



College Now/Tech Prep Frequently Asked Questions

www.cocc.edu/techprep

Are there student fees? Who pays the fees and when?

Yes. The student will pay a \$10.00 processing fee for each course transcribed. The high school instructor will send the \$10.00 fee to COCC with the student's registration form. Payment may be made in cash, check or money order payable to COCC. Checks more than six weeks old will not be accepted.

How much time does a student have to complete a course?

Students are encouraged to complete the course by the end of the college term they register. However, a maximum of two terms is allowed. **Exception: ALL students must complete by the end of spring term.**

Is Tech Prep credit transcribed differently?

No. Tech Prep credit is transcribed by Central Oregon Community College in the same way as any other college credit.

Will the college send the student a grade report?

No. End of term grades are available via the student's online student account and will not be mailed. Grades are posted online at the end of each term approximately five days after Friday of finals week. The student may print an "unofficial" copy of their transcript online. However, an "official transcript" must be requested by the student via their secure online student account or in writing to the Student Records Office.

Instructions to view grades or print an "unofficial transcript."

The following information will help you view or print your grades online. Please follow the directions step by step. If after reading the directions you still need assistance, please contact the **Student Helpline at (541) 330-4358. You will need to know your COCC ID number. COCC does not use Social Security Numbers as student ID.**

1. After opening your Internet program, go to COCC's home page (www.cocc.edu).
2. Click on "My Login."
3. Go to "Student & Staff Online Services."
4. Click on "Login Now."
5. Click on the "Find your COCC ID" link. It's in red. Type in your last name and Social Security Number. If COCC does not have record of your social security number, call the **Student Helpline at (541) 330-4358 for assistance.**
6. Follow the directions on the User Login page. If you've accessed your account before, but have forgotten your PIN, enter your student ID number and click the "Forgot PIN" button or call the **Student Helpline at (541) 330-4358.** Follow the directions listed.
7. Click on "Student Services & Financial Aid."
8. Click on "Student Records."
9. Click on "Academic Transcript/Placement Test Scores."
10. Click on "Submit" to view your unofficial transcript.
11. Click the Print button on your toolbar to print your unofficial transcript.

How does a student request a copy of their COCC official transcript?

Transcripts must be requested by the student via their secure online student account or in writing. The transcript processing fee must be paid before transcripts are mailed. No transcripts will be processed the first week of each term. Online requests will be processed the next business day and require a \$5 processing fee. In-person, faxed or mailed request (processed 7-10 working days) will be charged \$5 for the first official transcript requested and \$1 for each additional transcript ordered at the same time. The fee for a rush order or faxed transcript is \$10. COCC reserves the right to withhold transcripts from students who are in debt to the institution. For more information contact Admissions at Boyle Education Center or call (541) 383-7500. Mail your transcript request and fee to COCC, Student Records Office, 2600 NW College Way, Bend, OR 97701-5998.

Do students have to be enrolled in high school to be eligible for courses under this agreement?

Yes. A student must be enrolled in high school at the time he/she applies for COCC Tech Prep credit. High school graduates are not eligible to participate in College Now/Tech Prep.

Do students need to be of a certain status to be eligible?

Yes. High school teachers select students who are qualified to register and complete the learning objectives for college credit.

Do high school teachers need to be of a certain status to teach College Now/Tech Prep classes?

Yes. High school teachers must have an equivalent combination of education and experience as adjunct career and technical education college instructors.

Is a College Now/Tech Prep student officially admitted to COCC?

No. College Now/Tech Prep is a unique program that doesn't require official admission to the college. Officially admitted students must submit an application, a \$25.00 application fee/personal data sheet, take the college placement test and complete the admissions process. In addition, students are required to pay regular tuition and student body fees.

How will documents be transmitted between the high school and the community college?

Documents will be transmitted by the high school teacher. Students may not hand-carry their own materials to COCC. At the beginning of the course the high school teacher will send a completed registration form and \$10.00 fee for each student in the course to the College Now/Tech Prep Coordinator at COCC. At the completion of a course the high school teacher will send all competency checklists, the final grade roster and any other documentation specific to the course such as a final exam or journal, to the College Now/Tech Prep Coordinator at COCC. The College Now/Tech Prep Coordinator will route the documentation to the appropriate college departments for review and approval.

If the local community college does not offer a program that we want to articulate, can we contact other community colleges?

Yes. Students may articulate courses with various community colleges around the state if they are not offered at the local community college. Please note that articulation fees and procedures may vary at other community colleges.

Who creates the competency checklist and course requirements?

Community college instructors create the course competencies and requirements based on COCC-approved course and program outcomes. High school teachers and COCC faculty discuss and agree upon all course competency checklists and requirements.

Who certifies student competence?

High school teachers certify student competencies at the time they are mastered by initialing and dating those competencies in eligible high school courses.

How many credits can students receive?

The number of credits a student is eligible for varies. It depends on the number of credits assigned to a particular community college course and the number of courses the student completes.

How will students be notified of their grades?

COCC will record the grade and post grades online at the end of each term approximately five days after Friday of finals week

Will the articulation process, competency checklist and course requirements be reviewed and updated?

Yes. The articulation process, competency checklist and course requirements will be reviewed and updated annually by COCC faculty and our high school partners throughout the Central Oregon region. Tech Prep courses are comparable in subject matter and rigor to on-campus courses.

What is the role of the College Now/Tech Prep Coordinator in the COCC-regional high school articulation process?

The College Now/Tech Prep Coordinator facilitates the communication process, coordinates and promotes Tech Prep programs among regional high schools, community college department members and administration. The coordinator is the contact person for all College Now/Tech Prep articulated credit opportunities at COCC.

Will all courses meet degree and or certificate requirements?

Yes. College Now/Tech Prep courses meet certificate and/or Associate of Applied Science degree requirements.

Will all grades qualify for degree and course requirements?

No. To meet college graduation requirements, students must complete some courses at a “C” grade or higher. See the COCC catalog individual program pages for a list of courses and requirements.

Will COCC credits transfer to another college?

Guidelines for transferring career and technical credits to another college are listed below. However, it is ultimately the responsibility of the students to know and meet the course requirements of the institution to which they wish to transfer.

A. Transferring Career and Technical credits to another community college.

- Oregon Transfer Module (OTM): The Oregon Transfer Module is designed for students who plan to transfer to an Oregon community college or public university. Composed of 45 credits in writing, math, speech, social sciences, sciences, humanities and electives, it is similar to many institutions’ freshman year requirements.

- Certificates of completion: Provide hands-on training in a variety of technical areas with the goal of giving students the skills needed for various technical jobs (examples include dental assisting, drafting and medical transcription. Many certificates of completion allow students to stop at a variety of points, gain employment in the field and return at a later date for more advanced training. Certificates range from one to six terms and require a minimum of 24 certificate-applicable credits.

Some courses with numbers less than 100 **DO** meet the requirements of COCC certificates and Associate of Applied Science degrees; however, acceptance of below 100-level courses is dependent upon specific program requirements. They **MIGHT** be accepted at other community colleges if they are required for a specific career and technical program. Consult with the community college you plan to transfer to regarding the transferability of specific programs and/or courses.

B. Transferring Career and Technical credits to a four year institution.

Career and Technical credits can be used towards other COCC associate degrees in the following manner:

- Associate of Arts – Oregon Transfer (AAOT degree): The Associate of Arts - Oregon Transfer degree allows students to use 12 career and technical credits towards the required 27-32 elective credit requirement. For use towards the AAOT degree, career and technical courses are either digit-decimal numbered from 1.000 to 8.499, or are those courses included in the “career and technical course list” below. Career and technical credits will be accepted at OUS institutions if the student gets the AAOT degree; if the student transfers prior to receiving the degree, they most likely will not be accepted by the OUS institution (they may be accepted in limited cases towards some technical majors).
- Associate of Science (AS) Degree: The Associate of Science degree is designed as a transfer degree for students who want to transfer to a specific four-year college or university in a specific major. The AS degree works well for students in more technical majors (e.g., science, business, pre-engineering), but can also be designed for other majors. Students may use up to 12 100-level or above (or decimal numbered) career and technical credits towards the AS elective requirement; see list below for applicable courses.
- Associate of Applied Science (AAS) Degree: This degree trains students in specific technical areas to prepare for immediate employment upon graduation. Students should note that the AAS degree requires 93 credits or two-years of full time study including a minimum of 21 credits of general education courses. See the COCC catalog page 41 for the degree checklist . This degree is not articulated with OUS and therefore, the credits most likely will not transfer (they may be accepted in limited cases towards more technical majors).
- Associate of General Studies (AGS) degree: Students are required to have at least three 100-level or above career and technical credits for this degree, and may use others towards the AGS elective requirement; see list below for applicable courses. However, this is a general degree and is not designed for transfer. As such, it is not articulated with OUS and therefore, the credits most likely will not transfer.

CAREER AND TECHNICAL COURSE LIST (as applied to AAOT electives)

Students may use up to 12 credits of Career and Technical (CTE) courses to meet elective credit requirements for the Associate of Arts Oregon Transfer (AAOT) and Associate of Science (AS) degree. Career and Technical Education (CTE) courses are either digit-decimal numbered from 1.000-8.499, or are numbered 100 and higher from the list below. Note that they are generally not accepted by baccalaureate institutions unless used within the AAOT degree.

AH 100 Intro to Health Occupations
AH 111 Medical Terminology I
AH 112 Medical Terminology II
AUT All courses
AV All courses
CCI All courses
CIS 122 Introduction to Programming
CIS 125A Access
CIS 125A1 AutoCAD I
CIS 125A2 AutoCAD II
CIS 125A3 AutoCAD III
CIS 125 E Excel
CIS 125G Photoshop
CIS 135A1 AutoDESK Revit 1
CIS 135A2 AutoDESK Revit 2
CIS 135C1 AutoCAD Civil 3D
CIS 135M1 AutoDESK Inventor I
CIS 145 PC Technician
CIS 279NI Windows 2003 Network Infrastructure Administration
DA All courses
DM All courses
DSL All courses
EMT All courses
FOR 130 Chainsaw Use and Maintenance
GEOG 211 Computer Cartography
GEOG 265 Geographic Information Systems
GEOG 266 Arc GIS
GEOG 267 Geodatabase Design
GEOG 273 Spatial Data Collection
GEOG 280 Co-op Work Experience GIS
GEOG 284 GIS Customization
GEOG 285 Data Conversion/Documentation
GEOG 286 Remote Sensing
GEOG 287 Analysis of Spatial Data
HIT All courses
LMT All courses
MFG All courses
MA All courses
NUR All courses
OA All courses

**For more information, refer to the COCC's catalog online at www.cocc.edu/Prospective
Students/Degrees and Classes/College Catalog.**