



COLLEGE NOW

STUDENT AND FAMILY GUIDE

Welcome to College Now!



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Welcome

Welcome to Central Oregon Community College's dual credit program, College Now. This guide serves both students and the parents or guardians supporting them, with the goal of ensuring every member of the household understands the program's requirements, expectations, and benefits.

Taking a College Now course offers students an early, meaningful introduction to college-level courses. Beyond the credit itself, students develop academic confidence, gain exposure to fields of study that interest them, and begin building their academic and career goals, all while reducing the time and cost of completing a college certificate or degree.

A Note for Parents & Guardians

Once your student registers for a College Now course, they become a COCC college student and federal privacy law (FERPA) means their academic records belong to them, not to you, by default. This guide flags the places where this matters most, and what you can and can't access as a parent or guardian.

The short version: you are welcome and encouraged to stay involved, especially with payment, deadlines, and general program questions. Just know that grades, transcripts, and account access belong to your student unless they choose to share them with you.

Quick-Start Checklist

Here is the College Now journey at a glance.

1. Register for your College Now course(s) (page reference in Contents).
2. Activate your COCC Bobcat Web Account and enroll in DUO (you will get an email 1–2 business days after registering).
3. Pay for your course(s) either online, by phone, or in person by the deadline.
4. Complete your course and check in with your COCC academic advisor if you have questions along the way.
5. View grades and request transcripts through your Bobcat Web Account once the course ends.

See the [College Now Student Resources page](#) for registration deadlines and instructions for each step in the quick start checklist. Each step is also explained in detail later in this guide.

What Is Dual Credit?

The College Now program, offered through Central Oregon Community College, is a partnership between COCC and your high school that gives you the opportunity to complete college courses while you are still in high school.

The curriculum, learning outcomes, assessments, and grading standards for College Now courses mirror what's taught on a COCC campus. Once you register, you are recognized as a COCC student, subject to the same academic standards, institutional policies, and code of conduct that apply to every other student at COCC. That

means completing college-level coursework, meeting COCC's deadlines in addition to your high school's, and being responsible for your academic progress the way any college student would.

College Now courses are taught at your high school during the school day. Your teacher has the same qualifications required by COCC, and they work directly with a COCC faculty mentor throughout the year to make sure course(s) are aligned with its on-campus counterpart in content and rigor.

To see which College Now courses are available at your high school, visit [COCC's College Now website](#) and select your high school.

Program Benefits Overview

- Conveniently taught at your high school during school hours (no transportation needed)
- Earn both high school and college credit (dual credit)
- Affordable (\$25 per credit) which reduces the overall cost of college
- Shortens time to complete a certificate or degree program
- A way to explore new careers and areas of interest

Program Contacts

Please reach out to the Office of High School Partnerships with any questions.

Role	Name	Email	Phone
College Now Program Coordinator	Erika Carman	collegenow@cocc.edu	541-318-3745
Director of High School Partnerships	Kara Rutherford	krutherford2@cocc.edu	541-383-7276

Types of Courses & Key Definitions

Definitions

- **Course numbering:** Courses numbered 100-299 (e.g., MTH 111Z Precalculus I: Functions) are college-level and designed to meet program requirements or transfer to a four-year institution.
- **Prerequisites:** Requirements that must be met before you can register for a course. Prerequisites are communicated to you early on by your high school counselor during forecasting as well as by your high school teacher at the start of class. Prerequisites are also listed below as well as on the [College Now website](#) on each high school's College Now class schedule. If you are currently registered in a prerequisite course, you can register for the next course before your grade posts, but if you don't earn a C or higher in the prerequisite, you will be dropped from the next course in the series.

- MTH 112Z, MTH 252, MTH 253, and WR 122Z all have prerequisites. If you don't register for college credit in the first course of a series, you won't be able to register for the second course.
 - [MTH 112Z: Prerequisites: MTH 111Z or higher \(except MTH 211, MTH 212, MTH 213, MTH 244, and STAT 243Z\) or minimum placement Math Level 20](#)
 - [MTH 252Z: Prerequisites: MTH 251Z \(or higher\) or minimum placement Math Level 24](#)
 - [MTH 253Z: Prerequisites: MTH 252Z \(or higher\)](#)
 - [WR 122Z: Prerequisites: WR 121Z](#)
- **Prerequisite with concurrency:** A course that must be completed either before or while you're taking the selected course.
- **Recommended preparation:** Similar to a prerequisite, but not enforced during registration. Contact your teacher with questions about registering without completing recommended preparation first.
- **Course description:** A summary of course content.
- **Course outline:** A more detailed summary that includes learning outcomes, instructional contact hours, topics, and required materials.

Transfer Courses

The College Now program offers transfer courses (also called lower-division collegiate courses) designed to transfer to community colleges, colleges, and universities. Many fulfill requirements for the AAOT (Associate of Arts Oregon Transfer) degree, which is designed to transfer easily to an Oregon public university for a bachelor's degree.

Whether and how College Now courses transfer is up to the receiving institution, so we recommend checking directly with the college or university you plan to attend. You can also use [Transferology](#), a free tool that shows how courses are likely to transfer.

Career Technical Education (CTE) Courses

CTE courses lead to a certificate or degree and are designed for entry into the workforce, offering skills and hands-on education in areas like automotive, business, criminal justice, culinary, early childhood education, and manufacturing. While CTE courses aren't designed to meet degree requirements at four-year colleges, most Oregon public universities accept up to 12 credits of CTE coursework. Check with specific institutions about transferring these credits.

Credits With a Purpose

Earning college credits in high school is a great opportunity, however, credits should fit into your future plan of study or major to provide the greatest benefit. Dual credit courses completed through COCC become a permanent part of your official academic transcript that stays with you for life. Thoughtful planning and purposeful course selection are important. Taking dual credit courses without considering your long-term goals can impact future college admissions, credit transferability, and financial aid eligibility.

COCC College Now courses align with Oregon's Core Transfer Map (CTM), the AAOT degree, or a specific CTE program. Credits can be used toward a certificate or degree at COCC or transferred to other colleges and universities. We encourage students to work closely with a COCC academic advisor to make sure courses align with future goals. See [COCC's Education Pathways and Programs](#) for a full listing of academic programs.

Financial Aid Considerations

There may be future financial aid implications for unsatisfactory academic progress (a grade of D, F, or W) in a College Now class. Unsatisfactory academic progress includes a cumulative college GPA below 2.0 and a cumulative completion rate below 66.67% of attempted credits at the end of each term. When a student later applies for federal financial aid, the college's Financial Aid office evaluates all grades and credits on the transcript, including those attempted through College Now.

Students are also limited to financial aid eligibility for 150% of the published credit length of their selected academic program (roughly 135 credits for a two-year degree). All credits, including college credits attempted in high school, count toward this limit. Note: the Oregon Promise scholarship covers up to 90 credits, including any earned while in high school.

Registering & Paying for Your Course

College Now courses are \$25 per credit. Most courses are between 3 and 4 credits. There are no other fees or books to purchase. While COCC does not currently offer scholarships or fee waivers for College Now courses, please connect with your high school counselor before registering if you have any financial barriers. We have found that many high schools we partner with offer scholarships for students who meet certain criteria.

Below is the process for registering and paying for your College Now course(s).

Step 1: Register

Submit the College Now online registration form on [COCC's College Now website](#) (select your high school).

Registration opens after you start your College Now course at your high school, and only students scheduled into a College Now course can register. Your high school teacher will announce registration dates and course prerequisites at the beginning of the course and will post information to your learning management system (Canvas/Google Classroom).

See [College Now Dates and Deadlines](#) for when registration opens and closes at your school, and [How to Register for a College Now Course](#) for step-by-step instructions.

Step 2: Activate Your COCC Bobcat Web Account & Enroll in DUO

Once your registration is processed (allow 1–2 business days), you will receive an email with your COCC email address, student ID, and instructions to activate your account. Activating your account and enrolling in DUO (COCC's two-step login security) is needed to:

- Verify that your registration went through

- Pay for your course(s) online
- View your final grades
- Request an official transcript

Please activate your account as you get the activation email, even if you plan to pay by phone. See [COCC's College Now Student Resources page](#) for instructions and video tutorials.

Returning Student?

If you activated your Bobcat Web Account for a previous College Now course, you don't need to do it again. That said, your password expires every 6 months so you may need to reset your password using the [password manager tool](#). If you are not sure whether you are already activated, or you have forgotten your login, contact COCC's IT Student Tech Support at techhelp@cocc.edu or 541-383-7716.

Step 3: Pay for Your Course

College Now courses are \$25 per credit and there are no other fees or books to purchase. Payment is due one week after the registration deadline. See the [Dates and Deadlines page](#) for your school's specific payment date. You will receive an email with information on how to pay once your registration is processed. Your parent/guardian will also receive payment information if you provided their email in the release-of-information section of your registration form.

You have three ways to pay:

- **Online:** Through your [Bobcat Web Account](#). You need to have activated your account and enrolled in DUO first (Step 2, above). Why should you activate your account? It's not just for payments, it's also how you can verify your registration, view your final grades, and order transcripts. See [How to Make a Payment](#) for instructions.
- **By phone:** Call COCC's Cashiering team at 541-383-7229, Monday–Friday, 9am–4:30pm. This is often the easiest option for parents and guardians, since account activation is tied to the student. We recommend paying as soon as you receive your registration confirmation email as you may encounter long wait times paying over the phone if you wait until the week of the deadline.
- **In person or by mail:** Call Cashiering at the number above for details.

For Parents & Guardians — Paying on Your Student's Behalf

Because FERPA protects student records, you won't have your own login to your student's Bobcat Web account, only your student does once it's activated. If your student hasn't activated their account yet, or the process is taking a while, calling COCC's Cashiering team at 541-383-7229 lets you pay the balance directly without needing account access. Use whichever is easiest for your family.

A few important notes:

- If you have a financial barrier, connect with your high school counselor about scholarships or other funding sources.

- If your student is receiving a scholarship from their high school that fully covers the course fees, do not pay as your high school will pay COCC directly.
- If your student is receiving a scholarship that only partially covers fees, you are responsible for paying the remaining balance by the deadline.
- Questions about a scholarship should go to your high school counselor before the payment deadline.
- If you pay and later receive a scholarship, you will receive check in the mail.
- Students with an unpaid balance won't be able to register for future College Now or standard COCC courses. Unpaid accounts are sent to collections at the end of the school year.

Student Support Services

Academic Advising

As a College Now student, you have access to academic advising to make sure you are taking credits with a clear purpose and planning effectively for your academic and career goals. Whether you have questions about your educational pathway, need help understanding degree requirements, or want to understand how your credits will transfer, COCC advisors are here to support you. To schedule an advising appointment:

- **Already registered?** Call 541-383-7200 or email advising@cocc.edu to schedule your appointment.
- **Not yet registered?** Email collegenow@cocc.edu first, so we can make sure you are in our system.

When scheduling, mention that you are a College Now student taking COCC courses at your high school as this helps the advisor give you the most relevant guidance. Advising is available in person or via Zoom. During busy times of year, appointments may be booked up to two weeks out, so plan ahead if your question is time-sensitive.

Tutoring Services

College Now students have free access to COCC's tutoring services, both in-person and online, but only while COCC courses are in session. Because College Now runs on your high school's semester or trimester schedule, this may not align exactly with COCC's term dates. See [How to Access Tutoring Services](#) for more information as well as [COCC's tutoring website](#) for in-person schedules.

Library Access & Databases

College Now students can use all COCC Library resources, on and off campus. Online resource access is granted within one week of a new College Now student receiving a COCC email account. See [COCC's College Now Library Resources page](#) for details.

Requesting Student Accommodations

Students who choose to register for college credit available via a College Now course at their high school are expected to meet COCC's standards and expectations for the course. As such, the student must follow COCC's process for pursuing and identifying allowable accommodations at the college level.

If a student has one or more of the following accommodations identified on their IEP or 504 plan, they are welcome to work with their instructor to implement these accommodations, as applicable, without going through COCC's formal accommodations process:

- 1.5x (50%) extra time for testing
- Reduced distraction testing
- Audio books
- Note taking

If a student wishes to pursue accommodations beyond these standard allowances, they will need to submit the [College Now Request for Student Accommodations form](#) available on the [College Now website](#). Once this form has been processed, the student will be connected with COCC's Student Accessibility Services team to begin the process. Students who are considering participation in a College Now course, and intend to pursue accommodations, are encouraged to submit the [College Now Request for Student Accommodations form](#) in advance of the academic year to ensure adequate time to complete the process.

Please note the above policy and process is specific to the College Now program. If a student chooses to take COCC courses outside of the College Now program, either while in high school or upon graduation therefrom, the student will need to go through COCC's formal accommodations process to determine any accommodations allowable. This process is outlined on the [Student Accessibility Services website](#).

Managing Your Course

Dropping a Course

If you are doing poorly in a College Now course, you can drop it to avoid a poor grade on your college transcript. If you miss the drop date, you can still withdraw, which results in a "W" on your transcript instead.

COCC issues a refund for courses dropped by the College Now drop deadline. There is no refund for withdrawals. See [Dates and Deadlines](#) for specific dates, and use the College Now Drop/Withdraw form on the [College Now Student Resources webpage](#) when you are ready.

Petition Process

Registration and drop deadlines are communicated to students through multiple channels, and it is the student's responsibility to meet them. In cases of genuine exceptional circumstance, students can request an exception using the [College Now Petition Form](#), for example, a late drop or withdrawal, late registration, or refund of fees.

To be considered, a petition must show non-academic, extenuating circumstances beyond the student's control, such as serious injury or illness, a death in the immediate family, or employment issues. Supporting documentation is not required but can help expedite a decision.

Each petition is decided on its own merits. The decision of the Director of High School Partnerships is final and not subject to appeal, unless new information relevant to the outcome comes to light that wasn't available at the time of the original request.

Grading Policy

Your high school teacher certifies course completion based on your mastery of the required articulated course outcomes, following the grading scale explained on the COCC course syllabus provided at the start of the course. College Now courses follow COCC's grading policy, not your high school's.

See [COCC's Grading Policy](#) for the full grading scale and additional information.

Grade Changes

Your high school teacher is responsible for assigning grades in College Now courses. If you dispute a final grade (A–F, W), start by meeting with the teacher to review it. If you are not satisfied, you can meet with the College Now faculty mentor or department chair for further review. If you believe a grade reflects discrimination in some form, you have recourse through the College's grade appeal procedure. Call 541-504-2930 with questions.

Incomplete Grade Policy

An Incomplete/I grade is assigned when a student successfully completes approximately 75 percent of course requirements, but for reasons acceptable to the instructor, the student is not able to complete remaining requirements during the given term. An “I” grade is not a substitution for a failing grade, but indicates that there is a reasonable expectation that the student will pass the course. An incomplete grade will not count towards academic warning.

Students may request an Incomplete/I grade by contacting the instructor before the end of the term. Students must complete the remaining requirements within one quarter after the end of the original course (summer term excluded) unless the instructor designates a later completion date. Instructors will submit a grade change to the College Now Office within one week of the student completing the course requirements; if no grade is submitted, it is assumed the student did not complete the requirements and the “I” grade will convert to an “F”. (Note that if the student has earned a different grade without completion of these requirements, the instructor has the option to submit that letter grade instead). Before an Incomplete/I is issued the instructor must submit an Incomplete Grade Contract to the College Now office.

After Your Course: Grades, Transcripts & Transfer

After completing a College Now course, you will receive a COCC grade, and the course is recorded on your official COCC academic transcript which is your permanent record of courses, grades, and credits, usable toward COCC certificate or degree requirements or transferable to many other colleges and universities.

Viewing Your Grades

COCC will transcript credits and post grades to your [Bobcat Web Account](#) after your high school teacher submits final grades. Grades are posted at the end of each COCC term (approximately five days after COCC's finals week). See [Dates and Deadlines](#) for exact dates and [How to View Your Grades](#) for step-by-step instructions.

Viewing & Printing Your Unofficial Transcript

You can view and print an unofficial COCC transcript at no cost through your [Bobcat Web Account](#). See [COCC's Transcript Request page](#) for instructions.

Requesting an Official Transcript

Request an official transcript through your Bobcat Web Account or the Transcript Request page above. Both direct you to the National Student Clearinghouse to place your order. Official transcripts are \$7 each.

How College Now Courses Transfer

Credits earned through College Now are regular COCC credits, transferable to community colleges, colleges, and universities. Whether and how they transfer is up to the receiving institution, so check directly with the school you plan to attend. [COCC's How College Now Courses Transfer page](#) links to each Oregon public university's transfer equivalency tool; most other colleges and universities post something similar. You can also use [Transferology](#) for a quick look at how your courses are likely to transfer.

Student Course Evaluation

As part of COCC's commitment to continually improving the College Now program, you will be invited to complete an anonymous online course evaluation for each College Now course when it concludes. Results are shared with each course's high school instructor after final grades are posted.

Other COCC High School Options

Want to take additional credit courses through COCC beyond College Now? You can take courses on COCC's Bend, Redmond, Prineville, or Madras campus, or online through concurrent enrollment. Visit [COCC's High School Options page](#) for details. You will need to apply to COCC and complete the enrollment process.

Privacy, Rights & Policies

Privacy and Your Student Records

For Parents & Guardians - Understanding FERPA

This is the single most important thing for families to understand about College Now: once your student registers, they become a college student, and their academic records - grades, transcripts, account access are protected under FERPA, even from parents, by default.

Your student can choose to give you access by completing and signing the "Release of Information" section on the College Now registration form. Without that release, COCC cannot share grades or account details with you directly, though, as noted earlier, you can still pay the course balance by phone regardless of whether a release is on file. See [COCC's FERPA Privacy Policy](#) for full details.

Student Rights and Responsibilities

As a College Now student, you are expected to meet the same academic and behavioral standards as all college students. Participating in college-level coursework means agreeing to and following all COCC policies and procedures, which may differ from your high school's. As a College Now student, you are responsible for:

- Reading through this guide
- Confirming you have met each course's prerequisites before registering
- Filling out your College Now registration form completely and by the posted deadline
- Letting COCC know promptly if your name, mailing address, or email changes
- Paying for your courses by the payment deadline. College Now courses are \$25 per credit and there are no other fees or books to purchase. COCC does not offer scholarships or fee waivers at this time. Please connect with your high school counselor if you are encountering financial barriers as the high schools we work with often offer scholarships for students who meet certain criteria.
- Checking your Bobcat Web Account to confirm your registration and review grades once posted

Review the full [COCC Student Rights and Responsibilities policy](#), which applies to all COCC students.

COCC Non-Discrimination Policy

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy, or any other protected classes under federal and state statutes in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer c/o COCC's Human Resources office at 541- 383-7216 or hr@cocc.edu.

Title IX Statement

The goal of Central Oregon Community College is to provide an atmosphere that encourages faculty, staff, and students to realize their full potential. To assist in this, the College adheres to federal Title IX and state of Oregon sexual harassment laws, noting that this includes sexual harassment, sexual assault, domestic or dating violence, or stalking.

The College's [policies](#) and [procedures](#) related to Title IX and State of Oregon sexual harassment laws are included in the College's Policies and Procedures. Individuals wanting more information or who need to report a Title IX or sexual harassment should contact the College's Title IX coordinator at 541-383-7211 or to file an [incident report](#).

Resources & Quick Links

- [College Now Website](#)
- [Student Forms & Resources](#)

- [College Now FAQ](#)
- [Intro to College Now \(Video\)](#)
- [How to Register for a College Now Course \(Video\)](#)
- [Activating Your COCC Account](#)
- [Accessing Your Bobcat Web Account](#)
- [Grading Policy \(PDF\)](#)
- [Student Rights and Responsibilities](#)
- [Consumer Information](#)

Questions about anything in this guide? Contact the Office of High School Partnerships at collegenow@cocc.edu or 541-504-2930. We are happy to help.