

2026-2027 Student Handbook

Oregon Coast Community College



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Welcome

Accreditation

<https://oregoncoast.edu/accreditation-status-of-occc-programs-and-services/>

Oregon Coast Community College (OCCC) is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Accreditation of an institution of higher education by the NWCCU indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the NWCCU is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

OCCC was first recognized as independently accredited by the NWCCU as of Fall term, 2019. See [here](#) for a comprehensive history of the institution's journey towards, and achievement of, independence. Inquiries regarding OCCC's accredited status by NWCCU should be directed to the President's Office or the Accreditation Liaison Officer at ea@oregoncoast.edu. Individuals may also contact:
Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052

Vision, Mission and Values

www.oregoncoast.edu/mission/

Vision

Shaping the Future Through Learning

Mission

At Oregon Coast Community College, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs and a commitment to equitable outcomes, we enrich the economic and civic vitality of Lincoln County and beyond.

Values

The Board of Education, administration, faculty, staff and students of Oregon Coast Community College commit to these values:

Accountability

We accept responsibility for our actions and commit to transparent practices.

Collaboration

We purposefully build partnerships to achieve common goals.

Excellence

We hold ourselves to the highest standards and are committed to continuously improving the work we do.

Inspiration

We show curiosity, illuminate new possibilities and ignite the joy of thinking well.

Integrity

We act with honesty and authenticity to foster a culture of ethics and respect that embodies our work and serves the community.

Learning

We celebrate the life-long process of developing valuable knowledge and skills.

Sustainability

We are responsible stewards of our financial, material, natural and human resources.

Equity

We embrace diversity and address the inequities and barriers that prevent people from learning and working to their full potential.

College Contact Information and Campus Locations

Central County Campus

400 SE College Way
Newport, OR 97366
541-867-8501
FAX: 541-265-3820 (Administration)
FAX: 541-867-8559 (Student Services)
Business Hours: Monday - Friday: 8am - 5pm (Summer term the campus is closed on Fridays)

North County Center

3788 SE High School Drive
Lincoln City, OR 97367

541-994-4166
 FAX 541-996-4958
 Business Hours: Monday - Friday: 8am - 5pm (Summer term the center is closed on Fridays)

South County Center

3120 Crestline Drive
 Waldport, OR 97394
 541-867-8501

FAX 541-563-4502

Business Hours: Varies, call the Central County Campus for information.

East County Center

1811 NE Arcadia Drive
 Toledo, OR 97391
 541-867-8501

Business Hours: Varies, call the Central County Campus for information.

OCCC Welding Laboratory

625 N. Bay Road
 Toledo, OR 97391
 541-867-8501

Business Hours: Varies, call the Central County Campus for information.

2026-2027 Academic Calendar

Summer 2026

Term length: 8 weeks

May 4, 2026	Schedules Available
May 18, 2026	Registration Opens
June 15, 2026	Book Vouchers Available
June 22, 2026	Books Available for Purchase
June 28, 2026	Payment Deadline
June 29, 2026	Welcome & Syllabus published in Canvas
July 6, 2026	Classes begin & Canvas shells published
July 8, 2026	Last day to register for credit class without instructor permission
July 9, 2026 by 5:00 p.m.	Last day to return books for a refund
July 9, 2026 by 5:00 p.m.	Last day to add a class with instructor permission emailed to Registrar
July 9, 2026 by 5:00 p.m.	Last day to drop a class with a refund
July 9, 2026	Last day to submit an audit request
July 20, 2026	Financial Aid disbursements begin
August 7, 2026	Last day to submit a Petition to Graduate form for the term

August 7, 2026	Last day to withdraw from a credit class without a refund and receive a "W" grade
August 7, 2026	Last day to select the P/NP grading option for a credit class
August 28, 2026	End of Term
N/A	Commencement
September 1, 2026	Grades Available in My.OregonCoast account
Independence Day Observed - July 2, 2026	College Closures (Holidays & In-Service)
Labor Day - September 7, 2026	College Closures (Holidays & In-Service)

Fall 2026

Term length: 11 weeks

May 4, 2026	Schedules Available
May 18, 2026	Registration Opens
August 24, 2026	Book Vouchers Available
September 7, 2026	Books Available for Purchase
September 18, 2026	Payment Deadline
September 14, 2026	Welcome & Syllabus published in Canvas
September 21, 2026	Classes begin & Canvas shells published
September 23, 2026	Last day to register for credit class without instructor permission
September 25, 2026 by 5:00 p.m.	Last day to return books for a refund
September 25, 2026 by 5:00 p.m.	Last day to add a class with instructor permission emailed to Registrar
September 25, 2026 by 5:00 p.m.	Last day to drop a class with a refund
September 25, 2026	Last day to submit an audit request
October 5, 2026	Financial Aid disbursements begin
November 6, 2026	Last day to submit a Petition to Graduate form for the term
November 13, 2026	Last day to withdraw from a credit class without a refund and receive a "W" grade
November 13, 2026	Last day to select the P/NP grading option for a credit class
December 4, 2026	End of Term
N/A	Commencement
December 8, 2026	Grades Available in My.OregonCoast account
All-College In-Service Day - September 15, 2026	College Closures (Holidays & In-Service)
Veteran's Day - November 11, 2026	College Closures (Holidays & In-Service)
Thanksgiving Break - November 26-27, 2026	College Closures (Holidays & In-Service)
Winter Break - December 24-31, 2026	College Closures (Holidays & In-Service)

Winter 2027

Term length: 11 weeks

October 27, 2026	Schedules Available
November 10, 2026	Registration Opens
December 7, 2026	Book Vouchers Available
December 14, 2026	Books Available for Purchase
December 23, 2026	Payment Deadline
December 28, 2026	Welcome & Syllabus published in Canvas
January 4, 2027	Classes begin & Canvas shells published

January 6, 2027	Last day to register for credit class without instructor permission
January 8, 2027 by 5:00 p.m.	Last day to return books for a refund
January 8, 2027 by 5:00 p.m.	Last day to add a class with instructor permission emailed to Registrar
January 8, 2027 by 5:00 p.m.	Last day to drop a class with a refund
January 8, 2027	Last day to submit an audit request
January 19, 2027	Financial Aid disbursements begin
February 19, 2027	Last day to submit a Petition to Graduate form for the term
February 26, 2027	Last day to withdraw from a credit class without a refund and receive a "W" grade
February 26, 2027	Last day to select the P/NP grading option for a credit class
March 19, 2027	End of Term
N/A	Commencement
March 23, 2027	Grades Available in My.OregonCoast account
New Year's Day - January 1, 2027	College Closures (Holidays & In-Service)
Martin Luther King, Jr. Day - January 18, 2027	College Closures (Holidays & In-Service)
Presidents Day - February 15, 2027	College Closures (Holidays & In-Service)

Spring 2027

Term length: 11 weeks

January 26, 2027	Schedules Available
February 9, 2027	Registration Opens
March 8, 2027	Book Vouchers Available
March 15, 2027	Books Available for Purchase
March 26, 2027	Payment Deadline
March 22, 2027	Welcome & Syllabus published in Canvas
March 29, 2027	Classes begin & Canvas shells published
March 31, 2027	Last day to register for credit class without instructor permission
April 2, 2027 by 5:00 p.m.	Last day to return books for a refund
April 2, 2027 by 5:00 p.m.	Last day to add a class with instructor permission emailed to Registrar
April 2, 2027 by 5:00 p.m.	Last day to drop a class with a refund
April 2, 2027	Last day to submit an audit request
April 12, 2027	Financial Aid disbursements begin
May 8, 2027	Last day to submit a Petition to Graduate form for the term
May 21, 2027	Last day to withdraw from a credit class without a refund and receive a "W" grade
May 21, 2027	Last day to select the P/NP grading option for a credit class
May 21, 2027	End of Term
June 11, 2027 at 6:00 PM	Commencement
June 17, 2027	Grades Available in My.OregonCoast account
Spring In-Service - April 16, 2027	College Closures (Holidays & In-Service)
Memorial Day - May 31, 2027	College Closures (Holidays & In-Service)
Juneteenth Observed - June 18, 2027	College Closures (Holidays & In-Service)

Student Resources

Your College Store (Bookstore)

www.oregoncoast.edu/bookstore

Open 8:15am-4:00 pm Monday-Thursday (Summer Hours, 8:15am-2pm Monday-Thursday)

Located just off the Commons in the Oregon Coast Community College Central County Campus in Newport, the OCCC Bookstore, "Your College Store," offers fresh sandwiches, hot food, healthy snacks, beverages, supplies, clothing, scrubs and more - also, of course, textbooks. You can reach YCS at (541) 867-8523.

Students need their books to be successful. If the posted hours do not work for a student's schedule, students may call 541-867-8523 for an appointment. Textbooks may be ordered for pickup at the North County Center in Lincoln City. For information, contact YCS at (541) 867-8523.

Using Financial Aid and/or Scholarships to Purchase your Required Course Materials

Students with a confirmed financial aid award/offer letter can charge their course materials against their pending financial aid. Purchases are limited to the amount of the financial aid left over after subtracting pending institutional fees and tuition. Students must request a book voucher from Student Affairs, then present it to the cashier when making their purchase. More information is located on the financial aid website, [Financial Aid-Books - Oregon Coast Community College](#)

Refund Policy

Book refund deadlines and tuition refund deadlines are the same. Check the Academic Calendar for this date. A full refund on textbook purchases will be made provided: the current original receipt is presented; the book is unmarked and in the original condition with all packaging intact; sales of study guides, supplies, and non-required items are returnable for refund or replacement only if defective.

Buy Back Policy

Used book buy back is held during Finals Week ONLY.

The following conditions must be met to sell back textbooks: books must be listed in the current buying guide; the book is the current edition, volume, etc., and is in good condition; textbooks may contain a reasonable amount of highlighting or writing; study guides or any "fill in the blank" books must be absolutely clean and complete, with no marking of any type; workbooks must be clean and complete.

Used Book Bulletin Board

Students are encouraged to post their textbooks for resale on the bulletin board next to YCS. Students purchasing textbooks from other students are encouraged to check with YCS to validate current edition and author information prior to purchasing. All such transactions are between the buyer and seller, and do not involve OCCC.

Library Services

<https://oregoncoast.edu/library/>



The Library provides access to collections, services, and spaces in support of the College mission. We are a member of the Chinook Libraries Network (CLN), a consortium of academic and public libraries in Oregon. Through that membership, users have access to the

collections of all Chinook libraries. Consortium materials may be ordered online and picked up at any consortium library. The Library's academic e-book collection, streaming videos, and databases support teaching and learning, ensuring that resources are equitably serving all college programs and services.

The Library offers various spaces in support of learning and life at OCCC. Comfortable furniture greet users at the Library entrance for those wishing to relax or take a break. Large tables encourage collaboration, while tall cafe-style tables with outlets cater to laptop users. A Team Lab with VR headsets available for check out, supporting our Nursing and Technology programs, 2 computers, a printer, and a whiteboard. The Library also manages six study rooms; four designed for individual use and two for groups of three or more.

Library Services include:

- Computers
- Interlibrary loans
- Laptops for check-out
- Reference and research assistance
- Reserve materials for classes
- A self-checkout machine
- Small-item lending, such as headphones, laptops, and calculators

My.OregonCoast portal

My.OregonCoast is where you'll go to sign up for classes, check your student email, access your classes online, and more.

Get started with My.OregonCoast

1. Make sure you have been admitted to OCCC.
2. Go to the [login page](#) and follow instructions for first time users.
3. The landing page displays your student information as well as links to Registration, Student Email, Canvas (Online Learning System) and more

Need help logging in?

Students may call 541-867-8501 or 541-996-6222 or come to Student Services at Central or North county to have their password reset or answer their hint questions created at the initial login to My.OregonCoast.

Public Phones and Transportation

There is one public phone near the stairway closest to the main entrance on the Newport campus. Students may use this phone for brief, local calls.

Lincoln County public transit has several local and intercity bus schedules that have stops at or near OCCC campuses. Call (541) 265-4900 or visit <https://www.co.lincoln.or.us/transit> for more information and current schedules.

Tutoring Center

<http://www.oregoncoast.edu/tutoring-center/>

Tutoring services are available for individuals enrolled at OCCC. Tutors work one to one or with small groups of students in their content areas. All tutoring takes place at Central Campus and via Zoom during designated times. Tutoring occurs during the term and the hours vary each term.

Veterans Services

Veterans Services

<https://oregoncoast.edu/veterans-benefits/>

The Financial Aid Office is here to help veterans and their dependents use their VA educational benefits to cover college expenses. OCCC values the sacrifices of those who served in the U.S. Armed Forces and is honored to help them make the most of their benefits. The college is committed to ensuring students have effective access to their VA educational benefits.

Students using any type of Federal VA Education Benefit need to have all their previous transcripts evaluated. It's the student's responsibility to request official transcripts from all previous colleges, as well as military transcripts (Joint Services Transcript [JST] for Army, Navy, Marine Corps, and Coast Guard veterans, or Community College of the Air Force [CCAF] transcripts for Air Force veterans) and submit them to OCCC's registrar. They must also email registrar@oregoncoast.edu to request an official transcript evaluation. The first term of VA benefits may be certified while waiting for transcript evaluation, but no future terms will be certified until this evaluation is complete.

Students using VA educational benefits are subject to OCCC's Financial Aid Satisfactory Academic Progress (SAP) requirements for purposes of continued VA enrollment certification.

For questions about VA educational benefits, call 541-867-8525 or email finaid@oregoncoast.edu.

VA Delayed Payment Policy (38 U.S.C. § 3679(e)): Oregon Coast Community College will not impose any penalty, including late fees, denial of access to classes, libraries, or other institutional facilities, or require a covered individual to borrow additional funds as a result of delayed VA education benefit disbursement under Chapter 31 or Chapter 33. This protection begins when the student provides a certificate of eligibility and remains in effect until VA payment is received, for a period not to exceed 90 days from the date the institution certified the student's tuition and fees.

Servicemember Readmission: Oregon Coast Community College complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Servicemembers and reservists who must temporarily suspend their studies due to military service obligations will be readmitted to their program without penalty upon return. Students returning from service should contact the Financial Aid Office to discuss reinstatement of their financial aid and/or VA benefits certification.

Planning your Education

Academic Success - CG 100 and Early Alerts

The faculty and staff at OCCC are committed to your academic success.

CG 100, College Survival and Success is a 3 credit class offered multiple times each year. It is recommended that all students new to OCCC complete CG 100 in their first or second term.

CG 100 looks at success in college from several angles. The first is one of academic skills and preparedness. The course encourages students to evaluate and try new ways of managing time, notetaking, reading, preparing for tests, and more. The second focus area is on personal beliefs and strengths coming into college and how students can improve their mindset and goal setting strategies to persist when difficulties arise. Many student scholarships and grants require timely completion of this course.

In addition to the targeted college preparation course CG 100, all faculty work with advisors to identify

students who may be having a challenging term. If your instructors notice that your grades are dropping, you are not turning in assignments, or not attending class they may send an "early alert" to your advisor, who will contact you by phone. Always answer your advisors calls or respond to messages, they are calling to check in and offer resources.

Planning your academics

A student should consult their academic advisor to plan their class schedule each term. Advisors will clear students for registration after their appointment.

To make the most of your time at OCCC, all students are strongly encouraged to have an academic plan. An [academic planner template](#) is available in the Resources section of the advising website. An academic plan can be used to determine:

- expected completion date of a certificate
- appropriate timeline to apply to a University
- the impacts of part-time vs full-time schedules
- any course sequences required

Before an advising appointment

1. **Review your academic plan.** Were you able to complete all planned courses this term? Are you still planning on registering for the number of classes/credits shown on the plan next term?
2. **Review the course schedule.** Are all the classes you planned for next term offered? Do the days/times, locations, and formats work with your schedule?
3. **Consider any changes needed.** Your academic plan is a flexible guide and can be adjusted if needed. Bring any concerns or ideas about changing your academic plan to the attention of your advisor.

Planning to transfer to a 4-year school?

- Students whose academic goals continue at another institution are encouraged to contact an advisor at their future school as soon as possible, and to apply for admission approximately one year before planned transfer.
- The Oregon Coast Community College Catalog provides information about courses that will transfer to the Oregon four year public institutions. These courses are applicable to AAOT, ASOT, AGS and AAS degrees.
- It is ultimately the student's responsibility to check with the institution to which they plan to transfer

to ensure they are completing transfer admission requirements and to confirm transferability of individual courses.

Transfer Student Contact Information for Oregon's Public Universities

Eastern Oregon University

www.eou.edu 541-962-3672 or 800-452-8639

Oregon Institute of Technology/OregonTech

www.oit.edu

541-885-1000 or 800-422-2017

Oregon State University

www.oregonstate.edu

541-737-2562 or 541-737-1000

Portland State University

www.pdx.edu 503-725-3000 or 800-547-8887

Southern Oregon University

www.sou.edu 541-552-7672 or 541-552-6411

University of Oregon

www.uoregon.edu 541-346-1000 or 800-232-3825

Western Oregon University

www.wou.edu 503-838-8000 or 877-877-1593

Reading the course schedule

As a student you are expected to be familiar with the course schedule and to review available course options before your advising appointment each term. There a number of key pieces of information about courses in the catalog.

The most effective way to locate courses in the course schedule is to search by "Category" and to leave all other fields empty. For example, a student looking for CG 100 would search "College Preparatory" and see the following results:"

Schedule Search results for: Category of College Preparatory in Fall - 2019
Click on the name of the course to view detailed information for that course (including estimated tuition & fees.)
Note: Departmental Web courses and telecourses follow the campus sections.
M = Monday, Tu = Tuesday, W = Wednesday, Th = Thursday, F = Friday, S = Saturday, Su = Sunday, TSA = To Be Announced

Course #	Name of Course	Days	Time	Instructor	Place	Crse	Tuition*	Sec. #	Notes
Central County Campus, Newport									
CG100	COLLEGE SURVIVAL AND SUCCESS	M	3:30PM-4:50PM	T. Paepe	CG-047	3/13T	\$345	212	1
CG100	COLLEGE SURVIVAL AND SUCCESS	Tu	3:30PM-4:50PM	C. Paine	CG-032	3/13T	\$345	222	
CG100	COLLEGE SURVIVAL AND SUCCESS	W	8:00AM-11:50AM	L. Hamilton	CG-047	3/13T	\$345	232	
WR100	FUNDAMENTALS OF MATHEMATICS	M	8:00AM-10:20AM	M. Thone	CG-047	4/13T	\$460	212	
WR100	MATH LITERACY I	M	10:30AM-12:50PM	A. Villanue	CG-027	4/13T	\$460	212	
WR100	INTRODUCTORY ALGEBRA, FIRST TERM	M	1:30PM-3:50PM	A. Villanue	CG-032	4/13T	\$460	222	
WR100	INTRODUCTORY ALGEBRA, SECOND TERM	Tu	3:30PM-7:20PM	M. Thone	CG-045	4/13T	\$460	212	
WR115	COLLEGE READING	M	10:30AM-12:50PM	L. Hamilton	CG-101	4/14T	\$460	212	
WR115	INTRODUCTION TO EXPOSITORY WRITING	Tu	12:30PM-12:50PM	J. Lamb	CG-045	4/14T	\$460	212	
North County Center, Lincoln City									
CG100	COLLEGE SURVIVAL AND SUCCESS	W	3:30PM-5:30PM	D. Ether	NC-201	3/13T	\$345	242	1
WR100	INTRODUCTORY ALGEBRA - FIRST TERM	M	5:30PM-7:30PM	S. Goff	NC-204	4/13T	\$460	212	
WR115	INTRODUCTION TO EXPOSITORY WRITING	Tu	5:30PM-7:30PM	K. Gaspar	NC-204	4/14T	\$460	222	

1. Hybrid (classroom) course

* Listed tuitions are based on in-state residency and do not include fees.

In addition to showing that there are multiple sections of CG 100 available, the course schedule shows **where** classes will be held, **what days and time** in person meetings will take place, and **who** the instructor for the course is. There is also information about credits and costs. Students should pay special attention to information in the Notes column which can give details about the course that are unique to a particular section. To learn more about a specific course, click on the course title. For example, a student selecting the top section of CG 100 would then see:

Course Information			
Add this class to your shopping cart.			
Title:	COLLEGE SURVIVAL AND SUCCESS	Course ID:	CG100-Z1
CRN:	1076107	Credits/Hours:	3/33T
Term:	Fall term 2019/20		
Instructor:	T. HARPER	Days:	Mo
Dates:	9/23/2019 - 12/14/2019	Location:	CC-047
Times:	3:30PM - 4:50PM	Estimated Fees:	\$48.00
Estimated Tuition:	\$345.00	(see Notes)	
Description:	Provides information and techniques for time, money and self-management, including motivation, goal setting, and accepting personal responsibility for college success. Includes developing skills for navigating a culturally diverse learning environment and utilizing college resources and services. Completion of CG 100 is equivalent to CG 101-102-103. Audit available.		
Notes:	- Hybrid (classroom) course - Hybrid course.		

This particular section is a **hybrid** so it only meets on campus once per week and the remainder of the class is online. If a class had any pre-requisites (also called pre-reqs), they would appear in the course description. Any categories of transfer degrees that can be fulfilled by the course are also listed. CG 100 does not have any prerequisites or categories; however, many classes do. COMM 111, public speaking for example has WR 121 as a prerequisite and can be used toward the AAOT, AGS or ASOT-B.

Course Information			
Add this class to your shopping cart.			
Title:	PUBLIC SPEAKING	Course ID:	COMM111-Z1
CRN:	1076087	Credits/Hours:	4/44T
Term:	Fall term 2019/20		
Instructor:	F. TRUJILLO-DALBEY	Days:	TuTh
Dates:	9/23/2019 - 12/14/2019	Location:	CC-049
Times:	10:30AM - 12:20PM	Estimated Fees:	\$64.00
Estimated Tuition:	\$460.00	(see Notes)	
Description:	Introduces speechmaking based primarily on a traditional public speaking approach. Covers classical rhetorical theory and highlights rhetoric's importance to public speaking. Develops theoretical understanding and practical application of oral communication skills. Includes techniques in controlling speech anxiety, how to structure and organize information to present to a variety of audiences, and physical and vocal delivery skills. Prerequisite: MTH 20 or equivalent placement test score, and WR 121. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.		

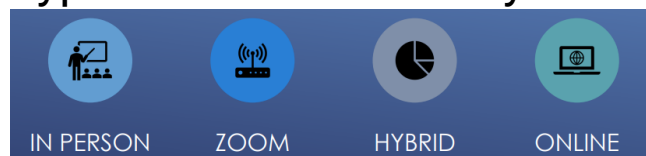
- **In person classes** have all students and the instructor in a common location for lecture, lab, or other activities for all of the course instruction. In person classes generally meet twice per week, and the total amount of time will be approximately equal to 1 hour for every credit of the course. (For example, WR 121 is a 4 credit class, so it would meet twice per week, for about 2 hours each time. 2 hrs x 2 meetings = 4 hours.)
- **Zoom classes** are in person classes where the students in the class are located in both Newport and Lincoln City. The instructor will be in one location and the class meeting will be conducted through real-time web conferencing using Zoom.
- **Hybrid classes** usually include one in-person meeting per week as well as a significant online component. Student should expect to spend several hours per week "in-class online" in hybrid courses.
- **Online classes** are conducted completely through Canvas and have no in-person or specific class meeting times. Online classes are not self-paced and generally have deadlines at least once per week. There is a significant amount of learning through reading and writing in online classes. Additionally, students must be comfortable with technology and have reliable computer and internet access before enrolling in an online class. All students may use OCCC computer labs and printers anytime the campus is open.

The course delivery method is listed in the course schedule. Not every student enjoys or experiences their best learning in the different delivery methods equally. Bring any concerns or requests for resources to your advisor.

Technical Awareness and Computer Skill Requirements for Online Courses

Students registering for online courses must have modern, reliable computer equipment with a supported operating system (OS) installed. Cable or high-speed internet is a necessity with a wireless connection to the internet for laptop use. Chromebooks, tablets, and smart phones may be used for some purposes but fall short of critical operations in managing coursework. OCCC does have limited laptops for loan through either student services and/or the library. Additionally, students attending GED courses can qualify for a laptop loan through the GED program at OCCC.

Types of course delivery



Courses at OCCC are delivered in one of four ways. Different sections of the same course may be offered using different delivery styles.

Additionally, students opting to register for Livestream courses need reliable enough internet to engage in several hours of video conferencing via Zoom or other video platform.

Basic computer skills are required before registering for an online class. This includes, but is not be limited to: navigational skills using tabs, link, and back arrows; familiarity with logging into accounts, using email to communicate, sending attachments, uploading documents and photos, posting to forums, downloading and installing programs, searching the internet using a search engine, using a word-processor, and saving documents to a variety of locations.

Online courses require a lot of reading for directions and information. Students should have good reading and writing skills before registering for online classes. Online students need to be organized, self-disciplined, and committed to be successful! Online courses require as much time as on-campus courses — do not assume they will be less work.

Managing your time in college

Every student has the same 24 hours in a day, but that is where the similarities end. Students may have jobs, families, hobbies, volunteering, sports, or other time commitments that they are managing alongside their academics.

It is important to develop a self management system as a student that helps you plan and be aware of how you spend your time.

A general guideline is that you should budget 2-3 hours per credit per week to complete readings and assignments for your courses. A full time student taking 12-15 credits would expect to be in class 12-15 hours per week and then working on classes an additional 30-40 hours each week. Being a full-time student is a similar time commitment to a full-time job!

Students use a variety of methods to manage the time available. If you do not have a method that works for you, talk with your advisor or try one of these common strategies:

- paper planner / calendar
- smartphone calendar app
- to-do lists (paper or digital)
- post-it notes
- whiteboard / whiteboard calendar

Whatever method you choose make sure it helps you track both short-term needs (example, read Ch 1 this week) and long-term projects or presentations that you may need to start on days or weeks before they are due.

Paying for College

Getting started with Financial Aid

[Financial Aid - Oregon Coast Community College](#)

541-867-8503 finaid@oregoncoast.edu

Many students at OCCC plan to use grants or loans to help pay for college. To begin the request for financial aid process:

1. Students must be officially admitted to OCCC. Go to [FAFSA® Application | Federal Student Aid](#) to complete and submit the FAFSA. The school code is 042837.
2. Submit the FAFSA as early as possible. The date that students apply and the date that all required forms are submitted can affect the amount of the financial aid award.
3. Students will receive an email with instructions how to create an account in the financial aid portal and check their financial aid status. Students should follow the instructions in the financial aid portal to complete financial aid requirements.

After all requirements are met, it may take several weeks for funding to be approved. Students who would like to borrow loans must be sure to complete entrance counseling and a master promissory note at studentaid.gov.

Students are encouraged to carefully consider each type of financial aid available to decide what is right for them, including grants and loans awarded from FAFSA, and scholarships.

See the pages in the College Catalog for more details.

Financial Aid and SAP

<https://www.oregoncoastcc.org/sap/>



Academic progress is made up of two parts:

1. Your cumulative GPA, includes all of your OCCC credits AND any credits taken through PCC directly.
2. The percentage of your credits that you successfully complete each term. Successful completion is earning a grade of A, B, C, D, or P.

Financial Aid Satisfactory Academic Progress (SAP) applies to any student using financial aid. The standards are the same as Academic Standing, 2.0 cumulative GPA and successful completion of 67 percent of cumulative credits taken. A key difference is that students who do not meet SAP requirements for **two** terms may be suspended from using financial aid. Success coaches can assist students in submitting an appeal if appropriate. The complete financial aid SAP policy can be read at <https://oregoncoast.edu/sap/>.

Students with questions about their financial aid SAP may email finaid@oregoncoast.edu or reach out to a success coach.

Financial Aid and Scholarships FAQ

Financial Aid FAQs

What if my financial aid isn't processed by the start of the term? Students must review and accept a completed financial aid offer by the payment deadline or choose another way to pay.

What are the different types of aid?

- **scholarships** - do not have to be paid back, may have credit or academic requirements. They also need to be reported to the Financial Aid Office.

- **grants** - do not have to be paid back, usually based on financial need and FAFSA or ORSAA data
- **subsidized loans** - entire amount will need to be paid back with interest. Interest charges are paid (subsidized) while you are in school. Payments are not required until you leave school.
- **unsubsidized loans** - entire amount will need to be paid back with interest. Interest begins accruing from the day the loan is taken, although payments are not required until you leave school.

What if I am expecting a refund? Students with refunds from their federal financial aid will have funds available for them as early as the third week of the term. Students should note that loan monies for first time borrowers may not be available until 30 days after the start of the term.

Do I have to reapply for financial aid each term? No, you'll apply once a year for financial aid and the offer will be for the entire academic year. You **do** need to maintain Satisfactory Academic Progress each term to be eligible for financial aid.

When can I file the FAFSA for next year? The FAFSA is usually available beginning October 1st each year. You will use tax information from two years prior. For example you will use 2023 tax information for the 25-26 award year.

What about scholarships? Always read your OCCC email, the financial aid office will send out any scholarship information to students as it becomes available. It's never too early for students to begin a scholarship search and start preparing a scholarship essay. Also plan on completing two scholarship applications each year in late winter/early spring:

- Office of Student Access and Completion (OSAC) scholarship application at <https://oregonstudentaid.gov/>. The OSAC application opens November and the final deadline is March 1 of the following year.
- Oregon Coast Community College Foundation Scholarships <http://www.oregoncoast.edu/community-connections/>. The OCCC Foundation scholarship application is available in the spring.
- Students expecting scholarship funds should follow up with the organization granting the scholarship to inquire how their funds will be disbursed and what the terms and conditions of their scholarship are.

Campus Life and Student Groups

Activities on campus

There are many activities throughout the academic year open to all students. Information about upcoming events is sent to students by email or included in the weekly student email newsletter. Student activities on campus are free of charge and open to all students.

Some popular past events include:

- Welcome week BBQ - come meet faculty, staff and other students at a free lunch event at the beginning of each term. Watch the newsletter for day and time at each campus. Additionally, faculty and staff will be available in the commons to answer questions and help you get off to a strong start in a new term all week.
- Student forums - sponsored by the ASG, come share your ideas on how to make OCCC even better
- Transfer day - once a year representatives from four year and specialty colleges come to OCCC for a transfer day event. Get the information you need and make connections to your next school!
- CTE day - once a year event where representatives from career and technical programs at OCCC and other Oregon schools come to share information about their programs. High schools visit during this event as well.
- Student club fair - during fall term student clubs come together in the commons to share information and add new members. Students can also learn more about starting new clubs at this event.
- Wellness week - a weeklong series of events sponsored by student clubs and ASG to promote mental and physical health for students.

Associated Student Government (ASG)

The Associated Student Government of Oregon Coast Community College (ASG) is the official organization representing Oregon Coast Community College students.

As an OCCC student you are encouraged to attend meetings and events sponsored by ASG. There are often opportunities to provide feedback to your representatives, who attend monthly College Council meetings to ensure the student voice is heard.

For more information please contact:
ben.kaufmann@oregoncoast.edu or
joshua.kamp@oregoncoast.edu

Phi Theta Kappa (ΦΘΚ)



Phi Theta Kappa (PTK) is an international honor society for two year colleges. To qualify for regular PTK membership, full-time students must have completed at least 12 OCCC or transferable credits with a cumulative grade point average (GPA) of 3.25 and maintain a cumulative GPA of 3.0. Eligible full-time students are invited to join each term via email. Transfer students who believe they are eligible should speak to a PTK advisor. Membership in PTK provides access to a

scholarship database and eligibility for certain scholarships.

Our chapter has regular meetings to which all members and interested students are invited to attend. For more information contact dana.gallup@oregoncoast.edu.

Student Clubs

There are a variety of academic and interest based clubs at OCCC. You can learn more about clubs on the Campus Life website or at the fall Club Fair. Participation in a student club is one way to meet new students and get more connected to the college.

Students can propose an idea for a new club at any time. Some of the current student clubs include:

- Game Club
- Sea Fans
- Art & Fashion Club
- Student Nurses Organization (OCCCSNO)
- Waves - a literary and art journal published each spring

See the full list and learn more at
: <https://www.oregoncoastcc.org/campus-life/>

Important Policies and Student Consumer Information

Understand your rights and responsibilities as a student

As a student at OCCC you have a number of student rights as well as responsibilities. In this handbook policies on Academic Integrity, Auditing Courses, Standards for Academic Progress (SAP) and Student Record policies are highlighted. You are encouraged to familiarize yourself with all policies that affect you as a student. Official OCCC, State, and Federal policies can be found in the College Catalog or on the OCCC website under "Student Consumer Information."

Examples of policies and procedures students should familiarize themselves with in the College Catalog include:

[Animals on campus](#)

[Children on OCCC Properties](#)

[Computer Use Guidelines](#)

[Crime Awareness and Campus Security](#)

[Directory Information](#)

[Equal Opportunity and Non-Discrimination](#)

[Hazing](#)

[Student Conduct Expectations](#)

[Measures to Enforce Standards of Student Conduct](#)

[Tobacco Free Campus](#)

Additionally, instructors may highlight policies in their syllabi. It is important that you are familiar with the content of all stated policies and set aside time before or early in your first term to read the complete text of each.

If you need assistance reading the student handbook, college catalog, or other OCCC online materials, or if

you have questions about your rights or responsibilities as a student please contact your academic advisor or Student Services at 541-867-8501.

Academic Integrity

AP 5540 Academic Integrity

Honesty in all academic work is an essential element in a learning environment. Attempting to gain an unfair academic advantage by cheating or presenting another's work as one's own are violations of OCCC's Guidelines for Student Conduct. The descriptions below outline unacceptable academic conduct that may lead to disciplinary action up to and including expulsion from the college.

Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility, and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole. One important aspect of academic integrity is academic honesty.

Academic Misconduct is defined as the actual or attempted, fraud, deceit, or unauthorized use of materials prohibited or inappropriate in the context of the academic assignment. Unless otherwise specified by the faculty member, all submissions, whether in draft or final form, must either be the student's own work, or must clearly acknowledge the source(s).

Academic misconduct includes, but is not limited to:

1.
 1. Cheating is an act defined as presenting examinations, assignments, materials, projects, or other work which was completed, created, and/or assembled from sources or activities forbidden by the faculty. Cheating includes giving information, materials, or work to another person in order to help that person cheat. Cheating is an act in which a student gains unfair academic advantage through duplicity, deception, or dishonesty of any kind. which occurs when a student uses unauthorized notes to complete an exam, takes an examination for another student, copies answers from other students' examinations or engages in similar conduct intended to falsely represent, or that results in falsely representing, their academic capabilities.
 2. Fraud.
 3. Plagiarism is an act defined as presenting academic work, term papers, essays, projects, experiments, examinations, or other

assignments which are not entirely the student's work. Plagiarism may include, but is not limited to, quoting sources without giving appropriate credit, building upon the work of another without giving proper credit, taking and presenting as one's own work actual articles or documents or any portion of actual articles or documents from any source, including print, computer and electronic media, or directly using another person's ideas or concepts rather than words without crediting the source;

4. Copyright Policy Violations are the unauthorized use of copyrighted materials from any source, including but not limited to, print and electronic media, is an act of academic dishonesty. Copyright violators are subject to legal penalty.
(<https://www.oregoncoast.edu/copyright/>)
5. Buying or selling of all or any portion of course assignments and research papers, knowingly providing material to another student for the purpose of committing, or assisting other students to commit an offense of academic dishonesty or performing academic assignments (including tests and examinations) in another person's stead;
6. Unauthorized disclosure or receipt of academic information.
7. Falsification of research data.
8. Unauthorized collaboration (e.g. working together on an individual assignment);
9. Using the same paper or data for several assignments or courses without proper documentation or authorization (e.g. using the same paper in different classes);
10. Unauthorized alteration of student materials;
11. Academic sabotage, including destroying or obstructing another student's work.

A student who violates academic integrity may be subject to disciplinary action according to Students Rights and Responsibilities and Student Code of Conduct.

Procedures of Academic Integrity Inquiry Process Action/Steps by Faculty:

1. The faculty member observing or investigating an apparent violation of academic honesty meets with the student and shares the Oregon Coast Community College Academic Integrity Policy and Procedures. The faculty member explains to the student the procedures and penalties for violation of academic honesty.
2. The faculty member provides the student with an opportunity to explain the incident.
3. If, after initial investigation and conference with the student, the faculty member resolves the issue

informally with the student and determines that there was no violation of academic honesty, the process is concluded and there is no need to complete the Academic Integrity Concern Form.

4. If, after initial investigation and conference with the student, the faculty member finds that there has been some violation of academic honesty, the violation is documented, using the Academic Integrity Concern Form.
5. The faculty member collects evidence by assembling all relevant documentary evidence and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.
6. If the faculty member finds the student to have been dishonest, the faculty member may resolve the matter by determining an appropriate course of action. The faculty member may: (a) issue to the student an oral or written warning; (b) require the assignment be redone; (c) issue a grade of "F" or zero on an assignment, project, or examination on which the academic misconduct occurred; (d) issue a lower grade or grade of "F" or "No Pass" for the course for repeated violations; and/or (e) initiate the student conduct and disciplinary process.
7. The decision of the faculty member is recorded on the Academic Integrity Concern Form which is sent to the faculty member's supervisor and the Chief Academic Officer.
8. In the event the faculty member's investigation is pending at the time course grades are due, the faculty member may elect to submit a mark of "I" (Incomplete), with the student informed in writing by the faculty for the reason for the investigation and the incomplete mark via the Academic Integrity Concern form.
9. The student may appeal the faculty member's decision within five (5) business days of receiving the faculty member's decision. The student may submit the appeal in writing to the Chief Academic Officer or designee with the rationale for why the faculty member's decision is being contested.

Student Appeal of Faculty Decision to the Chief Academic Officer or Designee:

1. If the accused student contests the faculty member's decision, a meeting with the Chief Academic Officer or designee may be requested.
2. If the faculty member wishes to initiate further disciplinary action (e.g., place the student on program-based academic probation), the student is entitled to the rights and process afforded in the Student Code of Conduct policy.
3. Within ten (10) working days of receiving the student appeal, the Chief Academic Officer or designee meets with all parties regarding the

alleged incident of academic dishonesty. Official notification of meetings will be in writing. The purpose of the meeting is for the student to hear the charges and present his/her side of the case. The Chief Academic Officer or designee will consider all relevant evidence submitted within seven (7) days prior to the meeting. The Chief Academic Officer or designee determines if the action recommended by the faculty member is appropriate. If the student misses the meeting, the Chief Academic Officer or designee may proceed with the process to completion.

4. Within five (5) working days of the meeting, the Chief Academic Officer or designee sends written notification of the results of the inquiry to the student and faculty member. The decision of the Chief Academic Officer or designee is final.
5. Further consequences may be imposed by the Chief Academic Officer or designee in cases of grievous violations of academic honesty or for a continued pattern of violations. Additional sanctions may range from a written warning to expulsion from the college.

Approved: 4-1-25

Student Records and FERPA

Student Records Policy

Oregon Coast Community College shall follow all applicable state and federal laws, rules, and regulations which apply to student records. Subject to the provisions of the [Family Educational Rights and Privacy Act \(FERPA\) of 1974](#), all information contained in the College records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the subject student or upon the lawful subpoena or other order of a court of competent jurisdiction.

FERPA-approved exceptions include college-defined [Student Directory Information](#), and information released for purposes of the [Solomon Amendment](#). Students must be given the ability to opt-out of the release of Student Directory Information. Student information may be shared among College faculty and staff on an official (need to know) basis.

FERPA, also known as the Buckley Amendment, (Statute: 20 U.S.C. 1232g; Regulations: 34CRF Part 99), is a federal law that states (a) a written institutional policy covering student privacy rights must be established and (b) a statement of adopted procedures covering these rights must be made available. The law provides that the institution will maintain the confidentiality of student education records and affords students certain rights regarding their educational records.

For the full statement and notification of specific rights under FERPA for OCCC students, click [here](#).

They are in general:

- The right to obtain a copy of OCCC's current Student Records Policy.
- The right to inspect and review their own educational records.
- The right to seek to amend their own educational records.
- The right to have some control over the disclosure of information from their own educational records by authorizing or denying access in writing.
- The right to file complaints of alleged failures to comply with the requirements of FERPA with the U.S. Department of Education.

Note: FERPA rights belong to the OCCC student, regardless of the student's age.

Questions about these policies can be directed to the Registrar at Registrar@OregonCoast.edu or at 541-867-8538.

FERPA – OCCC Student Directory Information

Background:

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

Purpose:

One purpose of directory information is to allow Oregon Coast Community College to include information from student education records in certain college publications, or to local news media to recognize student achievements and awards. Examples include, but are not limited to:

- A list of OCCC graduates, their degrees/certificates completed, and awards received, provided to local newspapers;

- Publication of student achievement of honors and President's/Deans' List awards;
- Publication of graduation programs;
- Recognition of scholarship recipients.

Under FERPA law, student directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent. Outside organizations to whom Oregon Coast Community College may release student directory information include, but are not limited to,

- Employers considering students for interviews, seeking verification of degrees/certificates completed or in progress;
- Other institutions of higher education;
- Local agencies to provide confirmation of student status for housing requests.

OCCC Definition of Student Directory Information:

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

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

Student Directory Information Opt-out Procedure:

If a student does not want Oregon Coast Community College to disclose any or all of the types of information designated above as directory information from their education records without their prior written consent, the student must notify the Registrar at Oregon Coast Community College by using the opt-out provisions within the FERPA/Student Directory Information/Solomon Amendment notification sent to students each term, or by completing the

[OCCC Student Directory Information Opt-out Form](#) (Student) and [Opt-out Form](#) (Parent). Student opt-outs must be received by the date specified within the notification.

FERPA and the Solomon Amendment – Requirement to Provide Information to Military Recruiters

The Solomon Amendment is a federal law that allows military recruiters to access some address,

biographical and academic program information on credit students age 17 and older who have not filed any FERPA restrictions.

The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of "student recruiting information," which may or may not match the College's FERPA student directory information list.

Student recruiting information is defined as:

- Name
- Address (not defined as OCCC Student Directory Information)
- College Email Address (not defined as OCCC Student Directory Information)
- Telephone (not defined as OCCC Student Directory Information)
- Age (not defined as OCCC Student Directory Information)
- Class Level (Freshman, Sophomore, etc.)
- Academic Major
- Place of Birth (not defined as OCCC Student Directory Information)
- Degrees Received
- Most Recent Educational Institution Attended

[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

Contact Information

College Contact Information and Campus Locations

Central County Campus

400 SE College Way
Newport, OR 97366
541-867-8501
FAX: 541-265-3820 (Administration)
FAX: 541-867-8559 (Student Services)
Business Hours: Monday - Friday: 8am - 5pm (Summer term the campus is closed on Fridays)

North County Center

3788 SE High School Drive
Lincoln City, OR 97367
541-994-4166
FAX 541-996-4958
Business Hours: Monday - Friday: 8am - 5pm (Summer term the center is closed on Fridays)

South County Center

3120 Crestline Drive
Waldport, OR 97394

541-867-8501
FAX 541-563-4502
Business Hours: Varies, call the Central County Campus for information.

East County Center

1811 NE Arcadia Drive
Toledo, OR 97391
541-867-8501
Business Hours: Varies, call the Central County Campus for information.

OCCC Welding Laboratory

625 N. Bay Road
Toledo, OR 97391
541-867-8501
Business Hours: Varies, call the Central County Campus for information.

Quick Contacts

Safety and Security

Emergency Numbers : 911 (or 9-911 from campus phones)

Non-Emergency Numbers:

- Campus Safety Chris Rogers Director of Facilities & Safety (541) 867-8549 chris.rogers@oregoncoast.edu
- TCB Security, (541) 574-2828 (after hours Newport only)
- Newport Police Department (541) 265-4231
- Newport Fire Department (541) 265-9461
- Lincoln City Police Department (541) 994-3636
- North Lincoln Fire & Rescue (Taft Station) (541) 994-3100

Campus departments

Basic Skills Department Rob Seal, Title II Assistant (541) 867-8535 robert.seal@oregoncoast.edu

Registrar: Kira Woosley, Registrar (541) 867-8538 registrar@oregoncoast.edu

Financial Aid Darin Seal, Director of Financial Aid (541) 867-5802 finaid@oregoncoast.edu

GED Testing Dana Gallup, Testing Specialist (541) 867-8505 dana.gallup@oregoncoast.edu

Gender-Based and Sexual Misconduct Bruce Clemetsen, Vice President of Academic & Student Affairs (541) 867-8511
bruce.clemetsen@oregoncoast.edu

Instructional Services Sarah Whiteford, (541) 867-8506 sarah.whiteford@oregoncoast.edu

Library and Information Resources Erin Riggs, Director of Library & Media Services (541) 867-8527
erin.riggs@oregoncoast.edu

Lost and Found Student Services (541) 867-8501

PHI THETA KAPPA ΦΘΚ (Beta Delta Lambda Chapter at OCCC) BΔΛ Dana Gallup, Testing Specialist (541) 867-8505 dana.gallup@oregoncoast.edu

Student Services Melissa Rushford, Academic & Student Affairs and Administrative Services Coordinator (541) 867-8501
Melissa.rushford@oregoncoast.edu

Tutoring Services Dana Gallup, Testing Specialist (541) 867-8505 dana.gallup@oregoncoast.edu

Veterans Services Darin Seal, (541) 867-5802 darin.seal@oregoncoast.edu

Additional contact information and the full faculty directory can be found on the OCCC website. [Faculty and Staff Directory - Oregon Coast Community College](#)

Glossary of College Terms

Glossary of terms

AAOT (Associate of Arts Oregon Transfer degree): Fulfills lower division general education requirements in math, social science, arts/letters and general sciences at all Oregon four-year public institutions. Students transferring to a private college or another state should consult with their advisor for specific transfer requirements to any institution.

AAS (Associate of Applied Science degree): A two-year degree, indicating the degree holder has a concentration of courses in a professional technical area. See the College Catalog for AAS degree programs.

AGS (Associate of General Studies): A degree program awarded to students who complete a minimum of

ninety (90) credit hours of approved course work designed to meet the student's academic and career goals.

ASOT-Bus. (Associate of Science Oregon Transfer - Business degree): A statewide block-transfer associate's degree intended to prepare students for transfer into a baccalaureate business program at an Oregon University System (OUS) institution. Students who receive this degree will have met all lower division general education requirements and will have completed core lower division business courses. The degree specifications include a guide to university-specific business program prerequisites; the degree does not guarantee admission to a business school/program at an OUS campus.

Academic Advisor: A staff member assigned to a student who provides the support and assistance needed to help a student achieve his/her educational goals. Advisors can help students clarify and develop realistic educational plans, monitor their progress towards educational goals and serve as a resource for information about campus services and community resources. Students must meet with an academic advisor before they can register.

Academic Probation: This is a warning to the student that his or her academic progress is unsatisfactory. **Assessment:** A process of testing to determine a student's readiness for college-level course work, their correct placement into courses, and to direct the student to support services that will best help them be successful.

Associated Student Government (ASG): A nonprofit organization composed of students for students that provides services and activities to the student population.

Bachelor's Degree: Otherwise known as the baccalaureate degree and/or four-year degree, the degree is generally divided into two categories:

1. **Bachelor of Arts:** This degree is awarded to students who successfully complete a specified university curriculum of approximately 186 quarter hours or a specified number of semester hours; with a requirement of a second-year proficiency in a foreign language, as well as a specified number of credit hours in the humanities or arts and letters areas of concentration.
2. **Bachelor of Science:** This degree is awarded to students who successfully complete a specified university curriculum of approximately 186 quarter hours or a specified number of semester hours; with an emphasis in science and/or social science areas of concentration.

Career and Transfer Readiness Center (CTRC): The Career and Transfer Readiness Center (CTRC), located at the Central County Campus in Newport, is an interactive community of OCCC students and staff designed to help students explore career and transfer options or browse information in the Career Information System (CIS). Through a variety of tools, CTRC may help students decide how to pay for college, set career goals, or select an area of study. For more information, please contact Student Services at (541) 867-8501.

Certificate of Completion: A certificate that may be awarded for successfully completing a specific course or a group of related courses. A Certificate may also be awarded upon successful completion of a professional/ technical program, consisting of 45 or more quarter hours.

Closed Classes: When a class has reached its enrollment limit. Prior to registration, the enrollment level of a class is established to take into consideration the number of students per instructor ratio, number of available student stations, etc.

College Catalog: The official publication that describes the programs, services and procedures of the College; along with detailed listings of courses and degree and certificate program completion requirements. Oregon Coast Community College's catalog is available at oregoncoastcc.org.

Credit: A unit of value assigned to each course, based on the number of hours per week that a student spends in class; varies depending on lecture and lab times.

Curriculum: A series of courses offered in a particular subject area.

Dean of Students: The senior officer responsible for support services to students.

Deferred Payment: An installment payment plan which defers full payment of tuition and fees.

Drop/Add: Terms given to the procedure to delete or add to a student's schedule of registered courses during the first week of each term.

Elective: A course that is not required in the basic core of a student's major, but is taken as additional credits that apply to the overall total of courses/ credits necessary for graduation. Students must see their academic advisor for assistance in selecting courses applicable to their degree.

ESOL (English for Speakers of Other Languages): Classes that offer English speaking, writing, and reading skills to students whose native language is not English.

Full-time: To be officially registered in 12 or more credit/ quarter hours per term. GED (General Educational Development): A battery of subject tests that provide the opportunity to attain the equivalency of a high school diploma.

G.P.A. (Grade Point Average): A number representing the average value of the accumulated final grades earned in courses over a specified time period. At OCCC, GPA is calculated each term and for a student's entire registration history.

Grade: A system that measures the performance level of coursework within a class and the overall performance in completion of a course's requirements. See the OCCC Catalog for specific definitions of each grade level.

Incomplete: At the time final course grades are recorded, the instructor may, with the consent of the student, record an "I" mark and grant additional time for the completion of a minor but essential requirement for the student who is otherwise making satisfactory progress.

Late Fees: Fees charged for not paying an account balance within the published guidelines.

Lower Division: Courses that normally satisfy degree requirements for the first two years of College (freshman and sophomore years).

Major: A field of study that students choose to pursue in seeking a degree. (Majors can be changed throughout a educational career, though doing so may require additional coursework. Students may see their academic advisor for more information.) Also referred to as Area of Study.

Mid-terms: The name used for tests given in mid-stream of the term, usually the fifth or sixth week of the term. Mid-terms give students and their instructors a good indication of how well they are comprehending and retaining the knowledge and skills taught in the course.

National Career and Transfer Readiness Certificate (ACT WorkKeys NCRC®). The NCRC is an assessment-based credential issued at four levels. The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations.

No Credit (NC): The annotation on a transcript representing that a student did not do passing work in a Pass/No-Credit course.

Pass/No-Pass: The alternative grading system in lieu of the traditional "A,B,C,D & F" method. Only certain courses offer this alternative.

Pave Your Way to Success Policy: Payment for classes is due the Thursday before the first day of the term. For students who enroll after that date, payment is due immediately. Students can see their balance or access their bill online in their myOCCC account.

Prerequisite: A requirement added to some courses that mandate successful completion of courses prior to registration. In some cases, an instructor may give approval for registering without the prerequisite if you can furnish proof of prior experience.

Quarter: Approximately one quarter of the academic year. Fall term is 12 weeks. Winter, and spring terms are 11 weeks. Summer term is eight weeks. See the current academic calendar at the College's website www.oregoncoastcc.org for more information.

Quarter Hours: Credits given for attendance and successful completion of College courses operating under the "quarter" system.

Registration: The official procedure in which a student enrolls in classes and pays tuition and fees.

Schedule of Classes: The published listing of classes being offered for the quarter/term.

Scholarship: An award of tuition paid by a sponsoring agency/individual to a student who successfully meets the particular eligibility guidelines and is selected for receipt of the scholarship by the board or committee of the sponsoring agency. Check with the financial aid specialist for available scholarships. 61

Semester: The term designation in some of Oregon's private institutions and out-of-state institutions that operate on a two-block academic calendar year—Fall and Spring term. A semester usually lasts 18 weeks. **NOTE TO ALL TRANSFER STUDENTS:** Students who will be transferring to a semester based institution will need to check on how their quarter hours will be converted to semester hours. Students must check with the institution to which they are applying to transfer.

Syllabus: The coursework outline given to students by the instructor which lists the content of the course based on assignments, homework, quizzes, mid-terms, term projects, class participation and the final examination. Students will receive a syllabus for each credit course by the end of the first week of classes in which they are enrolled each term.

Term: The time frame of 12 weeks in fall, 11 in winter, 11 in spring and 8 weeks in summer of instruction starting with the beginning date of classes and ending with the last day of finals week.

Transfer: Refers to the process of continuing education at another institution. A transfer requires following all admissions procedures mandated by the institution the student plans to attend after Oregon Coast Community College.

Transcript: The official or unofficial compilation of courses taken, grades received, credits earned, honors received, etc. at each institution a student attended. Unofficial transcripts are for personal use and may be opened by the student. Official transcripts may only be opened by an institutions registrar to remain official.

Upper Division: The junior and senior level courses that are offered by universities and four-year colleges; usually denoted by alpha-numeric course numbers of 300-499.

Withdrawal: Process of removing a class or classes from a term schedule between weeks two and seven of the term. No reimbursement of tuition and fees are given for withdrawals.