



Clatsop
Community
College

CCC Dual Credit Programs:

College Now
&
Coastal
Commitment

Student/Parent
Handbook

2021-2022

Table Of Contents

Welcome to the CCC Dual Credit Programs:	3
College Now & Coastal Commitment	3
Non-Discrimination Statements	5
What is Dual Credit?	7
CCC Dual Credit Program Contacts	7
Advantages of Dual Credit Classes for High School Students:	8
Student Qualifications:	8
Student Rights and Responsibilities	9
Registering for a Class	10
Dropping or Withdrawing from a Class	10
College Grades, Transcripts & Transferring Credits	10
To find your Grades:	10
Official Transcripts:	11
Costs for Official Transcripts:	11
Transferring credits:	11
Frequently Asked Questions (FAQS)	12
FERPA Privacy Policy	14
CCC Catalog	14
Glossary of Key Terms Associated with Dual Credit Programs	17



Welcome to the CCC Dual Credit Programs: College Now & Coastal Commitment

This handbook is designed to familiarize you with the opportunities that Dual Credit programs offer. The handbook will discuss how to participate in the programs. It is designed to answer student and parent questions about the requirements, expectations, procedures, and services available through CCC's Dual Credit programs. If you have additional questions after reading this handbook, please contact a high school counselor or Dual Credit teacher at your high school. CCC contacts for all high school programs are available on page 6 of this handbook or online [here](#).

Dual Credit courses are transferable to public colleges and universities in the State of Oregon and generally transferrable to colleges and universities throughout the United States. There are several ways to transfer college credits, so please check with your high school counselor, teacher, academic advisor, or CCC Dual Credit contact person to confirm how the credits may be transferred the colleges or universities you are interested in attending in the future. Sometimes it is best to contact the college you plan to transfer to and ask an academic advisor about transferring the course into a specific degree program.

Dual Credit programs are supported by Oregon Laws. The law that pertains is: OAR 715-017-0005 - Dual Credit" which means secondary and postsecondary credit awarded for a course offered in a high school, which course is sufficiently similar to the college or university course as to enable the enrolled students to be described as taking the course from an Oregon community college or public university as set forth in ORS 340.310. The course must be taught by a high school teacher who has been approved by the college or university and who meets the qualifications to teach the

course for the college or university. Dual Credit may include Career and Technical Education courses.

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

- Academic options for students who are considering college classes after graduating from high school;
- A chance to explore college-level work while in high school;
- Minimizes the duplication of courses taken in high school and college;
- Shortens the time required to complete a certificate program, Associate's or Bachelor's degree;
- Reduces the cost of post-secondary education;

When you register for a Dual credit class, *you are a college student!* This handbook provides an overview of college systems and services so you can begin to understand what it means to be a college student. Dual credit experiences can help you discover important skills to be a successful college student once you complete high school.

Please remember that whenever you are fully registered for a college credit class, you may have access to college services such as the college Library and Patriot Hall (the college gym). There are many people at the college who are available to support your college experiences. Don't hesitate to contact us for more information.



Non-Discrimination Statements

Non-Discrimination Declaration

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Desiree Noah, Affirmative Action/ Gender Equity (Title IX) Officer, Lower Library, Suite 103, dnoah@clatsopcc.edu (503) 338-2450; TDD (503) 338-2468. For Student Access Services, contact Christine Riehl at criehl@clatsopcc.edu.

Accommodations

Students having questions about or a request for classroom accommodations should contact Christine Riehl at criehl@clatsopcc.edu.

Community members having questions about or a request for special needs and accommodation should contact Desiree Noah, Lower Library, Suite 103, dnoah@clatsopcc.edu (503) 338-2450; TDD (503) 338-2468. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación

Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Desiree Noah, Oficial de Acción Afirmativa / Título IX localizada en la biblioteca, oficina número 103 dnoah@clatsopcc.edu número de teléfono (503) 338-2450, TDD (discapacidad auditiva) (503) 338-2468. Para servicios de acceso para estudiantes, comuníquese con Christine Riehl en criehl@clatsopcc.edu.

Ayuda a personas discapacitadas

Estudiantes que tengan preguntas o una requieran solicitud de adaptaciones en el aula deben comunicarse con Christine Riehl en criehl@clatsopcc.edu.

En cuanto a los miembros de la comunidad, se les pide que se comuniquen con Desiree Noah, localizada en la biblioteca, oficina número 103 dnoah@clatsopcc.edu número de teléfono (503) 338-2450, TDD (discapacidad auditiva) (503) 338-2468. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.

What is Dual Credit?

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

There are two dual credit programs offered at Clatsop Community College for Oregon high school students: **College Now** (primarily Career and Technical Education classes), and **Coastal Commitment** (primarily lower division transfer classes). Both types of dual credit offer college level credits for approved high school classes.

CCC Dual Credit Program Contacts

College Now:

Kristin Wilkin, Dean of Workforce Education and Training
Mary Jackson, CTE Regional Coordinator

kwilkin@clatsopcc.edu
mjackson@clatsopcc.edu

Coastal Commitment:

Margaret Frimoth, Sr. Manager, Academic Success

mfrimoth@clatsopcc.edu

There are two additional programs that high school students can participate in to gain college credit — *Simultaneous Enrollment* and *Running Start*. These programs allow high school students to take college classes *at the college*. For more information about these two programs, please contact your high school counselor or teacher.

For additional information about being a college student, please contact the CCC Welcome Center Advising (advising@clatsopcc.edu) or the CCC Admissions Office (admissions@clatopcc.edu).



Advantages of Dual Credit Classes for High School Students:

By participating in dual credit classes, you may:

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

Student Qualifications:

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

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

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



Student Rights and Responsibilities

To begin earning Clatsop Community College credits:

1. Contact your high school counselor and/or instructor for information about College Now and/or Coastal Commitment class offerings, including schedule requirements and textbooks.
2. Complete any required placement tests and/or meet all pre-requisites prior to registration. Students needing to complete placement tests should contact their high school counselor about possible availability of testing at their school. If the test is not available at your high school, the student should contact CCC's Testing Center or by phone at 503-338-2426 to schedule a time for the test.
3. Enroll in both the high school class and the Clatsop Community College class. A special college registration form is available to use for registering for a dual credit class. Your high school instructor, counselor, and/or a designated school representative will provide the necessary registration documents. Students may also need to purchase a textbook(s) for the course, if required. Textbook fees are waived for any student on free or reduced lunch. Students should check with their local high school counselor and/or instructor regarding specific information about this.
4. From your high school instructor, pay close attention to all course and classroom procedures and expectations because they may vary from course to course. Be sure you understand the specific completion requirements, (e.g., some courses may require a placement test, or the completion of extra work beyond the regular high school coursework, or attending additional classes not designated in a regular school schedule and calendar).
5. Individual dual credit instructors will distribute class policies and syllabi during the first week of class detailing individual class requirements. Students will be expected to perform **at the college level and to honor all deadlines declared by the instructor or Clatsop Community College**. Students should consult with their instructor and/or counselor as soon as possible if they want to consider dropping their class. **All dropped classes need to adhere to published college withdrawal dates.**
6. Student grades will be submitted to CCC by the high school instructor at the end of the term. *Grades are available the Tuesday following the end of the term.* The current academic calendar reflects those dates.

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

Registering for a Class

If applicable, the student must complete a placement test and/or meet pre-requisites before registering and beginning a class. Student registration for dual credit classes is facilitated with the help of the high school. Students do not pay college tuition. In some cases, students may need to purchase textbooks and/or materials for the class, however, this expense may be waived for students on free or reduced lunch. Ask your high school teacher or counselor about waivers if you think you are eligible. Since high school students are enrolled as college students, they are responsible for following college procedures regarding registration as well as the procedures for dropping a class from the Dual Credit program. Students should talk to their counselor or instructor if they want to take a class for dual credit, or if they need to drop the class.

Dropping or Withdrawing from a Class

If you drop your high school class, you will also be responsible for dropping the college class, as well. Simply dropping the high school class does not remove you from your college registration. **You need to officially withdraw from your class through the college.** If you do not withdraw from your class through the college, an "F" will appear on your college transcript as the grade for this class. To prevent an "F" grade, contact your counselor and/or instructor as soon as possible for instructions about dropping or withdrawing from a class. The college requires that all dropped or withdrawals from classes take place by a particular date during the term. For a list of withdrawal deadlines, please see the [Academic Calendar](#) on the CCC website

College Grades, Transcripts & Transferring Credits

Dual Credit grades are recorded on the student's official academic record. Student transcripts are available for viewing online anytime through CCC's website at no cost to the student. Students may view grades or print unofficial transcripts by accessing [CCC's website](#) and following these procedures:

To find your Grades:

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

- Go to the CCC website and Click on "My CCC" (or use this [direct link](#))
- Log into your user name by using either your Social Security Number or 7-digit CCC ID number (your instructor or counselor should have this number)
- Your default password is your birth month and day (mmdd) in four characters

- Once signed in, your student record information is available. Click on “unofficial transcript” to view your grades. You should be able to print your unofficial transcript from this page.
- Alternatively, you may get a copy of your unofficial transcript for free by emailing registration@clatsopcc.edu or visiting the First Stop in Columbia Hall, Rm 109.

Official Transcripts:

Information about requesting an **official** CCC transcript is available on CCC’s [website](#), under the heading of Admissions & Records, and then “Transcript Request.” You will find helpful information about the procedure to request official transcripts and any fees associated with the request. Official transcripts are typically required when students apply to colleges and universities other than CCC.

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

If you cannot access the online form, a written request may be sent to CCC in the following ways:

1. Fax the signed form or written request to 503-338-2503
2. email to: registration@clatsopcc.edu
3. Mail or hand deliver written transcript requests to:
Clatsop Community College
Student Services Welcome Center - Transcripts
1651 Lexington Ave.
Astoria, OR 97103

Costs for Official Transcripts:

Official transcript requests cost \$5.00 per copy.

Transferring credits:

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



Frequently Asked Questions (FAQS)

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

CCC offers two dual credit programs for Oregon Students: College Now and Coastal Commitment.

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

Yes. CCC offers a program called, “Simultaneous Enrollment” for Oregon high school students who attend college classes scheduled on the college campus. CCC also offers a program for Washington State high school students called, “Running Start.” For more information about these programs, please visit the college website [here](#)

What’s the cost for Dual Credit classes?

There is no tuition charged for credits you earn through dual credit classes. There may be additional school fees, textbook, or supplies fees for different classes. These fees may be waived for students who receive free or reduced-cost lunches. Check with your counselor and/or instructor for more information about waiving fees.

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

Yes, information about the admissions process on the college website [here](#).

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

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

Can Dual Credit courses be transferred to another college?

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

Can students on an IEP participate in the program?

Check with your counselor to learn how IEP and 504 students are accommodated. The accommodation is determined by the high school and accommodations may be appropriate for dual credit classes, as well. Your high school counselor can contact Christine Riehl at criehl@clatsopcc.edu.

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

Check with your high school counselor and/or instructor about the availability and schedule. Additional information can be found on the CCC [website](#)

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

The State of Oregon, Higher Education Coordinating Commission has established an expectation that dual credit classes are most transferable when they are graded. The grade protects the integrity of the work you accomplish in the class. If you earn an “A” or a “B” in the class, then the grade transfers exactly as you were graded. When a class is graded as “pass” or “no pass” then the grade may be determined by another college or university as a “C,” “D,” or “F.” A letter grade actually shows your academic effort and is better protection of your over-all grade point average as you work toward your college degree. Of course, this means that you need to be committed to completing every dual credit class with a good grade. The extra work is worth it in the long run.

Does taking Dual Credit classes impact future Financial Aid requests?

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

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

College Now:

Kristin Wilkin, Dean of Workforce Education and Training
Mary Jackson, CTE Regional Coordinator

kwilkin@clatsopcc.edu
mjackson@clatsopcc.edu

Coastal Commitment:

Margaret Frimoth, Sr. Manager, Academic Success

mfrimoth@clatsopcc.edu

FERPA Privacy Policy

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

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

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

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

CCC Catalog

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

- The CCC [website](#) has information about current degree and certificate programs.
- Course descriptions of each class offered is found in the 20221-2022 catalog beginning on page 111.

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

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

Be sure that you are looking at the Academic Catalog for all the above information. The website also provides a term-by-term Class Schedule under the website menu heading "Academics" and then clicking on "Academic Planning" or "Academic Path." Do not hesitate to contact CCC Dual Credit Contacts (on page 6 of this handbook), or the Student Welcome Center/First Stop in Columbia Hall (503-338-2411) for further assistance with any questions.

College and career opportunity is here for you.



There is a college or training program ready for you.

No matter where you are in your life, there is a program that can help meet your needs. This could be a career certificate, a two-year degree, an apprenticeship, a bachelor's degree, or other credential.

College and training is here for you—whether you are restarting or just starting.

Did you know over half of community college students and a quarter of Oregon public university undergraduates are over age 25? It's never too late to earn a degree or certificate, or complete a training program! Maybe you started, but didn't finish. Maybe you considered applying, but thought it wasn't for you. Whatever path you've taken, you have options.



I'm proving I can finish my degree not only for myself but for my kids. I want to succeed in this for them so they know you can always pick up where you left off and make the life you want.



I'm working my way through an apprenticeship because I want to earn a better salary to provide for my family, and to do that with a job I love.

A degree or certificate can boost your career and income.

The right college or training program can help you get a well-paying job, advance in your current work field, or start a new line of work.

College and training can fit into your life and your schedule.

Working full-time? Juggling school with child care? Have family obligations? Oregon community colleges and universities offer online courses, have locations across the state, and offer part-time or full-time programs to meet your needs.

There is no one way to be a college student. Find the path that works for you.

College staff can help you choose the best program for you, find financial aid options, figure out how past credits can transfer, and complete your degree or certificate.



The second time around in college, I felt like I was ready. I was more focused. I got my financial aid application in on time and actually got some help. And when I got there, meeting students a lot like me, working on degrees in fields I had never even considered for myself, like computer science and public health, made me realize I had more options for myself. If they can, I can!



High school was tough for me. I didn't think college was in the picture. But when I finally signed up for a class, I ended up being that person raising my hand, answering questions. I never knew before what I was capable of doing!

Financial assistance can make your education and training affordable.

Scholarships and grants are available to help you afford tuition, books, and other costs.

Each year, the State of Oregon awards over \$100 million in grants to students and manages more than 600 private scholarships.

- Complete your Free Application for Federal Student Aid (FAFSA) or Oregon Student Aid Application (ORSAA).
- Find and apply to state grants and scholarships that you qualify for at OregonStudentAid.gov.
- Talk to the financial aid office at the school or program that interests you.

Talk to an advisor or visit oregon.gov/highered to learn more about your options.



Dual Credit classes are a great way to begin YOUR experiences in college classes.

Glossary of Key Terms Associated with Dual Credit Programs

Accelerated Learning – Educational experiences that provide high school students with the opportunity to earn college credit while in high school. These educational experiences may occur at a college/university or as part of the high school program. In many cases, students earn both high school and college credit. Accelerated Learning has many forms in Oregon, some examples include: high school students taking courses at the college/university independently or as part of Expanded Options or other programs, Dual Credit and Advanced Placement courses.

Dual Credit, as defined by the standards, refers to a course that is

- a) Offered as part of the high school program,
- b) Taught by a high school teacher, acting as a proxy instructor for the college/university, who has been approved by the college/university and meets the qualifications to teach the course for the college/university,
- c) Sufficiently similar to the college/university course to enable the student to be described as “taking a course from the college or university”. Dual credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college or university.

The Oregon Dual Credit Standards align with nationally recognized practices and very specifically focus on replicating, to the greatest extent possible, the college or university course in the high school. This includes requiring the participating high school teacher to meet the qualifications to teach the course for the college/university.

High school based college credit partnerships - Accelerated learning opportunities offered as part of the high school education program through partnerships between high schools and institutions of higher education utilizing dual or concurrent enrollment or other early college credit opportunities to enable students to earn and transcript college credit while in high school. This does not include courses that students take directly from the college/university while in high school, whether by coming to the college/university or having college/university faculty teach the course at the high school.

Sponsored Dual Credit, as defined by the standards, refers to a course that is

- a) Offered as part of the high school program,
- b) Taught by a high school teacher in partnership with a sponsoring college/university faculty member who meets the qualifications to teach the course for the college/university, and
- c) Sufficiently similar to the college/university course to enable the student to be described as “taking a course from the college or university”. Sponsored Dual

credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college or university.

While the proposed Sponsored Dual Credit standards are modeled after the Oregon Dual Credit Standards, they broaden the options for offering college or university courses at the high school by providing explicit standards for faculty/teacher partnerships to ensure appropriate expertise, oversight and alignment. This allows a high school the opportunity to work closely with a college or university to offer these courses even though the high school may not have teachers who meet the higher education institution's qualifications for teaching the college or university courses.

Sponsoring college or university: The sponsoring college or university is the institution that is awarding and transcribing the postsecondary credit. The sponsoring college or university is responsible for ensuring compliance with accreditation, and institutional rules, standards, laws, and regulations, as well as upholding the Sponsored Dual Credit agreements with partners. If there are multiple college or university partners, each higher education institution is considered a sponsoring college or university for the courses for which it is awarding and transcribing credit.

Sponsoring faculty member: The sponsoring faculty is a faculty member from the sponsoring college or university who is responsible for the college course offered and the credit awarded, and who oversees the orientation, oversight, training and implementation to ensure that the sponsored dual credit courses align with the college's or university's courses. The sponsoring college or university is responsible for identifying a sponsoring faculty member who has the qualifications and experience to provide appropriate leadership and oversight, and who is committed to connecting, communicating and collaborating with the high school teachers and other faculty in the partnership.

Program Partner: The self-study cover sheet asks for a list of program partners. For the purposes of the self-study, a program partner is the entity with which the college or university collaborates to engage with high school students and provide college credit opportunities. This could be a high school, a school district, an education service district, another partner who works with these entities such as a college access organization or a community based organization.