



**CENTRAL OREGON**  
community college

# **College Now/Tech Prep**

## **Student Guide**

**2009-2010**

**Stay close. Go far.**



# College Now/Tech Prep 2009-2010

## *Student Responsibilities and Information*

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### **Student Responsibilities:**

#### **Steps to College Now/Tech Prep**

1. Complete a course registration form, attach a \$10.00 fee and to turn it in to your high school CTE teacher.
2. All College Now/Tech Prep forms must be submitted to the high school teacher. High school teachers will submit all student forms to the College Now/Tech Prep office.
3. Congratulations! You are now a College Now/Tech Prep student.
4. Follow the **College Now/Tech Prep Academic Calendar** in your Student Guide Book.
5. Begin your coursework and complete your competency checklist with your high school teacher.
6. Course grading is explained on each course competency checklist. However, if you choose to Audit or Drop/Withdraw complete a College Now/Tech Prep Audit/Drop Form and return it to your high school teacher. **Check the College Now/Tech Prep Academic Calendar for correct dates.**
  - Audit Grade = "X" appears on your transcript. You do not receive credit. Not calculated in GPA.
  - Drop = If you drop early in the term, nothing appears on your transcript to show that you registered in the class. **Check the College Now/Tech Prep Academic Calendar for Drop deadlines.**
  - Drop/Withdrawal Grade= If you drop after the first drop deadline, a "W" will appear on your transcript. A "W" is not calculated in GPA. **Check the College Now/Tech Prep Academic Calendar for Drop/Withdrawal deadlines.**
7. Submit all completion documents to your high school teacher.
9. **View grades online or print an "unofficial transcript."**

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 COCC's 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. The transcript processing fee must be paid before "official transcripts" are mailed.

**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.**

- a. After opening your Internet program, go to COCC's home page ([www.cocc.edu](http://www.cocc.edu)).
- b. Click on "My Login."
- c. Go to "Student & Staff Online Services."
- d. Click on "Login Now."
- e. Click on the "Find your new COCC ID" link; it's in red. COCC does not use social security numbers as student ID. You will need your social security number to find your new COCC ID. If COCC does not have record of your social security number, call the **Student Helpline at (541) 330-4358.**
- f. 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 Admissions at 383-7500. Follow the directions listed.
- g. Click on "Student Services & Financial Aid."
- h. Click on "Academic Transcript/Placement Test Scores."
- i. Click on "Submit" to view your unofficial transcript.
- j. Click the "Print" button on your toolbar to print your unofficial transcript.

## **Student Information:**

### **What is College Now/Tech Prep?**

The College Now/Tech Prep program offers high school students the opportunity to earn college credit in specific Career and Technical Education courses while in high school. These courses are steps in a Career Pathway and Program of Study leading to a certificate, Associate of Applied Science degree or possible baccalaureate degree.

### **How do I earn college credits?**

Register for the class, pay the fee and complete the required coursework. You may receive dual credit: high school and college credit for this course. Check with your teacher.

### **Are College Now/Tech Prep students officially admitted (matriculated) college students?**

No. You are a current College Now/Tech Prep student. But, in order to be an officially admitted (matriculated) college student you need to apply for admission to COCC, pay the \$25.00 application fee, take the college placement exam, pay full tuition and all additional student fees.

### **How will I be graded?**

Course grading is explained on each course competency checklist. The COCC Grading Policy is applied to all classes. For a complete explanation see the COCC catalog at [www.cocc.edu/catalog](http://www.cocc.edu/catalog).

### **How will I receive my grades?**

Grades will be posted on the COCC website at the end of each term. See posting dates on the **College Now/Tech Prep Academic Calendar**. To view your grades online, see the instructions on the previous page.

### **How can I request an official transcript?**

As soon as grades appear on your unofficial transcript online you can request an 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 per copy. 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.

Be sure to submit your Central Oregon Community College Transcript with all college applications.

### **Will my College Now/Tech Prep credits be accepted by all other colleges and universities?**

Students should check the admission and transfer policies of the institution to which they want to transfer college credits.

### **Where can I get more information about CTE programs and requirements?**

Go to the COCC website at [www.cocc.edu](http://www.cocc.edu).

Click on current students.

Click on degrees and classes.

Click on the program of your choice.

### **Where can I get more information about College Now/Tech Prep?**

For more information, view the program online at [www.cocc.edu/techprep](http://www.cocc.edu/techprep) or contact the Tech Prep office at (541) 504-2930.



# College Now/Tech Prep 2009-2010 Academic Calendar

Students and teachers please note these important dates. Students are registered in the term in which their class ends, however, all students must complete by the spring term completion deadline May 28, 2010. Please call us at (541) 504-2930 if you have questions.

1. Course grading is explained on each course competency checklist.
2. If a student isn't doing well in their class and would like to drop, it's the **student's responsibility** to complete and sign a College Now/Tech Prep Audit/Drop form and submit it to the high school teacher.
3. For dropping deadlines, see the calendar below.
4. It's the high school **teacher's responsibility** to submit all student documents to the College Now/Tech Prep office according to the calendar below.

## **Fall 2009**

Last day to turn in registrations to the COCC Tech Prep Office.....	Friday, October 30
(Include fee payment with registrations)	
Last day to change to Audit status or Drop with no entry on transcript.....	Friday, November 6
(Only if class will complete by end of fall term)	
Completion Deadline to submit grades and student completion documents .....	Wednesday, November 25
(Only if class will complete by the end of COCC fall term)	
Last day to drop classes.....	Wednesday, December 2
(Drop form signed by student and teacher, W on transcript)	
Students can access grades at <a href="http://www.cocc.edu">www.cocc.edu</a> .....	Thursday, December 17

## **Winter 2010**

Last day to turn in registrations to the COCC Tech Prep Office.....	Friday, February 12
(Include fee payment with registrations)	
Last day to change to Audit status or Drop with no entry on transcript.....	Friday, February 19
(Only if class will complete by end of COCC winter term)	
Completion Deadline to submit grades and student completion documents .....	Friday, March 5
(Only if class will complete by the end of COCC winter term)	
Last day to drop classes.....	Wednesday, March 10
(Drop form signed by student and teacher, W on transcript)	
Students can access grades at <a href="http://www.cocc.edu">www.cocc.edu</a> .....	Thursday, March 25

## **Spring 2010**

Last day to turn in registrations to the COCC Tech Prep Office.....	Friday, May 7
(Include fee payment with registrations)	
Last day to change to Audit Status or Drop with no entry on transcript .....	Friday, May 14
Completion Deadline to submit grades and student completion documents .....	Friday, May 28
(All students must complete)	
Last day to drop classes.....	Wednesday, June 2
(Drop form signed by student and teacher, W on transcript)	
Students can access grades at <a href="http://www.cocc.edu">www.cocc.edu</a> .....	Thursday, June 17



# College Now/Tech Prep Audit/Drop Form

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Print) Last First Middle

**Mailing Address:** \_\_\_\_\_  
Street City State Zip

**Day Telephone:** \_\_\_\_\_ **Evening Telephone:** \_\_\_\_\_ **Name of High School:** \_\_\_\_\_

**AUDIT:** "X" appears on the transcript. See the College Now/Tech Prep Academic Calendar for correct dates.

Course Number	Course Title	Cr	High School Teacher Signature	Date Signed

**DROP:** Does not appear on the transcript if dropped early in the term. "W" appears on the transcript if dropped later in the term. See the College Now/Tech Prep Academic Calendar for correct dates.

Course Number	Course Title	Cr	High School Teacher Signature	Date Signed

\_\_\_\_\_  
Student signature, attesting that all information above is true.

Mail or fax completed form to:

College Now/Tech Prep  
Central Oregon Community College  
2030 SE College Loop  
Redmond, OR 97756  
(541) 504-2930  
(541) 504-2939 fax

**For COCC Office Use Only:**

**COCC Student ID:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**CRN:** \_\_\_\_\_



# College Now/Tech Prep

[www.cocc.edu/techprep](http://www.cocc.edu/techprep)

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## THE PROGRAM

The College Now/Tech Prep program offers high school students the opportunity to earn college credit while in high school. These competency based courses are steps in a Career Pathway and Program of Study leading to a certificate, Associate of Applied Science degree or possible baccalaureate degree. High school teachers teach College Now/Tech Prep courses in their classroom during regular high school hours. Students complete COCC's competency requirements, portfolio/and or exam to complete the requirements for each course. At \$10 per class, options include courses in allied health, automotive, aviation, biology, business administration, computer information systems, criminal justice, culinary, dental assisting, early childhood education, emergency medical technician, drafting, forestry, manufacturing and nursing.

Upon completion of course requirements, a grade is issued and a COCC transcript is created. Students receive dual credit that may be applied to the student's high school graduation requirements as well as a COCC certificate or degree. College bound students are ready to take higher level courses and advance through their program requirements much faster saving time and money. Students may present transcripts to employers as verification of course completion. Additionally, credits may transfer to other community colleges, providing a foundation for an associate or bachelor's degree!

## ADVANTAGES TO THE STUDENT

- **Saves Money:** At only \$10 per course, students save money based on COCC's current tuition rate, \$66 per credit.
- **Saves Time:** Eliminates duplication of courses taken in high school and community college.
- **Creates a Transcript:** Each credit earned is entered on a COCC transcript for students to use at COCC, job applications or transfer to other colleges.
- **Provides a Career Focus:** Provides students with a Career Pathway and Program of Study that leads from education to employment.
- **Job Readiness:** Prepares students with essential job skills needed in today's highly skilled job market.
- **College Preparation:** Helps students become familiar with the college process, providing a smooth transition from high school to college.

## REGIONAL COLLABORATION

Collaboration is the hub of Tech Prep. A partnership with Central Oregon Community College and the regional high schools has created this innovative program bridging high school and college education. Career Pathways and Programs of Study are developed in response to the educational, workforce and technical demands of Central Oregon. Curriculum teams comprised of regional high school and college instructors and representatives from the industry work collaboratively to set standards, competencies and outcomes for programs. Partnerships have provided equipment donations, finances and technical instruction to meet the demands for highly skilled jobs in Central Oregon.

## MORE INFORMATION

View the program online at [www.cocc.edu/techprep](http://www.cocc.edu/techprep) or contact the College Now office at (541) 504-2930.

**COCC COURSES AVAILABLE FOR ARTICULATED CREDIT  
2009-2010**

<b>PROGRAM</b>	<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CR</b>
ALLIED HEALTH	AH 100	Introduction to Health Occupations	2
	AH 111	Medical Terminology I	3
	AH 112	Medical Terminology II	3
AUTOMOTIVE	AUT 101	Basic Electricity for Automotive	2
	AUT 107	Mechanical Systems I	3
	AUT 110	Small Gas Engines	3
	AUT 208	Automotive Brakes	3
AVIATION	AV 101	Introduction to Aviation	3
	AV 110	Private Pilot	5
BIOLOGY	BI 121	Anatomy and Function I	4
	BI 122	Anatomy and Function II	4
BUSINESS AND OFFICE ADMINISTRATION	BA 80	Working Internship	1
	BA 101	Introduction to Business	4
	BA 111	Applied Accounting I	3
	BA 178	Customer Service	3
	BA 218	Personal Finance	3
	BA 229	QuickBooks	3
COMPUTER INFORMATION SYSTEMS	CIS 70	Introduction to Computers: Windows	2
	CIS 125A1	AutoCAD I	4
	CIS 125DW	Introduction to Dreamweaver	4
	CIS 135DB	Database Theory/SQL	4
	CIS 135M1	AutoDESK Inventor I	3
	CIS 145	PC Technician	4
	CIS 195	Web Development I	4
CRIMINAL JUSTICE	CJ 100	Survey of the Criminal Justice System	3
CULINARY	CCI 71	Basic Sanitation	2
	CCI 81	Food Service Nutrition	2
	CCI 121	Hot Food Production I	4
	CCI 141	Baking I	4
	CCI 151	Gardemanger I	4
	CCI 161	Dining Room I	4
DENTAL ASSISTING	DA 110	Basic Dental Assisting	4
	DA 190	Dental Assisting Practicum I	3
EARLY CHILDHOOD ED	ED 140	Introduction to ECE	4
	ED 150	Environments & Curriculum in ECE	4
	ED 173	Movement, Music and the Arts in ECE	3
EMERGENCY MEDICAL TECH	EMT 170	Emergency Response Commun/Document	2
	EMT 175	Introduction to Emergency Services	3
FORESTRY	FOR 110	Wildland Fire Science I	2
	FOR 127	Plants of the Pacific Northwest	1
	FOR 230A	Map, Compass and GPS	3
	FOR 241A	Field Dendrology	3
MANUFACTURING	MFG 101	Blueprint Reading	2
	MFG 103	Welding Technology I	3
	MFG 115	Design Processes I	2
	MFG 199	Selected Topics: Manufacturing	3
NURSING	NUR 095	Nursing Assistant Level 1	7
	NUR 096	Level 2 Nursing Assistant - Acute Care	6

Date: 3/9/2010

All Previously dated material is not invalid.