



**Clatsop
Community
College**

**Dual Credit
&
Coastal Commitment**

**Student/Parent
Handbook**

2019-2020

Welcome to the CCC Dual Credit and Coastal Commitment

This handbook is designed to familiarize you with the opportunities that the Dual Credit and Coastal Commitment Programs offer and show you how to participate in the programs. It is designed to answer student and parent questions about the requirements, expectations, procedures and services available through the Programs. If you have additional questions after reading this handbook, please contact a counselor or Dual Credit or Coastal Commitment teacher at your high school. If you need further clarification, please feel free to call the High School Partnership office at Clatsop Community College.

The courses you will be taking are transferable to public colleges and universities in State of Oregon and generally transferrable to colleges and universities throughout the United States.

The Dual Credit and Coastal Commitment Programs are a great opportunity for high school students to earn **free** college credits while attending high school. This program offers the following benefits:

- Academic options for students that are college bound or interested in furthering their education.
- Minimizes the duplication of courses taken in high school and college.
- Shortens the time required to complete a certificate program, Associate's or Bachelor's degree.
- Reduces the cost of post-secondary education.

Non-Discrimination Declaration

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Naomi Garbutt, Affirmative Action/Gender Equity (Title IX) Officer, Towler Hall, Suite 110, ngarbutt@clatsopcc.edu 503-338-2450; TDD 503-338-2468. The Director of Disability Services, Mallory Vollner, is located in Towler Hall, Suite 104A, mvollner@clatsopcc.edu 503-338-2474.

Accommodations

Persons having questions about or a request for special needs and accommodation should contact JoAnn Zahn, Vice President of Finance and Operations, at Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu Phone (503) 338-2421 or TDD (503) 338-2468. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación

Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión de discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Naomi Garbutt, Oficial de Acción Afirmativa / Título IX localizado en Towler Hall número 110 ngarbutt@clatsopcc.edu número de teléfono 503-338-2450, TDD (discapacidad auditiva) 503-338-2468. Director de Discapacidad Services, Mallory Vollner, se encuentra en Towler Hall, número 104A, mvollner@clatsopcc.edu número de teléfono 503-338-2474. Para ADA y otras peticiones de servicios llame al 503-338-2474 o para TDD (discapacidad auditiva) 503-338-2468.

Ayuda a personas discapacitadas

En cuanto a las personas discapacitadas, se les pide que se comuniquen con JoAnn Zahn, la Vice Presidente de Finanzas y Operaciones en Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu número telefónico (503) 338-2421 o a TDD (503) 338-2468. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.

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WHAT IS DUAL CREDIT AND COASTAL COMMITMENT?

Dual Credit and Coastal Commitment are programs allowing students to take college level academic coursework while enrolled in high school. Through an agreement between Clatsop Community College and regional schools in Clatsop and Columbia counties, students are enrolled in their high school class that is approved by CCC for college credit.

REGISTRATION (ADDING A CLASS)

If applicable, the student must complete a placement test and/or meet prerequisites. They register/enroll as a college student. Their registration is facilitated with the help of the high school. Students do not pay college tuition. In some cases, students may need to purchase a text and/or materials for the class, however, this is waived for any student on free or reduced lunch. This is coordinated by the high school. Since students are enrolled as college students, they are responsible for following the college's procedures regarding registration as well as drop procedures. Students should talk to their counselor or instructor if they want to take a class for dual credit.

DUAL CREDIT AND COASTAL COMMITMENT CONTACTS

The best resource for information about Dual Credit and Coastal Commitment is your high school counselor or instructor. If you need further information:

- Check out Clatsop Community College's Dual Credit and Coastal Commitment Program website:
<https://www.clatsopcc.edu/student-type/high-school-student/>

If you still have further question about CCC's Dual Credit and Coastal Commitment Programs, contact: Margaret Frimoth, High School Partnership Coordinator, mfrimoth@clatsopcc.edu, 503.338.2442

ADVANTAGES FOR THE STUDENT

By participating in this program you may:

- Earn college credits while concurrently enrolled in high school.
- Reduce the cost of your post-secondary education.
- Get a head start on earning a college level Certificate, Associate's or Bachelor's Degree and possibly graduate early.
- Minimize the duplication of courses taught in both high school and college.
- Become aware of career opportunities through the college courses and resources.
- Receive specialized academic education to better prepare for entry level employment and career achievement.

STUDENT QUALIFICATIONS

To participate in this program, a high school student must:

- Be interested in exploring an academic program or career.
- Be informed via their counselor and/or instructor of specific course pre-requisites and completion requirements.
- Be willing to conform to all codes of conduct stipulated by the high school and Clatsop Community College, including conduct regarding cheating, plagiarism and honesty.

Students with a short or long-term disability may receive appropriate, reasonable accommodations through consultation with their high school instructor and/or counselor. Documentation of a disability will need to be provided.

STUDENT RIGHTS AND RESPONSIBILITIES

To begin earning Clatsop Community College credits:

1. Contact your high school counselor and/or instructor for information about Dual Credit and/or Coastal Commitment class offerings, schedule, requirements, and textbooks.
2. Complete the placement test and/or meet prerequisites, if required, to register for specific classes. Student needing to complete a placement test should contact their high school counselor about possible availability of the test at their school. If the test is not available at the local high school, the student should contact CCC's Testing Center at 503-338-2426 to schedule for testing. Information about the ACCUPLACER placement evaluation is available at:
<https://www.clatsopcc.edu/admissions/admissions-steps/accuplacer-placement-test/>
3. Enroll in both the high school and Clatsop Community College. Your high school instructor, counselor, and/or a designated school representative will provide the necessary registration documents. Students may also need to purchase a text(s) for the course, if required. Textbook fees are waived for any student on free or reduced lunch. Students should check with their local high school counselor and/or instructor regarding specific information about this.
4. From your high school instructor, learn your classroom procedures and expectations which may vary from course to course. Be sure you understand the specific completion requirements, e.g., some courses may require a placement test, completing extra work beyond the regular high school coursework or attending additional class(es) not designated in their regular school schedule and calendar.
5. Individual instructors will distribute class policies and syllabi during the first week of class detailing individual class requirements. Students will be expected to perform at the college level and to honor all deadlines declared by the instructor or college. Students should consult their instructor and/or counselor as soon as possible if they need to consider dropping their class as they need to adhere to published college withdrawal dates.
6. Student grades will be submitted to CCC by the high school instructor at the end of the term. Grades are available the Tuesday following the end of the term. The current academic calendar reflects those dates:
<http://www.clatsopcc.edu/academics/academic-calendar>

When you have completed the course, your grade will be submitted to CCC by your high school instructor and **you will have earned both high school and college credit!**

DROPPING A CLASS (COURSE WITHDRAWAL)

If you drop your high school class, you will also be responsible for dropping the college class in which you are enrolled. If the situation arises and you need to drop your class, then you need to officially withdraw from your class through the college. If you do not withdraw from your class through the college, an F will appear on your college transcript as the grade for this class. As soon as possible, contact your counselor and/or instructor for instructions. For a list of withdrawal deadlines, please see the **Academic Calendar** on the CCC website at: <https://www.clatsopcc.edu/academic-planning/academic-calendar/>

COLLEGE GRADES, TRANSCRIPTS, & TRANSFERRING CREDITS

Dual Credit & Coastal Commitment grades are recorded on the student's official academic record. Student transcripts are available for viewing online through CCC's website at no cost to the student. Students may view grade(s) or print an unofficial transcript by accessing CCC's website at: <https://www.clatsopcc.edu/records/transcript-request/>

Grades: Once your grade is entered into Clatsop Community Colleges records, you may check them online.

- Go to the CCC website at:
<https://www.clatsopcc.edu/>
- Click on "My CCC" at:
<https://webreg2.clatsopcc.edu/StudentResources/login.asp?jumpto=%2FStudentResources%2FDefault%2Easp>
- Log in with your user name using either your Social Security Number or 7 digit CCC ID number, which you may obtain from your instructor.
- Your default password is your birth month and day (mmdd) in four characters.
- Once signed in, student record information is available.

Click on "Unofficial Transcript" to view your grades. This page may also be printed.

- **Official Transcripts:** Information about requesting an **official** CCC transcript is available on CCC's website. The procedure & fees are available at:
<https://www.clatsopcc.edu/records/transcript-request/>

To order an official transcript you must submit the "transcript request form at:
<https://www.clatsopcc.edu/wp-content/uploads/2020/01/Transcript-Request-Form-Fillable-1.pdf>

Send the request form via one of the options below:

1. FAX to: 503-338-2503
2. email to: registration@clatsopcc.edu
3. mail your request to:
Clatsop Community College
Student Services Welcome Center – Transcripts
1651 Lexington Ave.
Astoria, OR 97103

Costs (check website for current pricing):

Official transcript-\$5.00 per copy (complete separate Transcript Request Form for each)

- **Transferring credits:** In order to transfer credits to another college or university, students need to request an **official CCC transcript** be sent to that college or university by following the instructions above.

FREQUENTLY ASKED QUESTIONS

What is the cost for Dual Credit and Coastal Commitment Courses?

There is no tuition charged for credits you earn through the Dual Credit and/or Coastal Commitment Program. There may be a textbook fee. These fees are waived for students on free or reduced lunch. Check with your counselor and/or instructor for more information.

If I have completed courses on my transcript through the Dual Credit and/or Coastal Commitment program, will I have to go through the admission process when I become a student on-campus at CCC?

Yes, information about that process is available on CCC's website at:

<http://www.clatsopcc.edu/getting-started/admissions>

Do I have to attend CCC after high school to take advantage of the Dual Credit and/or Coastal Commitment credits I've earned in high school?

No, you can have your official transcript sent to the college of your choice. Of course we do hope that Clatsop Community College is one of your considerations for a post-secondary education.

Can Dual Credit and/or Coastal Commitment courses be transferred to another college?

The courses you will be taking are transferable to public colleges and universities in the State of Oregon and generally transferrable to colleges and universities throughout the United States. You should check with the admissions office at the college you are considering attending to learn if the course meets their criteria.

Can students on an IEP participate in the program?

Check with your counselor as IEP and 504 students are accommodated as determined by the high school.

Where can I find out what Dual Credit and/or Coastal Commitment courses are offered at my high school?

Check with your counselor and/or instructor about availability and schedule.

I would like to see what certificate and degree programs CCC has to offer so I can decide which classes at my high school are included in the CCC on-campus program as well as *consider which dual credit classes would benefit me in my future college and career plans.**

Please check the CCC website to see information about current degree and certificate programs <https://www.clatsopcc.edu/academics/degrees-certificates>

You can find Course descriptions for each class offered at:

https://www.clatsopcc.edu/wp-content/uploads/2019/10/Academic-Catalog-2019-20_Final.pdf

****This is referred to as taking "credits with a purpose," meaning taking classes to earn college credits that will help me meet my future college graduation requirements.***

FUTURE FINANCIAL AID REQUESTS

Continued eligibility for student financial aid requires the student to be making Satisfactory Academic Progress (SAP). By federal law and regulations, college policies for measuring SAP must not only consider the grades earned by the student, but also the pace of progress toward a degree which is currently considered to be 150% of the normal timeframe. You may need to consider these factors if you want to qualify for financial aid in the future. For more information, contact the CCC Financial Aid Department at 503-338-2322.

FERPA PRIVACY POLICY

Student records are protected by the federal Family Education Rights and Privacy Act (FERPA), Oregon law, and CCC policy. Information about student access to education records and protection of education records is available from the CCC Registrar.

Under FERPA and without the student's permission, CCC cannot release:

- Financial records
- Grades and GPA information
- Class schedules, times locations
- Personally identifying information such as your SSN and birth date.

If you want assistance from a parent or guardian in managing your CCC information, please contact the CCC Student Services Welcome Center at 503-338-2411 for an information release.

CCC CATALOG

The Clatsop Community College catalog is the published source of information on the College's operation. It can be accessed on the web at:

https://www.clatsopcc.edu/wp-content/uploads/2019/10/Academic-Catalog-2019-20_Final.pdf

Information on the following topics is provided within the Academic Catalog:

- Admission
- Registration
- Financial Aid
- Student Services
- Special Programs
- Academic Information
- Degree and Certificate Requirements
- Course Descriptions and Requirements

Thank you for your interest in the Dual Credit and/or Coastal Commitment Programs!