CCC DUAL CREDIT PROGRAMS:

College Now

&

Coastal

Commitment

Student/ Parent

Handbook

2025-2026

Clatsop Community College

Our Mission:

"Empowering all students to reach their full potential."

Our Values:

Accessibility, Collaboration, Community, Inclusivity, Integrity

Our Vision:

We envision Clatsop Community College as a diverse, dynamic center for education, workforce development, and community enrichment.

Strategic Priorities:

1. Improve Student Access: Expanding outreach, simplifying the enrollment process, and maximizing financial support to ensure more students can access opportunities
2. Increase Student Success: Enhancing support systems, improving academic resources, and fostering a sense of belonging to ensure students stay on track and achieve their goals.
3. Strengthen Our Reputation: Showcasing academic excellence and the college's impact on enrichment and economic development in the region.
4. Increase Organizational Effectiveness: Improving internal processes and communication to support faculty and staff in delivering high quality education and services.
5. Build and Sustain Partnerships: Developing and maintaining strong collaborations with high schools, universities and industry to create successful pathways for students.

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Welcome to the CCC Dual Credit Programs:

College Now & Coastal Commitment Dual Credit

This handbook is designed to familiarize you with the opportunities that our Dual Credit programs offer. The Handbook will discuss how to participate in the programs. It is designed to answer student and parent questions about the requirements, expectations, procedures, and services available through CCC's Dual Credit programs. If you have additional questions CCC contacts for all high schools are on page 6 of this handbook or online here.

What is Dual Credit?

Dual Credit Programs allow students to take college level academic coursework while enrolled in high school. Through an annual agreement between Clatsop Community College and regional high schools in Clatsop and neighboring counties, students are enrolled in high school classes that have been approved by CCC to provide college credit. When a class is approved for college credit it means there with be additional work and a higher standard applied to the course material. It's worth all the work and we hope that the experience helps you see yourself as a future full -time college student.

College Now (CTE) and Coastal Commitment (Lower Collegiate) dual credit courses are taught at high schools by high school faculty and given both high school and college credits that may be transferable to other colleges and universities.

Dual Credit programs are supported by Oregon Law. The law that pertains is:

> OAR 715-017-005-Dual Credit which means secondary and postsecondary credit awarded for a course offered in a high school, which course is sufficiently similar to the college or university course as to enable the enrolled student to be described as taking the course from an Oregon community college or public university as set forth in ORS 340.310 The course must be taught by a high school teacher who has been approved by the college or university and who meets the qualifications to teach the course for the college or university. Dual Credit may include Career and Technical Education courses.

Dual Credit courses are a great opportunity for high school students to earn free college credits while attending high school. The CCC Dual Credit program offers:

- Academic options for students who are considering college classes after graduating from high school.
- A chance to explore college-level work while in high school.
- Shortens the time required to complete a certificate program, Associates, or bachelor's degree.
- Clatsop Community College dual credit courses are FREE! No Tuition or Fees!
- Reduced the cost of post-secondary education.
- Reduce taking courses with the same materials in high school and college.
- Explore what career fields the student is interested in.

Credits with a Purpose

Clatsop community College believes in credits with a purpose for all our dual credit students. Students who do well learning about how to navigate a college credit course learn skills that benefit them throughout their college and career time management, critical thinking skills, and meeting deadlines. By focusing on critical skills in writing and math they are better able to navigate the rigors of higher learning in other college courses.

Why Dual Credit?

- Students and families can save money earning FREE college credit. Clatsop Community college does not charge tuition or fees to be part of the program. (Please note there may be a cost from your high school, please check with your high school)
- Earn college and high school credit at the same time. We have had a few students earn their Associate's degree by the time they graduate from high school.
- Learning to transition to college study
- Get ahead start on earning a college level Certificate, associate's degree, possibly graduate early and enter your career field.
- Become aware of career opportunities through college courses and resources
- Receive specialized academic education to better prepare for entry-level employment and career achievement
- You and your family see you as a college student!
- Your college credits never disappear!

We have both lower division transfer and Career & Technical Education credits that transfer into degrees and pathways to help students move into a career field.

Getting Started in Dual Credit

When you register (Google Form) for a Dual Credit class, you are a college student! This handbook provides an overview of the college systems and services so you can begin to understand what it means to be a college student. The Dual credit experience can help you discover important skills and services available to be a successful college student such as the college library, Patriot Hall- gym fitness and tutoring labs. There are many people at the college who are available to support your college experience. Please feel free to contact us for additional information.

Dual Credit Programs

There are two dual credit programs offered at Clatsop Community College for Oregon high school students.

College Now- Primarily Career and Technical Education classes- offer short term certificates(Career Pathway) or two year associates

Coastal Commitment- Primarily Lower Division Transfer classes

Both types of Dual Credit offer college level credits for approved high school classes.

CCC Dual Credit Program Contacts

College Now and Coastal Commitment:

Rinda Johansen, Program Specialist 503-338-2347

Rjohansen@clatsopcc.edu

College Now and Coastal Commitment Administrator

Teena Toyas, VP Provost, 503-338-2445

Ttoyas@clatsopcc.edu

There are two additional programs that high school students can participate in to gain college credit- Simultaneous Enrollment (Oregon) and Running Start (Washington). These programs allow high school students to take college classes at the college. For more information about these two programs please contact your high school counselor or instructor.

For additional information about being a college student please contact the CCC Admissions at admissions@clatsopcc.edu

Student Qualifications:

To participate in dual credit classes, a high school must:

- Be interested in exploring an academic program or career from the viewpoint of a college student
- Be informed by their counselor and or instructor of specific course pre-requisites and course completion requirements
- Be willing to conform to all codes of conduct stipulated by the high school and CCC, including regarding cheating, plagiarism, and honesty

Students with short and long-term accessibility needs may receive appropriate, reasonable accommodation through consultation with their high school instructor and /or counselor and in communication with CCC Director of Student Access. Documentation of a disability or accessibility need must be provided prior to testing or course completion.

College Prerequisites:

A prerequisite is a course or requirement that must be fulfilled before a student can enroll in a more advanced course or participate in certain academic programs. Prerequisites are designed to ensure that students possess the necessary background knowledge and skill to succeed in higher-level course work.

The most common type of prerequisite is when students have to complete specific courses with a minimum grade before enrolling in the subsequent courses. An example is MTH-251Z before MTH252Z.

Prerequisite wavier must have instructor approval.

Dual Credit Student Right's and Responsibilities:

As a dual credit student at Clatsop Community College, you are both a high school and college student. This unique opportunity comes with important rights and responsibilities to help you succeed academically and personally.

Your Rights:

- **Access to College Resources**: You have the right to use college services such as tutoring, advising, library resources, and student support programs.

- **Academic Freedom**: You are entitled to learn in an environment that encourages inquiry, expression, and respect.
- **Privacy Protection**: Your educational records are protected under FERPA (Family Educational Rights and Privacy Act). This means your college records are private and can only be shared with your consent.
- **Equal Opportunity**: You have the right to a learning environment free from discrimination and harassment.

Your Responsibilities:

- **Meet Academic Expectations**: You are expected to attend class, complete assignments on time, and meet the standards set by your instructors.
- **Follow College Policies**: You must adhere to Clatsop Community College's student code of conduct, academic integrity policies, and classroom behavior guidelines.
- **Communicate Proactively**: If you need help or accommodations, it is your responsibility to reach out to instructors or CCC student services.
- **Manage Your Time**: College courses require strong time management and self-discipline. Plan ahead and stay organized.
- **Understand the Impact**: Grades earned in dual credit courses become part of your permanent college transcript and may affect future financial aid or college admissions.

Registering for a Clatsop Community College Dual Credit:

1. Contact your high school counselor for information about College Now and/or Coastal Commitment class offerings, including schedule requirements and textbooks.
2. Complete any required placement tests and /or meet all pre-requisites prior to registration. Students needing to complete placement tests should contact their high school counselor about possible availability of testing at their high school.
3. Enroll in both the high school class and the CCC class. A special college registration (Google) form is available when registering for a dual credit class. Your high school instructor, counselor and /or a designated school representative will provide the necessary registration documents.
4. Students may also need to purchase a textbook(s) for the course, if required. Students should check with their local high school counselor and/ or instructor regarding specific information about this.

5. From your high school instructor, pay close attention to all course and classroom procedures and expectations because they may vary from course to course. Be sure you understand the specific completion requirements, (E.G., some courses may require a placement test, or the completion of extra work beyond the regular schoolwork, or attending additional classes not designated in a regular school schedule and calendar).
6. Individual dual credit 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 to honor all deadlines declared by the instructor or Clatsop Community College. Students should consult with their instructor and /or counselor as soon as possible if they want to consider dropping or withdrawing their class. All dropped or withdrawn classes need to adhere to published college withdraw dates.
7. Student grades will be submitted to CCC by the high school instructor at the end of term for the course. Grades are available on the posted date following the end of the term the course finishes. The current academic dual credit calendar reflects those dates.

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 or Withdrawing from a Course

If you drop your high school class, you will also be responsible for dropping the college class as well. Simply dropping the high school class does not remove you from your college registration. 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 the class. To prevent an " F" grade, contact your counselor and/or instructor as soon as possible for instructors about dropping or withdrawing from ta class. The college requires that all dropped or withdrawals from classes take by a particular date during the term. For a list of withdraw deadlines, please see the Dual Credit Academic Calendar on the CCC Website under academics.

College Grades, Transcripts & Transferring Credits

Dual Credit grades are recorded on the student's official academic record at CCC. Student transcripts are available for viewing online anytime through CCC's website at no cost to the student. Students may view online anytime through CCC's website at no cost to the

student. Students may view grades or print unofficial transcripts by accessing CCC's website and follow these procedures:

Find your Grades:

Once your grade is entered into Clatsop Community College records, you may check them online. To find your grades, follow these instructions:

Go to the CCC website in the left-hand corner of the main website is "MYCCC" click on the link

Username for your " MyCCC"

[First Name].[Last Name]@students.clatsopcc.edu

Example: John.doe@students.clatsopcc.edu

Password: will be @4-digit year,2-digit month, 2-digit day

@YYYYMMDD

You may change this password once you have logged in for the first time.

Once signed in, your student record information is available. Click on "unofficial transcript" to view your grades. You should be able to print your unofficial transcript from this page.

Alternately, you may get a copy of your unofficial transcript by emailing firststop@clatsopcc.edu please include your date of birth on your email with the request. Or you may visit the CCC First Stop located in Columbia Hall Room 109 at the Clatsop Community College Lexington Campus.

Official Transcripts:

Information about requesting an official transcript is available on CCC website, under the heading of Admissions and Records and then Transcript request. You will find helpful information about the procedure to request official transcripts, and any fees associated with the request. Unofficial transcripts can be found on your "My CCC" student account. Official transcripts are typically required when students apply to colleges and universities other than CCC.

The primary process of requesting official transcripts uses an electronic request through parchment.com

Official transcript requests cost $5.00 per copy.

Transferring Credit:

In order to transfer your college 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.

Campus Services:

CCC Dora Badollet Library: Has both in person and online resources for all CCC students. How to log in to your CCC library account and renew materials Accessing your library account is easy and fun.

Start at the Dora Badollet Library webpage: clatsopcc.edu/library

You can access the library catalog of holdings by clicking the "Online Catalog—Library Account Access" button under the Books & DVDs tab in the central search hub. Alternately, you can get to the catalog from the "Library Quicklinks" area on the left.

There's a link in this section to Login/Renew Items. Both methods lead you to Koha, the catalog that shows books, DVDs and other physical objects held at the Dora Badollet Library as well as the other libraries in the Chinook Library Network.

On the righthand side of the screen is the log-in area.

Your user log-in is all seven digits of your student number. Example: 6908421

Your password is your last name. Example: Bob Jones would be: jones

You can change your password if you want to, but we won't be able to help you recover it. We can change it back to your last name upon request though.

Once you log in, you can see what you have checked out and your due dates. You can also renew items up to three times by clicking the box by the item and pressing "Renew."

If you have any questions about your account, come by the library and ask, or call the library at (503) 338-2462.

Tutoring:

All registered Clatsop Community College, Adult Basic Skills/GED, Dual Credit and Simultaneous Enrollment students (that means you're in high school taking college

classes also) can receive free tutoring for all academic courses through the Tutoring Center.

Tutoring is a quarter-long, weekly commitment and represents an agreement between students, tutors, and the college to determine appropriate assistance in order to help students reach their academic goals.

Bandit Food Pantry:

The bandit food pantry is supported and funded by AmeriCorps VISTA. A national service program designed to alleviate poverty. Originally founded by President John F. Kennedy in 1965 and formally funded by President Bill Clinton in 1993. We are also supported by Clatsop Community College foundation and the Ford Foundation.

The Bandit Food Pantry is:

- Welcome to students and employees of Clatsop Community College
- Open & willing to help with your hunger needs.
- Aware of different food requirements & tries to provide alternative choices like plant-based proteins.
- Non-Profit & USDA compliant.

Dual Credit Students will need to get a Student ID from the CCC First stop- 503-338-2485 to use the food bank.

Open Tuesday, Wednesdays & Thursdays
from 11 – 2 pm
in the CCC Services building

Tutoring Options for All Academic Courses

Tutoring is available most days and times of the week. Once matched with a tutor you will determine the best days and times to meet.

*Some programs have a schedule that fluctuates weekly, in which case you will meet for a determined block of time, but on different days at different times.

Online or in person?

This is decided together with your tutor. Most tutors are available both in person and online over Zoom. If you have a preference for only meeting in person or online, please make a note of that when you request a tutor. The tutoring center will do it's best to match you with someone available in that format.

Group or One-on-One?

Both group study sessions and one-on-one tutoring is available for students. Let us know what your preference is when you request a tutor. The tutoring center will do its' best to match you with someone providing that format.

Math Assistance Center (MAC)
Location: Towler 211-Services provided for math assistance and tutoring

Days/Times:
Mondays – 10:30 AM-1:00 PM
Tuesdays – 10:30 AM-2:00 PM and 3:00 PM-5:00 PM
Wednesdays – 10:30 AM-1:00 PM and 3:00 PM-5:00 PM
Thursdays – 10:30 AM-2:00 PM
Fridays – 10:30 AM-1:30 PM

Frequently Asked Questions (FAQS)

What are the names of the two dual Credit programs at CCC?

CCC offers two dual credit programs for Oregon students: College Now (CTE courses) and Coastal Commitment (Lower Division Transfer courses)

Are there other programs for high school students wanting to earn college credit?

Yes, CCC offers a program called, "Simultaneous Enrollment" for Oregon high school students who attend college classes scheduled on the college campus. CCC also offers a program for Wahington State high school students called, "Running Start".

What is the cost for Dual Credit Classes?

There is no tuition for credits you earn through dual credit from Clatsop Community College. Ther may be additional school fees, textbooks, or supplies fees for different classes. Check with your counselor and /or instructor for more information about waiving fees.

If I have completed Dual Credit courses and they are on my CCC transcript, will I have to go through CCC's admissions process when I am ready to be an on-campus student at CCC?

Yes, you will have to formally do the admissions process.

There are 3 steps to admissions at CCC.

1. Complete the online admissions application for certificate or degree seeking student.
2. Submit high school transcript with online application.
3. Complete online orientation and advising session.
4. Our admissions department at CCC will help you every step of the way!
   Book an admissions appointment
   here: https://outlook.office365.com/owa/calendar/CCCAdmissions@clatsopcc.edu/bookings/

Do I have to attend CCC after high school to take advantage of the Dual Credit credits I've earned while in high school?

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

Can Dual Credit courses be transferred to another college?

The courses you take are transferable to public college and universities in the State of Oregon and generally transferable to colleges and universities throughout the United State. You need to check with the Admissions Office at the college you are considering attending to learn how the dual credit course meets their degree program criteria.

Can students with an IEP participate in the Dual Credit program?

Check with your counselor to learn how IEP and 504 students are accommodated. The accommodation is determined by the high school and accommodation may be appropriate for dual credit classes, as well.

Where can I find other College Now or Coastal Commitment courses that may be offered at my high school

Check with your high school counselor and/or instructor about the availability and schedule. Additional information may be found on the CCC Dual Credit page.

Are dual Credit classes graded, or can I take them as a pass/ no-pass grade?

The State of Oregon, Higher Education Commission has established an expectation that dual credit classed are most transferable when they are graded. The grade protects the integrity of the work you accomplish in the class. If you earn an "A "or a "B" in the class, then the grade transfers exactly as you were graded.

Does taking Dual Credit Classes impact future Financial Aid requests?

Continued eligibility for student financial aid requires that students work to make "Satisfactory Academic Progress" (SAP) in their college classes. This is a fancy way of saying that students need to show academic progress and good grades in all (or most of) your college classes to remain fully eligible for Financial Aid. The legal way of stating this is that there are federal laws, regulations and college policies that measure SAP by considering grades earned by the students, as well as the pace of progress made toward a degree. This information can get complicated pretty fast, so we suggest that you discuss this further with your high school counselor. You can also contact CCC's Financial Aid Department at 503- 338-2322 or at finad@clatsopcc.edu. Understanding SAP is important if you want to qualify for financial aid in the future.

Questions and CCC Dual Credit Contacts:

If you still have other questions, please ask your high school instructor or counselor for help. You can also contact us at CCC and we will do our best to help answer your questions.

College Now and Coastal Commitment:

Rinda Johansen, Program Specialist

Rjohansen@clatsopcc.edu

College Now and Coastal Commitment Administrator

Teena Toyas, VP Provost

Ttoyas@clatsopcc.edu

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 permission, CCC cannot release:

- Financial records
- Grades and GPA information
- Class schedules, times, locations
- Personal identifying information such as your SSN and birthdate.

If you want assistance from a parent or guardian in managing your CCC information, please contact the CCC Student Services First Stop at 503-338-2411 and ask about obtaining a Release of Information Form.

CCC Academic Catalog

Can be found on the CCC main web page, click on Academics and then academic catalog

The College Catalog will assist you in identifying the different certificates and degree programs CCC has to offer. Knowing the different options helps students understand what their academic path and can also help you decide which high school classes to consider. Those classes will benefit your college future and career plans.

- The CCC website has information about current degree and certificate programs.
- Course descriptions of each class offered are found in the 2025-2026 catalog.

The Clatsop Community College catalog is the published source of information on College operations. The first pages of the catalog provide all sorts of important information, such as the following topics:

- Admissions
- Registration

- Financial Aid
- Student Services
- Special Programs
- Academic Information
- Degree and Certificates Requirements
- Course Descriptions and Requirements

Be sure that you are looking at the Academic Catalog for all of the above information. The website also provides a term-by-term class schedule under the website menu heading "Academics" and then clocking on "Academic Planning" or "Academic Path". Do not hesitate to contact CCC Dual Credit Contacts or the Student First Stop in Columbia Hall (503-338-2411) for further assistance with any questions.

CCC Student Rights

A copy of CCC Student Handbook is available online under Bandit life on the main website.

Student Handbook | Clatsop Community College

Non-Discrimination Statements

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 Anita Jensen, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 102, ajensen@clatsopcc.edu (503) 338-2450; TDD : Oregon Relay-Dial 711. For Student Access Services, contact Faith Forster, Columbia Hall, Room 111, fforster@clatsopcc.edu (503) 338-2313.

Accommodations: Students having questions about or a request for classroom accommodations should contact Faith Forster, Columbia Hall, Room 111, fforster@clatsopcc.edu (503) 338-2313. Community members having questions about or a request for special needs and accommodation should contact Anita Jensen, Lower Library, Suite 102, ajensen@clatsopcc.edu (503) 338-2450; TDD: Oregon Relay- Dial 711. 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 expresióno discapacidad en los programas educativos, actividades o en la contratación. Preguntas o

quejas deben ser dirigidas al Anita Jensen, Oficial de Acción Afirmativa / Título IX localizada en la biblioteca, oficina número 102 , ajensen@clatsopcc.edu número de teléfono (503) 338-2450, TDD (discapacidad auditiva) marcar 711 en su teléfono. Para servicios de acceso para estudiantes, comuníquese con Faith Forster localizada en Columbia Hall, oficina número 111, fforster@clatsopcc.edu (503) 338-2313.