health Clinics	
Bend, East side	541.322.7400
Bend, Downtown	541.322.7457
Redmond	541.617.4775
LaPine	541.322.7400
Mosaic Medical (Bend, Madras, Prineville, Redmond)	541.383.3005
Oregon Quit Line (smoking cessation)	1.877.270.STOP
Serenity Lane (free substance abuse assessment, fee-based treatment)	541.383.0844
Volunteers in Medicine	541.330.9001
HOUSING	
Bethlehem Inn (shelter)	541.322.8768
Central Oregon Regional Housing Authority (HUD)	541.923.1018
Neighbor Impact (transitional housing, weatherization, energy assistance)	
Rent Assistance/Housing Stabilization	541.318.7506 (Empire)
NeighborImpact Main Line	541.548.2380
LEGAL	
Legal Aid Services of Oregon	541.385.6944 or 1.800.678.6944
TRANSPORTATION	
Cascades East Transit (Bend, LaPine, Madras, Prineville, Sisters)	541.385.8680 or 1.866.385.8680

PLACEMENT

PLACEMENT ASSESSMENT LEVELS CHART

WHAT IS YOUR PLACEMENT?			
Placement provides a recommended "level" to begin your math and writing courses.			
	CAREER & TECHNICAL EDUCATION	TRANSFER PREPARATION Majors like Communications, Arts or Liberal Arts/Liberal Studies	TRANSFER PREPARATION Majors like Science, Math Engineering or Exploratory
MATH	Level 1	Adult Basic Skills	Adult Basic Skills
	Level 4	MTH 015	MTH 015
	Level 7	MTH 060 or MTH 098 or AH 105 or CUL 104 or HIM 281 or ED 114 or PHM 110*	MTH 098
	Level 10	MTH 098 or MTH 102 or BA 104*	MTH 098
	Level 14	MTH 098 or MTH 102 or BA 104*	MTH 105Z plus MTH 105S
	Level 16	MTH 105Z	MTH 105Z
	Level 18	VT 114	MTH 105Z
	Level 20		STAT 243Z
	Level 22		MTH 111Z plus MTH 111S
	Level 24		MTH 111Z or MTH 211*
WRITING	Level 1	Adult Basic Skills	Adult Basic Skills
	Level 3	WR 060	WR 060
	Level 5	WR 065	WR 065
	Level 7	BA 214 or WR 121Z plus WR 098*	WR 121Z plus WR 098
	Level 9	BA 214 or WR 121Z*	WR 121Z

Your placement level may be above or below what your program requires.

*The course you take depends on your academic goals. Your advisor can help you select your courses.



Questions about your placement? Call (541) 318-3705 or email placement@cocc.edu

MATH COURSE FLOWCHARTS



CENTRAL OREGON
community college

2025 - 26 Transfer Degree Math Paths

for students planning to transfer to a 4-year institution

"Level" refers to Math Placement Level

****Click on the course number to link to the course description.**



MTH 015
Level 4

Support
Courses

Courses with an
"S" (e.g. MTH 111S)
denote corequisite
courses that provide
support for students
in the associated
course.



Non-credit
course

Developmental
(non-transferrable)

Transferrable
Math Courses

Questions? Talk with your advisor, a
math faculty member or email
mathplacement@cocc.edu

Quantitative Reasoning

STEM

Elementary
Education

MTH 098
Level 7

MTH 105Z
Level 16

DATA 101

STAT 243Z
Level 20

MTH 105Z
plus MTH 105S
Level 14

MTH 060
Level 7

MTH 095
Level 10

MTH 111Z
Level 18

Business

MTH 241
Level 20

MTH 111Z
plus MTH 111S
Level 16

Science,
Engineering,
Math

MTH 112Z
Level 20

MTH 251Z
Level 22

MTH 252Z
Level 24 *

*
or higher - consult
with math faculty

MTH 211
Level 18

MTH 212

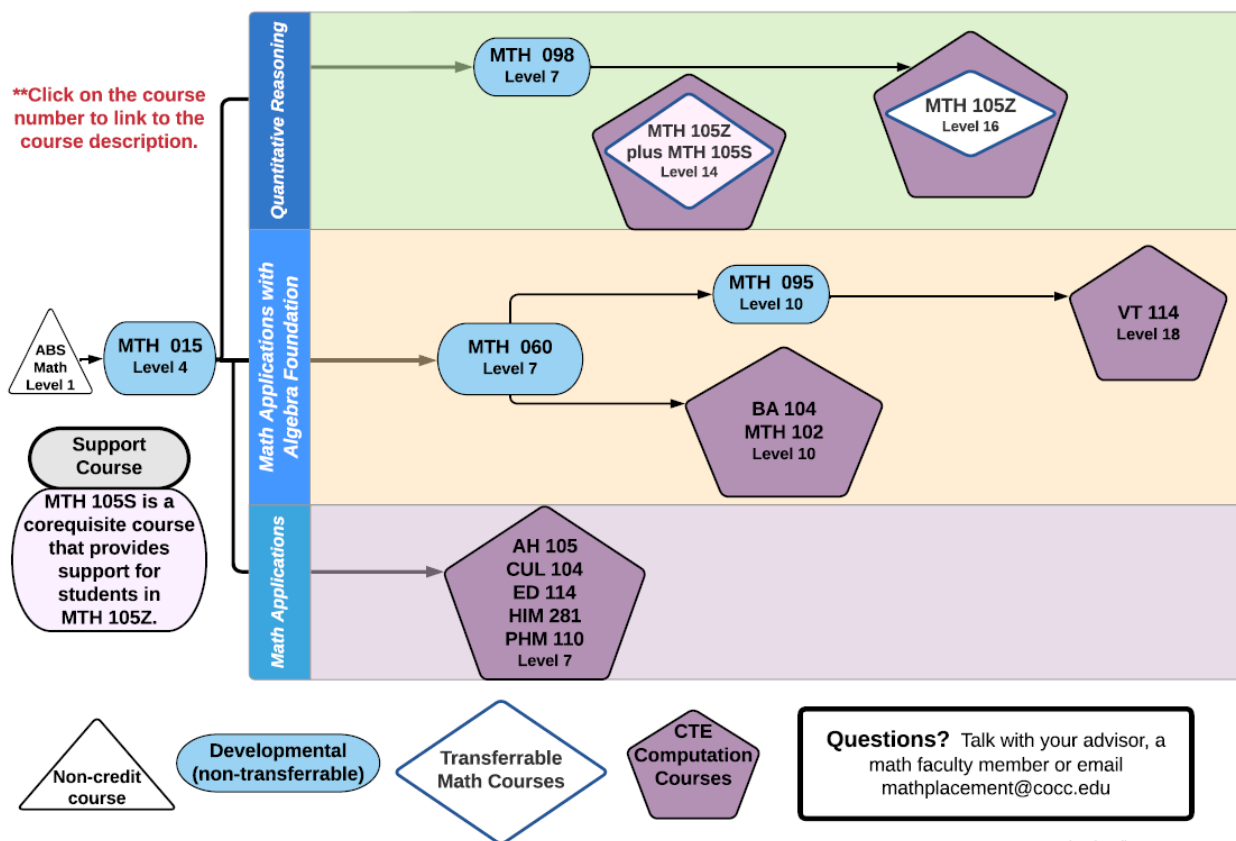
MTH 213

updated April 2025

Career and Technical Program Computation Paths

for students planning to finish their CTE degree/certificate at COCC

****Click on the course number to link to the course description.**

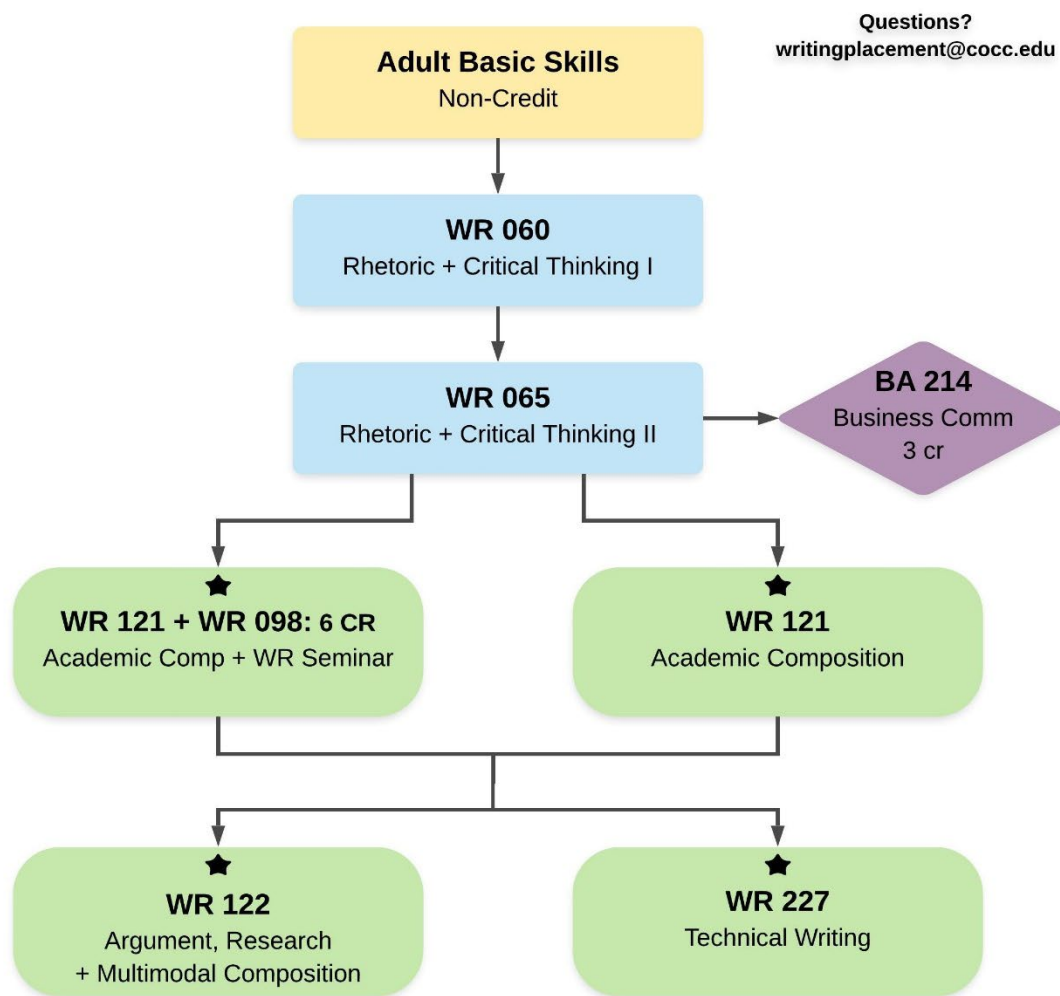


updated April 2025

WRITING PLACEMENT FLOWCHART

COCC Writing Course Flowchart 2020-2021

All courses are 4 CR unless otherwise noted



KEY

★ requires a prerequisite

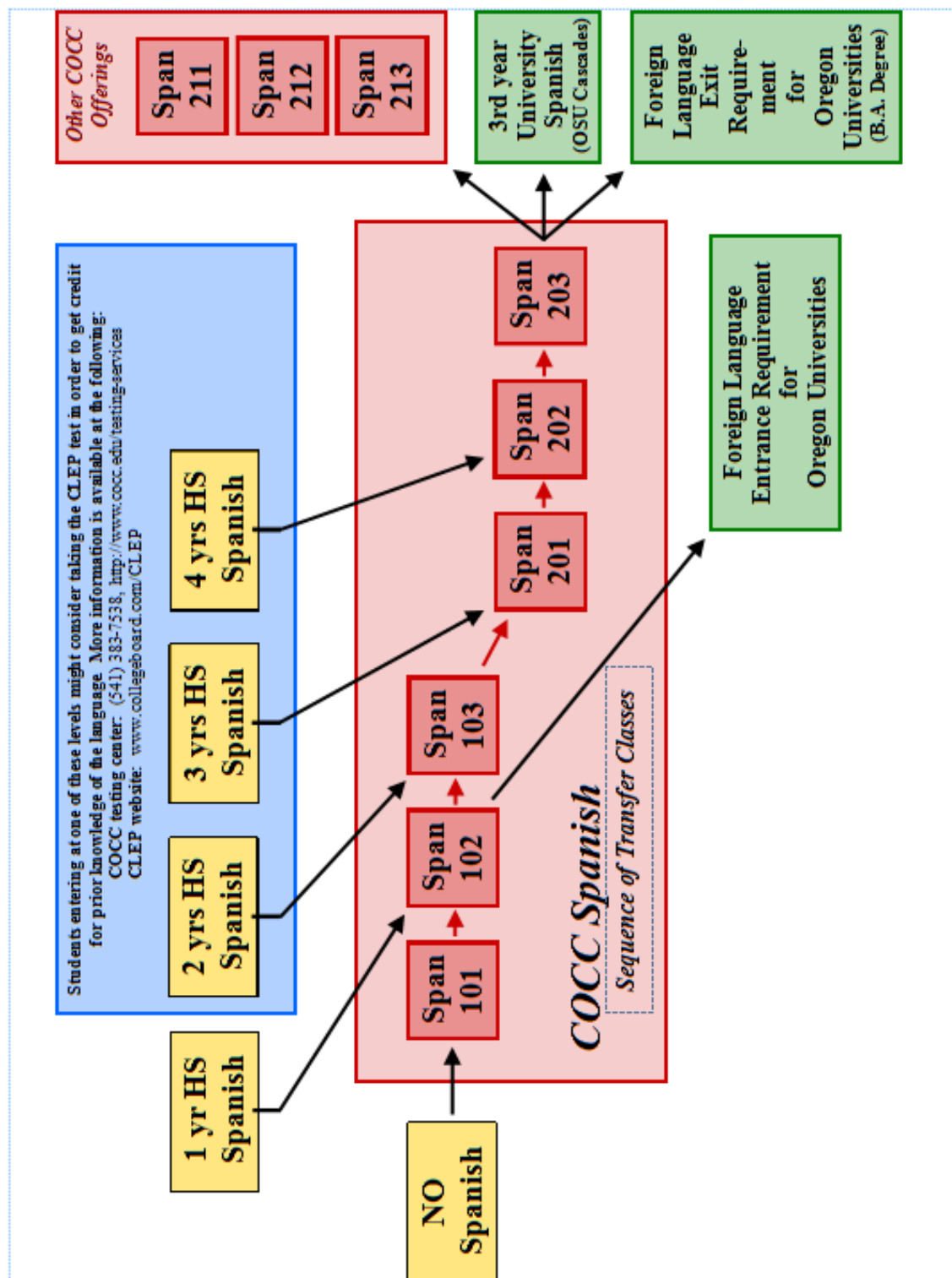
Developmental
Course

Transfer
Courses

CTE
Courses

Adult Basic
Skills Courses

SPANISH LANGUAGE PLACEMENT AND GUIDELINES

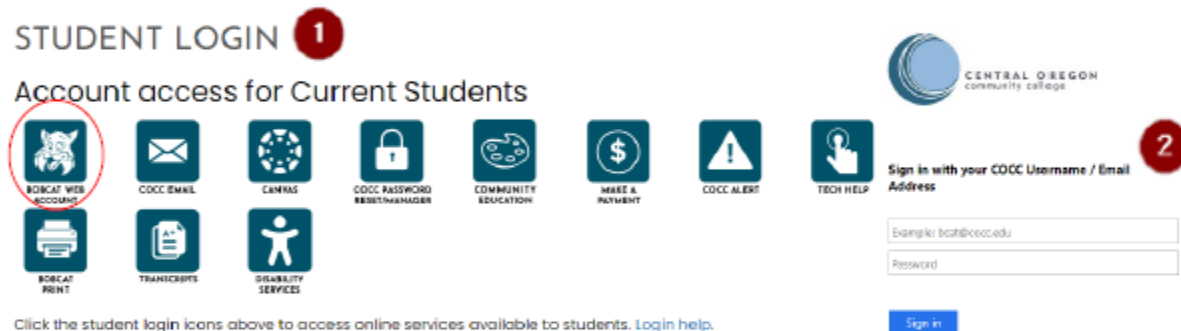


WEB REGISTRATION INSTRUCTIONS

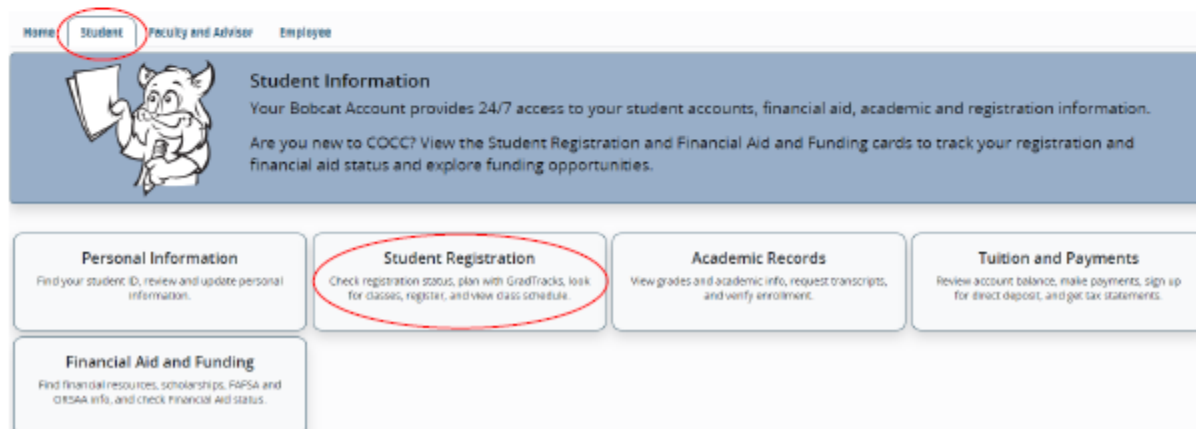
1. Select **Student Login**



2. Select **Bobcat Web Account** and sign in with your COCC email and password



3. Select **Student** tab and click **Student Registration**



4. Select Class Registration

Student Registration



For assistance, please contact Admissions and Records at welcome@cocc.edu or 541.383.7500.

Registration Status

Check registration date and ability to register.

GradTracks

Track degree/certificate progress, plan ahead, and view advisor.

Class Registration

Find, register, and drop classes.

Textbooks

Order online from the COCC Bookstore.

High School Options

View your Expanded Options or other high school program status.

Placement Assessment

Check your placement level and scores, online course orientation status, and other tests/assessments.

5. Select Register for Classes



[Student](#) » [Registration](#)

Registration

What would you like to do?



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[Class Search](#)

Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)

View your past schedules and your ungraded classes.

6. Select the Term and Continue

The screenshot shows the Central Oregon Community College website. The navigation bar includes a hamburger menu, the college logo, and the text 'CENTRAL OREGON community college'. Below the navigation bar, there are links for 'Student', 'Registration', and 'Select a Term'. The main heading is 'Select a Term'. Underneath, there is a dropdown menu labeled 'Terms Open for Registration' with 'Fall 2023' selected. A red circle with the number '1' is next to the dropdown. Below the dropdown is a 'Continue' button, which is circled in red with a red circle containing the number '2' next to it.

7. Select the Enter CRNs tab

- Enter the 5-digit CRNs (located in the [online class schedule](#))
- Use “+ Add Another CRN” for additional CRN entries
- Click **Add to Summary**

The screenshot shows the Central Oregon Community College website. The navigation bar includes a hamburger menu, the college logo, and the text 'CENTRAL OREGON community college'. Below the navigation bar, there are links for 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The main heading is 'Register for Classes'. Underneath, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Enter CRNs' tab is selected and circled in red. Below the tabs, there is a section titled 'Enter Course Reference Numbers (CRNs) to Register'. Under this section, it says 'Term: Fall 2023' with a red circle containing the number '1' next to it. There are three rows for entering CRNs. The first row has 'CRN' followed by a text box containing '40078' and a label 'Human Nutrition FN 225, 01'. The second row has 'CRN' followed by a text box containing '45761' and a label 'Composition I WR 121Z, 0'. The third row has 'CRN' followed by an empty text box. Below the text boxes, there is a button labeled '+ Add Another CRN' circled in red, and a button labeled 'Add to Summary' circled in red with a red circle containing the number '2' next to it.

7. Select the **Enter CRNs** tab (continued...)

- Within “Summary” choose your **Action** from the dropdown menu & **Submit**

Summary Tuition and Fees

CRN	Class Informati	Credi	Title	Delivery Method	Status	Action
45761	WR 121Z, 0	4	Composition I	In-Person	Pending	Register
40078	FN 225, 01	4	Human Nutrition	In-Person/Online	Pending	Register

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

- **Status** Column
- You will see “Registered” if successfully registered
- You will see “Waitlist” if successfully waitlisted

Summary Tuition and Fees

CRN	Class Informati	Credi	Title	Delivery Method	Status	Action
45456	ART 115, 0	0	Basic Design: 2-D	In-Person	Waitlisted	None
45761	WR 121Z, 0	4	Composition I	In-Person	Registered	None
40078	FN 225, 01	4	Human Nutrition	In-Person/Online	Registered	None

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 18

Submit

7. Select the **Enter CRNs** tab (continued...)

- If you receive an error message:
- Take appropriate “Action”
- Click “Submit” again to be waitlisted

❗ ART 115 CRN 45456: Class full - YOU ARE NOT REGISTERED - To be added: Select Wait List, then Submit. 0 student(s) waitlisted.

Summary Tuition and Fees

CRN	Class Informati	Credi	Title	Delivery Method	Status	Action
45456	ART 115, 0	3	Basic Design: 2-D	In-Person	Errors Preventing...	Wait List
45761	WR 121Z, 0	4	Composition I	In-Person	Registered	None
40078	FN 225, 01	4	Human Nutrition	In-Person/Online	Registered	None

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 18

Submit

8. View your Student Detail Schedule

- Click **Schedule and Options** tab
- View your Summary

**CENTRAL OREGON**
community college

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

[Find Classes](#) [Enter CRNs](#) [Plans](#) **[Schedule and Options](#)**

Summary

Term: Fall 2023

CRN	Class Information	Title	Credits	Registration Status	Status Detail	Delivery Method
45456	ART 115, 0	Basic Design: 2-D	0	Waitlisted	Wait List...	In-Person
45761	WR 121Z, 0	Composition I	4	Registered	Register0...	In-Person
40078	FN 225, 01	Human Nutrition	4	Registered	Register0...	In-Person/Online

- View essential course details (time, dates, etc.)

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Summary

[Schedule](#) **[Schedule Details](#)**

Class Schedule for Fall 2023:

* [Basic Design: 2-D](#) | Art 115 Section 0 | Class Begin: 09/25/2023 | Class End: 12/11/2023 Waitlisted

09/25/2023 – 12/01/2023 [S](#) [M](#) [T](#) [W](#) [T](#) [F](#) [S](#) 01:00 PM - 03:40 PM Type: Class Location: Bend Campus Building: Pence Hall Room: 0108
12/11/2023 – 12/12/2023 [S](#) [M](#) [T](#) [W](#) [T](#) [F](#) [S](#) 01:00 PM - 03:00 PM Type: Final Exam Location: Bend Campus Building: Pence Hall Room: 0100
Instructor: [John West](#) (Primary)
CRN: 45456

* [Composition I](#) | Writing 121Z Section 0 | Class Begin: 09/25/2023 | Class End: 12/17/2023 Registered

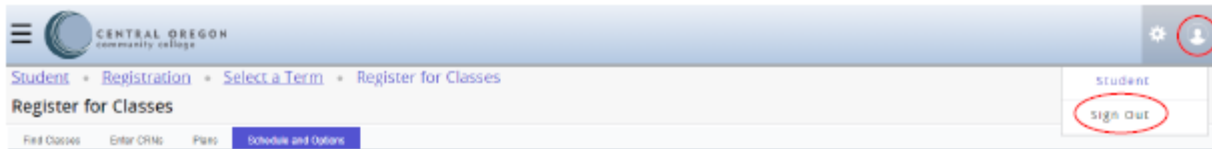
09/25/2023 – 12/06/2023 [S](#) [M](#) [T](#) [W](#) [T](#) [F](#) [S](#) 08:15 AM - 10:05 AM Type: Class Location: Bend Campus Building: Ochoco Hall Room: 0142
12/11/2023 – 12/15/2023 [S](#) [M](#) [T](#) [W](#) [T](#) [F](#) [S](#) 08:00 AM - 10:00 AM Type: Final Exam Location: Bend Campus Building: Ochoco Hall Room: 0142
Instructor: [Nancy Salter](#) (Primary)
CRN: 45761

* [Human Nutrition](#) | Foods & Nutrition 225 Section 01 | Class Begin: 09/25/2023 | Class End: 12/17/2023 Registered

09/25/2023 – 12/11/2023 [S](#) [M](#) [T](#) [W](#) [T](#) [F](#) [S](#) - Type: Class Location: Other Locations - In-Clinic Building: Online Room: None
09/25/2023 – 12/04/2023 [S](#) [M](#) [T](#) [W](#) [T](#) [F](#) [S](#) 10:30 AM - 12:20 PM Type: Class Location: Bend Campus Building: Mazama Room: 0226
Instructor: [Randy Voss](#) (Primary)
CRN: 40078

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