

COCC Information for Degree Partnership Program Students

OSU is the home institution and COCC is the secondary institution. Students who choose to take courses at both campuses need to be familiar with both campuses policy, procedures and structure. This document provides information about COCC for dual-admit DPP students.

Tools COCC Advising and Registration

Academic Calendar - at COCC to track dates and deadlines

www.cocc.edu/departments/admissions/degrees-and-classes/academic-calendar-important-dates-by-term.aspx

Bobcat Web Account - to register, look up priority registration dates, view holds.

<https://www.cocc.edu/home/student-login.aspx>

Registration – registration issues, pre-reqs other information

<https://catalog.cocc.edu/student-resources/registration/>

Placement Testing – DPP students are required to take a Math placement test to remove the Math Placement **HOLD**. ALEKs Math placement test taken at OSU will transfer to COCC to complete required Math Placement. Writing placement is not required for DPP-COCC students.

Select Your COCC Courses

If you plan to take COCC courses as a DPP student at both COCC and OSU-Cascades, you need to make sure you are taking the correct courses.

Use the Transfer Guides for Bacc Core and your major program of study to ensure you are selecting the correct courses.

osucascades.edu/admissions/cocc-transfer-guides

catalog.cocc.edu/degree-certificate-overview/osu-baccalaureate-core/

Plan Your Courses at COCC

Go to the Credit Class Schedule on the COCC homepage to look for courses that fit your needs: cocc.edu/degrees-classes/schedule-of-classes.

- **Time and Location:** where and when the class meets. Classes are offered at the Bend, Madras, Prineville and Redmond campuses and online.
- **Course Description:** includes the course number and title, a summary of the course content, prerequisites, number of credits and course format.
- **Footnote:** includes specific information about the course such as whether department or instructor approval is required, etc.
- **Seat Availability:** includes information about the maximum number of seats in the class, the number of seats remaining or if there is a waitlist.
- **Course number:** the letter prefix and number of a class. Example: WR 121.
- **CRN (course reference number):** the five digit number for the specific class.
- **Start and end times of the class meetings.**

Get Advising Hold Lifted

Once you have met with your OSU-Cascades advisor they can remove your COCC advising hold. Check each term to see if you have this hold and ask your OSU-Cascades advisor to remove it when you meet.

Other COCC Holds

You cannot register if you have a hold on your account. Holds can include:

- OUTSTANDING COCC DEBT - Unpaid application fee, tuition, parking tickets, library fines.
- Online COCC courses require students to complete an “online course orientation”

Register for COCC courses

Add a Course

Courses may be added until 7 a.m. on the first day of the first class session. After this time, permission from the instructor is required to add a course. Students may add courses via their Bobcat Web Account (with electronic instructor approval) or in person at the Boyle Education Center, or at the Redmond, Madras and Prineville Campuses.

Students may not begin attendance in a new class after the first week of the term.

Drop a Course

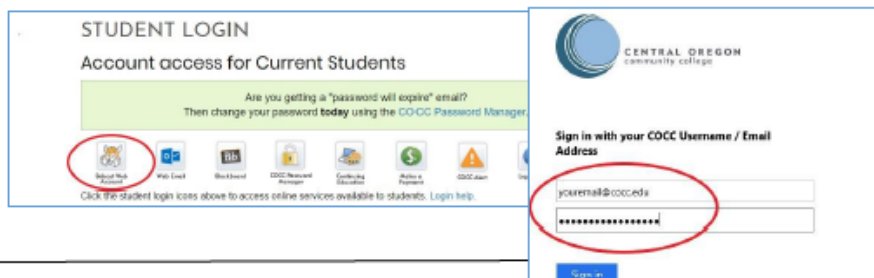
For full term classes, students may drop online through their Bobcat Web Account during the first two weeks of the term. Students may also complete the drop section on a registration form and submit it in person at the Boyle Education Center or at the Redmond, Madras or Prineville Campuses. After week two, students must submit a registration form or contact Admissions and Records, 541-383-7500, to drop a course over the phone. Learn more about adding and dropping courses at <https://www.cocc.edu/departments/admissions/register-for-classes/adding-and-dropping-classes.aspx>

Web Registration Instructions

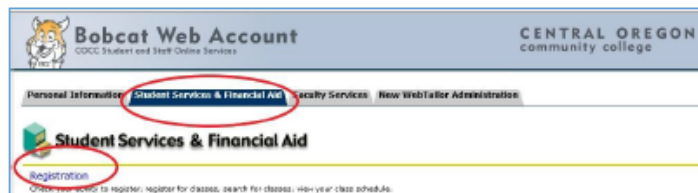
- 1 Choose "Student Login" from the cocc.edu home page



- 2 Select "Bobcat Web Account" and sign in with your COCC username / Email address



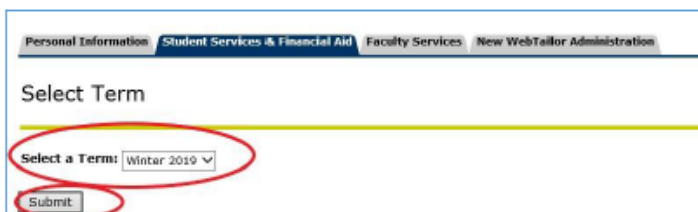
- 3 Choose the "Student Services & Financial Aid" tab and click "Registration"



- 4 Choose "Register/Add/Drop Classes"



- 5 Select the term
 - Submit changes



6 Add your classes

- Enter the 5-digit CRN(s) in the boxes provided
- Submit changes

Add Classes Worksheet

CRNs

10139 10045 12345

Submit Changes Class Search Reset

7 Check your registration status

- You should see “Register on...” if registered
- You should see “Waitlist on...” if waitlisted

Current Schedule

Status	Action	CRN	Subj	Case	Sec Level	Cred	Grade Mode	TRM
Register on Nov 19, 2018	None	10007	AH	111	001	Credit 3.000	Standard	

Total Credit Hours: 3.000
Billing Hours: 3.000
Maximum Hours Allowed Per Term: 19.000
Date: Nov 19, 2018 11:14 am

➤ If you receive an error message:

- Take appropriate “Action”
- Click “Submit Changes” again

⚠ Attention: Classes NOT added to schedule

⚠ Attention: Classes NOT added to schedule

Status	Action	CRN	Subj	Case	Sec Level	Cred	Grade Mode	TRM
Class full, 0 on waitlist. Submit Changes to be added to waitlist.	Wait List	10379	BI	101	02	Credit 4.000	Standard	Letter General

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

8 View your Student Detail Schedule

CRNs

Submit Changes Class Search Reset

[Student Detail Schedule | Tuition/Fees and Online Payment]

RELEASE: 8.7.2.6
© 2018 Elliecon Company L.P. and its affiliates.

9 Print your student detail schedule using CTRL P on the keyboard

10 Log out / EXIT

- Click “Exit” to log out of your Bobcat account before you leave
- Close your browser

CENTRAL OREGON
community college

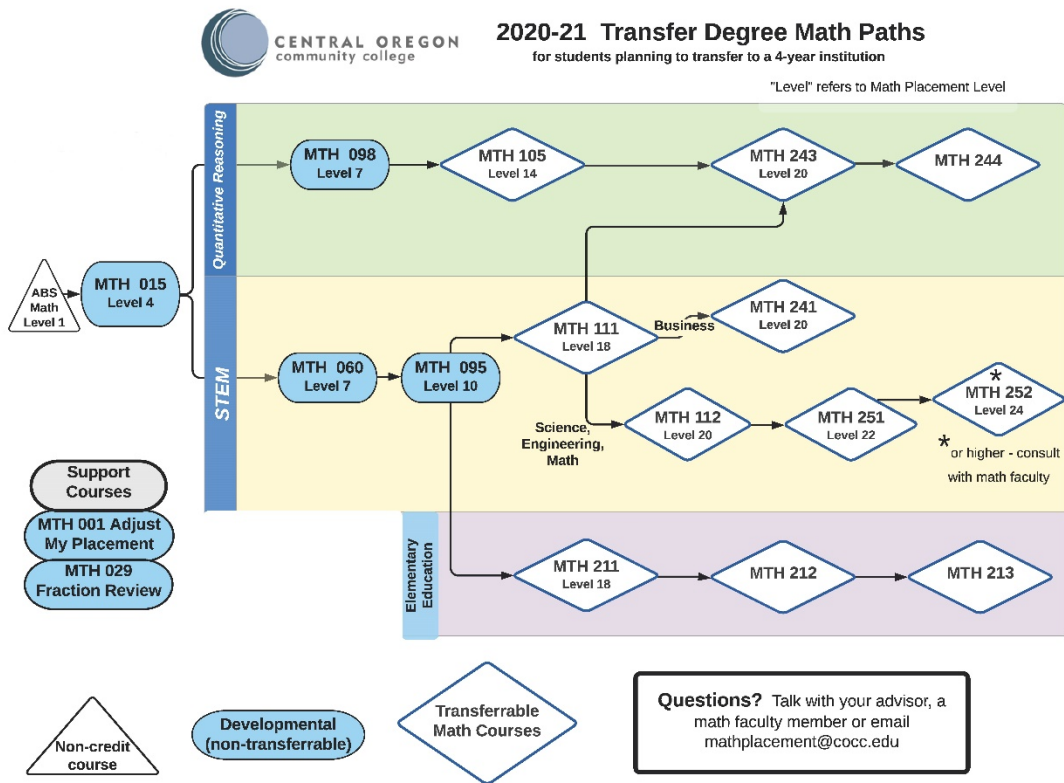
RETURN TO MENU EXIT

Person
Winter 2019
Nov 19, 2018 10:09 am

Writing and Math Courses

The COCC Writing and Math Course Sequence flow charts shown here are tools to help you understand the courses you will take to meet the writing and math requirement(s) for your degree.

- **Locate your writing and math course placements or equivalencies** (course completed). DPP students use your OSU ALEKSs test score to determine math placement and are placed into WR 121.
- **Use your OSU-Cascades Major Checklist** in the catalog to see what writing and math courses are required for your degree. Find the courses on the charts on these pages. EACH MAJOR HAS SPECIFIC, REQUIRED MATH COURSES. Use your OSU major checklists to identify the courses to you need to take
- **Starting with where you placed**, follow the arrows through the flow chart to the writing and math courses required for your degree.



STUDENT TECHNOLOGY ACCOUNTS

ONE LOGIN, FOUR ACCOUNTS:

Student Technical Help Support Line (541) 383-7716



Email

This is your school email account where you have OneDrive storage and Microsoft programs.
[Office 365](#)



Network

You can login to computers on campus or access the WiFi.
[Student Network Accounts](#)



Blackboard

This account is where you will look for announcements, assignments, and grades for your courses.
[Tips for Using Blackboard](#)



Bobcat Account

This is where you will go for registration, account information, online transcript, financial aid status, updating your personal email, and more.

COCC Student ID & User Name

Your COCC Identification	How this is Used
COCC ID # (Starts with 820 as Displayed on College ID Cards)	<ul style="list-style-type: none"> • Is used to verify your identity at COCC • Staff use it to lookup student information
COCC User Name (This is your full COCC email address) Student Email Address Lookup Password Reset or Activate Account	<ul style="list-style-type: none"> • COCC Email • Computers • Bobcat Web Account • Blackboard • Wireless

Other content – visit COCC.edu for all details.

Student IDs

Free photo identification cards are available in the College Information Office located at the Bend Campus (Boyle Education Center lobby) and the Redmond Campus (Building 3). If you have questions, please call 541-383-7596.

This Student ID card is required if students wish to check out COCC library materials or use the Mazama Fitness Center. It can also be used as identification at the Bookstore and Computer Lab or for various discounts throughout Central Oregon.

*Please note: Students must present their payment receipt or copy of their class schedule to receive ID.

Parking Stickers

Parking stickers are available at no cost to all registered students. Parking stickers are available in the Boyle Education Center, at the Information Booth and in Enrollment Services. Students driving to campus are required to have parking stickers visible in their vehicles. Parking tickets (\$25 or higher) will be issued if a current sticker is not displayed.

Bookstore

The Campus Bookstore serves COCC and OSU-Cascades Students. The main Bookstore is located in Newberry Hall on the COCC Bend Campus. There is also a branch located on the COCC Redmond Campus.

The bookstore sells textbooks, publications, academic supplies, software, electronics, arts and crafts items, greeting cards, gifts, snacks and more. The Campus Copy Center and Campus Mail are also located within the bookstore. Textbook buyback is also available.

Learn more at <https://www.cocc.edu/departments/auxiliary-services/bookstore/>

Get Help with Your Studies

Access Tutoring – COCC Courses each

Free tutoring services are available on all campuses (Bend, Redmond, Madras, Prineville) for COCC courses. Check the website for hours and services: cocc.edu/tutoring-and-testing.

Learn more at <https://www.cocc.edu/departments/tutoring-and-testing/>

Pay for COCC Tuition and Fees

Tuition and fees are due by 5 p.m. the second Friday of the COCC term. Options for payment include:

View/Pay Online

Login to your Bobcat Web Account

Click on 'Student Services & Financial Aid'
Click on 'Tuition/Fees and Online Payments'

By Check

COCC Cashiers Office
2600 NW College Way
Bend, OR 97703

In-Person

Enrollment Services located in the Boyle Education Building.

COCC Policies and Procedures

Snow Closure Policy

The philosophy of Central Oregon Community College is that classes will be held except under extreme adverse conditions. We realize that there are times when road conditions on campus are acceptable, yet travel from some parts of the District may be inadvisable. We expect individual students to make whatever decisions are necessary for their own safety.

If conditions are questionable, College officials will attempt to make a decision by 6 a.m. as to whether or not to hold morning classes or close the college. If conditions change during the course of the day, decisions on later classes will be made as early as possible.

With all decisions, announcements will be made through "COCC Alert", the College's emergency notification system, and through the media. The COCC Alert phone recording (541-383-7777) and COCC switchboard (541-383-7700) message will be updated as soon as a decision is made; a message will be put on the COCC website and all media outlets will be notified.

The College may make separate decisions for the four campuses. Unless specified, however, any announcement about the College shall be interpreted to mean all campuses. Any decision made for one of the campuses will impact all classes and all events on that campus.

Educational Records/Directory Information

Enrollment Services - Records maintains all official academic records of enrolled students including transcripts, registration forms, and transfer credit and degree evaluations. COCC follows the Federal Health Education and Welfare Guidelines for the Family Education Rights and Privacy Act of 1974 - Pell-Buckley Amendment (FERPA) which gives students attending post-secondary institutions the right to inspect their educational records and gives college's permission to allow some student information to be shared with the general public.

Learn more at <https://www.cocc.edu/departments/disability-services/confidentiality-and-ferpa.aspx>

Smoking

Possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited in all Central Oregon Community College buildings and grounds. Use in parking lots adjacent to buildings and 25 or more feet away from the building by persons over the age of 21 is permitted. Smoking will be banned completely during high fire danger periods.

“Persons” in the above paragraph is defined as all students, employees, volunteers, visitors, vendors, and contractors. Exceptions to this policy are made for a person for whom a tobacco or nicotine product or a substance to be used with an inhalant delivery system has been lawfully prescribed.

COCC Alert: Emergency Notification System Information

COCC Alert sends text, emails and voice alerts to quickly communicate emergency information. Alerts are also sent when the college is closed or classes are delayed due to weather or road conditions.
Credit Students and Adult Basic Skills (ABS) Students:

If you are registered in at least one credit or ABS class, you are automatically entered in COCC Alert.

You will always receive an alert to your COCC Email address

You can update COCC Alert to receive text, personal email and voice messages

COCC Alert Icon

Update your COCC Alert options: From the student login page, select the COCC Alert icon.
Login using your COCC email address and password.

Nondiscrimination Policy

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of the Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other classes protected under Federal and State statutes in any education program, activities or employment.

Student Concerns Process

The Student Concern Process should be used for general issues or concerns in regards to College staff or faculty or a College policy or process. Concerns regarding any of the following areas must be addressed through the appropriate processes on our website <https://www.cocc.edu/policies/general-policy-manual/student/student-concerns-process.aspx>.

- Student Discipline Process
- Grade Appeal Procedure
- Discrimination
- Sexual Misconduct or Sexual Violence
- Sexual Harassment

Student Petition: Petitions for exceptions to late adding, dropping or withdrawal from a course; refund or waiver of tuition and fees after the published deadline; refund or waiver of late payment or late registration fees; changing to or from an audit, and certificate or degree course substitutions.

A student who needs assistance with or has questions about the student concerns process may contact the Director of Student Life.