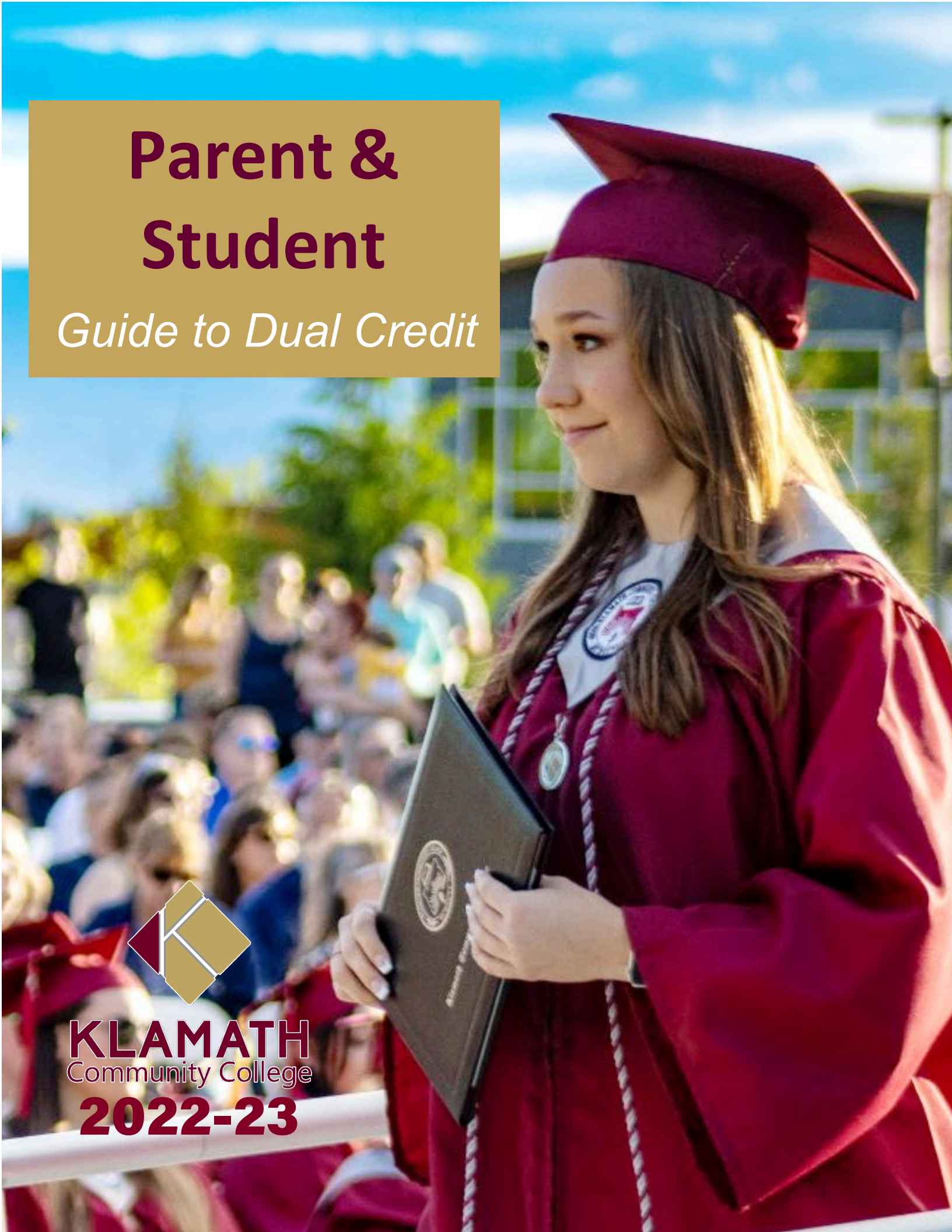# Parent & Student

Guide to Dual Credit

KLAMATH
Community College

2022-23

Klamath Community College Dual Credit Program
Parent and Student Guide to Dual Credit

Table of Contents

Welcome Letter

Dear Parent/Guardian and Dual Credit Student,

On behalf of the faculty and administration, welcome to the Klamath Community College (KCC) Dual Credit Program (DCP).

Klamath Community College's Dual Credit Program was introduced for the first time for the 2007-2008 academic year. The program is sponsored by KCC in partnerships with high schools in Oregon and California. KCC's program allows high school students the opportunity to enroll in academically challenging coursework that enhances high school transcripts for admission into a community colleges or universities. This early start and transferability of courses allows for substantial savings while earning a college degree! Generally, students who start with 15 or more credits earned in high school are twice as likely to continue with their education and earn a degree.

If your school offers dual credit opportunities through KCC, that means that KCC has identified instructors at your high school with advanced degrees and has granted them affiliate adjunct faculty status. High school instructors who are approved through KCC for entry into KCC's dual credit or sponsored dual credit programs teach the same curriculum at your high school that is offered on campus with no cost to students who reside in the state of Oregon, and at a discount rate to students outside the state of Oregon.

Dual Credit courses offer students the opportunity to earn credits necessary to graduate high school while simultaneously earning college credits. Students receive the same assessments and academic achievements as other KCC students, and college credits earned through KCC's dual credit program are recorded on transcripts by the college registrar in the same manner as all students enrolled through KCC.

The purpose of this guidebook is to provide you with answers to questions you may have about the program including information on the process to enroll in a dual credit course, student information about resources, and rights and responsibilities you have as an admitted student at KCC. This handbook and additional information may be found on the KCC High School Program website at https://www.klamathcc.edu/admissions/high-school

Should you have questions that are not answered in this guidebook, please feel free to contact me by email or by phone directly at 541-880-2337.

Sincerely,

Kelly A. Kandra

(Formerly Kline)
Director of Accelerated Learning
kccdualcredit@klamathcc.edu
https://www.klamathcc.edu/Admissions/High-School-Connections

Klamath Community College provides accessible, quality education and services in response to the diverse needs of the student, business, and community. The College supports student success in workforce training, academic transfer, foundational skills development, and community education.

About Klamath Community College

Approximately 3,267 students   Women 58.8%, Men 41.2%
Student to faculty ratio: 15 to 1   Ethnic Minorities: 29.3%
Average Class size: 12

Approximately 1317 Dual Credit students   Women 58%, Men 41%
                                             Ethnic Minorities: 28.3%

KCC Mission
Klamath Community College provides accessible, quality education and services in response to the diverse needs of the student, business, and community.

The College supports student success in workforce training, academic transfer, foundational skills development, and community education.

Core Themes
1. Provide accessible education and services
2. Provide quality education and services
3. Meet the diverse needs of the student, business, and community
4. Support student success

Strategic Initiatives
1. Access
2. Prosperity
3. Excellence
4. Community
5. Planning

Accreditation
Klamath Community College is accredited by the Northwest Commission on Colleges and Universities.

Campus Community
With a campus of approximately 3,267 students and a culture of engaged faculty, the KCC community emphasizes diversity, inclusion and focuses on preparing students to live and lead in a multicultural, global community.

Educational Options
KCC students have currently 71 educational options they may pursue. Whether you are interested in a One Year Certificate, a Career Pathway Certificate or an AAS, AAOT, AAT, AGS, AST and OTM degree, KCC has many options to consider. These programs include 24 Career Pathway Certificates. 19 One Year Certificates, and 28 combined (AAS, AAOT, AAT, AGS) degrees.

Refer to the link below to Degree and Certificate Programs
Klamath Community College - Acalog ACMS™ (klamathcc.edu)

Equity and Access to Higher Education/Dual Credit

KCC's Dual Credit Program supports equity and access measures to ensure that the underrepresented have access to dual credit options. KCC has been able to continue to provide these options at no cost to the students in the state of Oregon. For those high schools located in California, KCC has been able to provide access for students free of charge if they are on the Free or Reduced Lunch Program. For those not a part of the program, the cost is a flat rate of $25.00 per credit.

College Now and College Online High School Programs

KCC, in partnership with the Klamath City and County School Districts, offers on campus and online courses to high school students at no cost to the students. The on-campus courses are offered during what is referred to as "College Now" hours from 1:00 p.m. to 4:00 p.m. During this time period, courses offered are well thought out and recommended for high school students. These courses are directly linked to the "College Now" Program (listed below), the Career Pathway Certificates, One-Year Certificates and Degree options. The school districts pay the high school student rate of $25.00 per credit plus course fees, if applicable to the specific course. Students are able to get a true college experience while under the guidance of the high schools working together with KCC administration and faculty in support of student success. As a result, students are earning Pathway Certificates and engaging with KCC faculty regarding programs of interest and how best to further their education in specific interest areas.

College Now Program

This is program information put together by the Director of Accelerated Learning that includes Career Pathway Certificates, One Year Certificates and Degree options. It is intended for use by counselors and administrators that oversee high school program options and work directly with students.

The College Now Program information support intentionality for students and help them understand the options available to them to achieve success in their educational goals. Courses available on campus and online are listed for each term. This information was first offered for 2018-19 academic year, and with the positive feedback received, has continued.

Counselors and administrators may use the "College Now" program information to coordinate with students on which courses are available to them through dual credit at their high school and then review what is available through online or on campus courses. This will help students advance toward their desired educational goal.

Synchronous Program

KCC has installed synchronous equipment in six rural high schools. This technology provides students access to college courses that are taught in real time by KCC instructors on campus. These high schools have the opportunity to request certain courses according to the needs or interests of their students as well as coordinate days and times. The cost for these courses is paid by the school district.

Dual Credit Frequently Asked Questions

What is Dual Credit?

"Dual Credit" means secondary and postsecondary credit awarded for a course offered in a high school which is sufficiently similar to the college or university course as to enable the enrolled student 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.

Oregon Administrative Rule
https://www.oregon.gov/highered/policy-collaboration/Pages/college-credit-high-school.aspx

ORS 340.310 Statewide Standards for Dual Credit Programs
https://www.oregonlaws.org/ors/340.310

What are the advantages for a student being enrolled in dual credit?

Dual credit allows students to earn college credit while attending high school. In fact, students can accumulate a great number of college credits for free. In some cases, students can even earn a college certificate or degree by the time they finish high school. College credits earned in high school will be transferable to colleges and universities.

Additionally, dual credit helps by:

1. Expanding academic options for high school students
2. Saving students time and money
3. Allowing students to earn college credit while in high school - at no cost to students in state of Oregon and $25.00 for students that reside outside the state of Oregon
4. Being offered at your high school for convenience
5. Enabling students to earn certificates and degrees earlier
6. Helping students identify educational goals and interests earlier

What are the positive outcomes of students enrolling in dual credit classes?

Studies show that dual credit increases the likelihood that a student will complete high school and enroll in and persist in college. Dual credit students who go on to college continue to a second year at a higher rate than freshman who enter college without having earned dual credit. Among freshman who continue to the second year of college, dual credit participants earn a higher first-year GPA. Tuition and fee costs are also decreased by accelerating time to a degree.

What are the eligibility requirements for students?

Students must be high school students and at least 16 years of age. If under the age of 16, students should see their guidance counselor for the approval process.

What are the costs related to dual credit at Klamath Community College?

There are no costs related to a high school student participating in the dual credit program at Klamath Community College if you reside in state of Oregon. The cost is $25 per credit for students who reside out of state.

How does a student enroll in dual credit courses?

Contact your high school counselor to see a list of dual credit options available at your school.

Is my school part of the KCC dual credit high school program?

Click here to view participating high schools.

What are the qualifications of KCC Dual Credit Instructors?

High School instructors must qualify in order to be approved to teach Dual Credit courses. Dual Credit instructors are required to hold a Master's Degree. In addition, the instructor will have advanced course work related to the course they are teaching, either as part of their undergraduate or graduate studies.

Instructors may substitute quality teaching experience and/or applicable professional experience for an advanced degree, at the discretion of the academic division of the college. Under the state accreditation requirements, academic divisions evaluate and approve high school instructors and provide ongoing oversight and collegial interaction. Interaction between KCC and dual credit high school instructors occurs throughout the year through support for high school instructors meeting Course Learning Outcomes and Professional Learning Community (PLC) Workshops.

Does dual credit instruction accomplish comparable results to college-campus instruction in preparing students for college coursework?

Yes
Link to Higher Education Coordinating Commission
https://www.oregon.gov/highered/about/Documents/OAR/Final%20perm%20notice%20receipt%20HSB%20College%20Credit%20Partnerships.pdf

Oregon Administrative Rule
https://www.oregon.gov/highered/policy-collaboration/Pages/college-credit-high-school.aspx

Are dual credit courses transferable?

Yes
Refer to link below to Higher Education Coordinating Commission (HECC) website, Transfer Tools. Listed on the right are educational institutions that you may click on to view courses that are transferable from your institution.
https://www.oregon.gov/highered/plan-pay-for-college/Pages/transfer.aspx

Does KCC allow retroactive enrollment?

KCC does not. One of the most important aspects of participating in a college course is to instill in students who are academically prepared for college level work, the responsibilities that accompany that preparedness. Once a choice is made by the student to enroll in a college course, it is important to respect the requirements of the instructors and the college they attend.

Student Information

Congratulations on becoming a Dual Credit Program (DCP) student and choosing to start college early! The following information will help you to be successful in your educational journey.

General Information
The high school program website will provide you with useful information such as KCC's current catalog which covers a wide variety of topics from Degrees and Certificates available, a complete list of courses offered, how to log onto MYKCC website, KCC Career Assessment tool and key information regarding transferability of courses.
https://www.klamathcc.edu/Admissions/High-School/High-School-Students

Admission and Registration Process
Students enrolled in our "Dual Credit" or "Sponsored Dual Credit programs are fully admitted to KCC. Students must meet the prerequisite skills for specific classes and complete the registration form to take a college course for credit.

If a student requires placement testing, it is available in the KCC Testing Center at no cost to high school students. For information or to schedule an appointment you may call the Testing Center directly at 541-880-2334. The Director of Accelerated Learning at KCC will provide the high school instructor with the necessary registration forms. The high school instructor will turn them in to the Director of Accelerated Learning for processing once they have been completed by the student and signed by the parent if the student is under 18 years of age.

Advising and Credits with a Purpose

Advising is the process of planning your educational goals and selecting courses. Advisors from Klamath Community College (KCC) are available by phone and in person at the main KCC campus in Klamath Falls. If you are under 18 years of age please bring a parent/guardian with you to meet an advisor.

The option for students to enroll in college level courses earning college credit working towards their academic goals while in high school is valuable. However, academic counseling should be the highest priority when choosing your college courses and working towards your academic goals. Working together with your high school advisor and your higher education institution is key to ensuring that your college credits transfer and that they are taken with intention.
Refer to link below to Higher Education Coordinating Commission (HECC) website which offers an Academic Transfer Tools. Listed on the right are educational institutions that you may click on to view courses that are transferable from your institution.

https://www.oregon.gov/highered/plan-pay-for-college/Pages/transfer.aspx

Oregon Transfer Module (OTM)
http://catalog.klamathcc.edu/preview_program.php?catoid=10&poid=758&returnto=582

Oregon Transfer Compass
http://catalog.klamathcc.edu/preview_program.php?catoid=10&poid=834&returnto=582

High school students are not allowed to apply for financial aid while taking dual credit courses, but it is important to know that when you are eligible to apply for financial aid, that all college credits that you earn count against your 150% credit maximum for financial aid.

Appeals and Petitions

There are processes for appeals and petitions should you have disputes about your class. Whether your concern is heard through the high school or KCC depends on the nature of the matter. Contact the Director of Accelerated Learning for advice.

Attendance

In both high school and college courses, attending and participating is vital to your success. Be sure to complete homework, prepare for class, attend, and participate. Talk with your instructor about any problems or challenges you have.

Cost

There are no costs to you or your parent/guardian if you reside in the state of Oregon. Dual Credit Program courses are $25.00 per credit if student resides outside the state of Oregon. The cost for dual credit is waived for an out of state student if the student participates in the free or reduced lunch program at his/her high school.

Drop/Withdrawal

As a student, you are responsible for dropping or withdrawing from Dual Credit Program courses by the program due dates on the course syllabus provided by the instructor during the first week of class.

Enrollment Services

Students enrolled in dual credit at KCC have access to nearly all of the services available to other students including career services, campus computers, library, student organizations and activities, tutoring, and student ID card discounts and services.

(Refer to the link below to reference the directory and Enrollment Services)
https://www.klamathcc.edu/About/Contact/Offices/Student-Services

Family Educational Rights and Privacy Act (FERPA)

FERPA is federal law that governs privacy of and access to personally identifiable student records. Under this law, KCC cannot release the following information to anyone other than the student:
- Financial records (accounts, financial aid, and related information)
- Grades and GPA
- Class schedules, times and locations
- Personal identifying information, such as KCC student number, Social Security Number, and date of birth

Students may release information by filling out a consent form and submitting it to Enrollment Services. If approved by the student, parents may call or visit campus to ask about certain types of protected information. A high school instructor may discuss grades with the student and his/her parents.

(Refer to the link below for access to FERPA Consent form)
https://www.klamathcc.edu/kcc_new/media/Admissions/High%20School%20Information/2019-20/2-Form-DC-Student-FERPA-to-sign.pdf

Financial Aid

Though students are not eligible for financial aid while in the Dual Credit Program, you should remember to file for financial aid in October of the previous year in which you graduate from high school (https://studentaid.gov/h/apply-for-aid/fafsa) For example, if you graduate from high school in June of 2023 you want to apply for financial aid as early as October 2022 (or as soon after as possible) when planning to start college as a regular student for the 2023-2024 academic year. Financial aid representatives and advisors can assist with questions about when and how to apply.

Grading System (KCC)

Grade	Definition	Points Per Credit
A	Superior performance	4.0
B	Quality performance	3.0
C	Competent performance	2.0
D	Deficient performance / but passing	1.0
F	Failure to meet minimum requirements	0.0
I	Incomplete	0.0
P	Pass - acceptable performance	0.0
NP	Not passing	0.0
NA	Not acceptable performance	0.0
R	Repeated	0.0
W	Withdrawal	0.0
AUD	Audit	0.0

Grade Point Average
1. Multiply the number of credit hours earned in a course by the number of points allowed for the grade received
2. Add the total points for all courses
3. Divide this total by the number of credit hours carried for the term. GPA is usually computed to two decimal places

Grading and Transcripts
The grading scale for DCP courses will be listed in the class syllabus given out by the instructor in the first week of the course. The KCC grading system is as follows: A, B, C, D and F, or W (withdrawal). An incomplete is only used in very rare instances.

If you drop a course before the drop due date, it will not be posted on your transcript. If you miss the deadline, you may still withdrawal from the course by the withdrawal due dates and receive a W grade, which does not affect your GPA. Grades will be available and posted on your transcript at the end of each term. KCC does not mail grades or report cards. To access your grades, refer to your student online account.

Mandatory Reporting
To promote the safety of our campus community, KCC has adopted a mandatory reporting policy for child abuse that obligates all College employees to report known suspected cases of child abuse.

(Refer to the link below for more information)
https://www.klamathcc.edu/en-us/safe-campus

Satisfactory Academic Progress

KCC, in compliance with the Federal Regulation 668.34, requires students to maintain satisfactory academic progress to continue eligibility to enroll in classes and receive Federal Financial Aid (grants and loans). Satisfactory Academic Progress (SAP) means maintaining a minimum term GPA of 2.00 and a 66.67% or higher completion rate. The completion rate is based on the number of credits that the student is enrolled in as of the published add/drop due date. A grade of W, I, or F does not count as successful completion of a class. Klamath Community College will apply the Satisfactory Academic Progress Standards at the completion of the term after grades are posted.
(Refer to the Student Handbook, page 31, for more information)
https://www.klamathcc.edu/Students/Student-Handbook

Student Code of Conduct

Students are expected to maintain reasonable standards of behavior as they pursue their educational goals. Enrollment at KCC carries with it certain obligations and responsibilities that are respectful of the mission and functions of the College.
(Refer to link to for full details) https://www.klamathcc.edu/Students/Code-of-Conduct

Student Course Evaluations

At the end of each term, students participating in KCC's Dual Credit and Sponsored Dual Credit Program will receive a student course evaluation by email. These evaluations will address course delivery and content and are not an evaluation of the instructor.

Student Disability Service and Accommodations

(Refer to the link below for the directory and information for Disability Accommodations)
https://www.klamathcc.edu/Students/Disability-Accomodations

Student ID

The KCC database issues each student a Student ID number which identifies you as a KCC student. You may use this number to look up your records and review and order official transcripts. Attending KCC entitles you to a free photo student I.D. card which you can receive by going to Student Services on KCC's Campus, Founders Hall. The student ID card is used for registration, the library, and for various discounts on food, transportation, and/or services around the community.

Contact Student Services for more information

Student Online Self Service

Please refer to page 14 of this guidebook for the MYKCC guide account access and step by step instructions.

Student Resources and Support

The Klamath Community College Learning Resource Center (LRC) understands the importance of resources and support. The LRC offers access to many free educational tools for students and instructors. Whether you require research materials from our online library, placement testing, 24/7 tutoring services, or in-person tutoring, the LRC is your one stop that will provide it all.

The links below will provide you direct assistance for your educational needs. If you are unable to locate the information that you require, reach out to the LRC Staff. Contact information is located on the LRC Homepage link listed below.

Learning Resource Center Homepage:
https://www.klamathcc.edu/Academics/LRC

Library landing page:
https://www.klamathcc.edu/Academics/LRC/Library

Database landing page:
Note: System will direct you to sign in to MyKCC prior to accessing
https://mykcc.klamathcc.edu/ICS/LRC/Resources.jnz?portlet=Find_Research_Materials

Library Guides landing page:
https://klamathcc.libguides.com/home

Tutoring Center landing page:
https://www.klamathcc.edu/Academics/LRC/Tutoring-Center

Testing Center landing page:
https://www.klamathcc.edu/Academics/LRC/Testing-Center

Students Rights and Responsibilities

Students have both rights and responsibilities.

(Refer to the link below for detailed information from the KCC Student Handbook)
https://www.klamathcc.edu/Students/Student-Handbook

Student Underage Admissions Procedure

(Refer to link below to reference KCC's Underage Admissions Procedure)
If you would like assistance with the process, contact the Director of Accelerated Learning.
Note: Reference Student resources and support heading menu
https://www.klamathcc.edu/admissions/high-school/high-school-students

Title IX

Refer to the link below to reference the directory and office of Title IX & Student Conduct:
https://www.klamathcc.edu/About/Contact/Offices/Title-IX-Student-Conduct

MyKCC Guide for students
Note: Reference Student resources and support heading menu
https://www.klamathcc.edu/admissions/high-school/high-school-students
If you require assistance logging in call the HELP Desk at 541-880-2226

Academic Goals
Not sure what program you are interested in? An excellent choice until you are able to make that important decision would be the Oregon Transfer Module (OTM) or the Oregon Transfer Compass. Either one of these will transfer to most Oregon colleges or universities.

(Refer to the link below to view the two options)

Oregon Transfer Module (OTM)
http://catalog.klamathcc.edu/preview_program.php?catoid=10&poid=758&returnto=582

Oregon Transfer Compass
http://catalog.klamathcc.edu/preview_program.php?catoid=10&poid=834&returnto=582

One Year Certificates and Career Pathway Certificates
As you decide what courses to enroll in, why not consider completing a Career Pathway Certificate, a One-Year Certificate or take a closer look at the Associate Degree program options?

Below is a list of the program options currently available at Klamath Community College:

Career Pathway Certificates

Accounting – Bookkeeping
Addiction Studies
Automotive Technician Electrical/Electronic Specialist
Biological and Biotechnology Laboratory Technician
Business Administration First-Line Supervisor Fundamentals
Business Technology Administrative Office Support Specialist
Computer Support Technician Specialist
Criminal Justice
Diesel Technician Electrical/Electronic Specialist
Digital Media Design Multimedia Design
Digital Media Web Design
Early Childhood Education
Education Paraeducator
Farm and Ranch Manager
Emergency Medical Technician
Health Information Management Electronic Health Record
Mechanical Design Solid Modeling

Medical Administrative Assistance
Medical and Clinical Laboratory Technician
Professional Truck Driver
Structural Fire Science
Welding – Gas/Arc/Wire Feed Welding
Welding – Shield Metal Arc/Stick Welding
Welding – Tig/Aluminum Stainless Steel Flat Welding
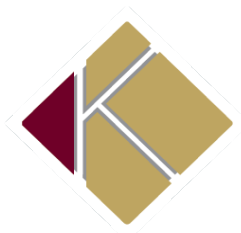Wildland Fire Science

One Year Certificates

Accounting
Addiction Studies
Business Administration – Business Management
Business Administration – Marketing and Sales
Business Technology Administrative Office Professional
Certified Coding Specialist
Computer Support Technician
Criminal Justice
Criminal Justice – ERO
Digital Media Design Multimedia Design
Digital Media Design Web Design
Early Childhood Educator
Education Paraeducator
Emergency Medical Technician (EMT)
Laboratory Technician
Practical Nurse
Manufacturing Technologist
Structural Fire Science
Welding
Wildland Fire Science

Klamath Community College Transfer Degrees

Associate of Arts, Oregon Transfer (English Literature AAT)
Associate of Arts, Oregon Transfer (AA-OT)
Associate of Arts, Oregon Transfer (AAOT) Exercise Science Emphasis
Associate of Arts, Oregon Transfer (AAOT) – Math Emphasis
Oregon Transfer Compass
Oregon Transfer Module (OTM)
Associate of Science Transfer – Biology (AST)
Associate of Science Transfer – Business (AST)

Klamath Community College Degrees

Accounting AAS
Agriculture Science AAS
Associate of General Studies (AGS)
Associate of General Studies (AGS) in Psychology
Associate of Science (AS)
Automotive Technology AAS
Aviation Airplane AAS
Aviation Helicopter AAS
Business Administration AAS (Emphasis in Business Management or Marketing)
Business Technology Administrative Office Professional AAS
Computer Engineering Technology AAS Criminal Justice AAS
Cyber Security and Networking AAS Diesel Technology AAS
Digital Media Design AAS
Early Childhood Educator Emphasis AAS
Education – Paraeducator Emphasis AAS
Emergency Response and Operations AAS
Health Information Management AAS Laboratory Technician AAS
Manufacturing Engineering Technology AAS
Nursing AAS

How College is Different from High School
Klamath Community College

Enrollment Services · Founders Hall – Building 9
7390 South Sixth Street · Klamath Falls, OR 97603

High School	**College**
Classes: ❖ Classes are arranged for you ❖ Classes meet daily ❖ Teachers monitor attendance ❖ Classes average less than 30 students ❖ You are given text books at little or no cost ❖ Courses to meet graduation requirements are relatively consistent	**Classes:** ❖ You arrange your classes ❖ Classes may meet just once a week ❖ Professors may not monitor attendance ❖ Classes may number 100 students or more ❖ You need to budget money for text books ❖ Courses to meet graduation requirements differ ❖ According to the program you study
Instructors: ❖ Have training in teaching methods courses ❖ Write information on the board for your notes ❖ Remind you of assignments and due dates ❖ Provide you with the information you missed when you were absent ❖ Present material to help you understand the concepts in the text book ❖ Guide you through the thinking process ❖ Approach you if they believe you need help ❖ Are available for conversation and assistance before, during, and/or after school	**Instructors:** ❖ Have training in their area of expertise ❖ Expect you to identify key points for your notes ❖ Provide you with a syllabus so you can track assignments and due dates ❖ Count on you to get notes for missed classes ❖ Encourage you to relate the material presented in class with the concepts in the text book ❖ Push you to think critically for yourself ❖ Suggest you initiate contact if you need help ❖ Are available for conversation and assistance during their specified office hours
Studying: ❖ The amount of time studying is comparable to the time spent in class ❖ Teachers may allot class time for homework	**Studying:** ❖ You should study at least 2 hours outside of class for each hour in class ❖ Little (or no) class time is allotted for homework ❖ You studying involves reading and writing assignments that are not in your text book

❖ Your studying involves just the material in your text book	
Tests:	**Tests:**
❖ Testing is frequent and covers small amounts of material	❖ Testing is infrequent and covers large amounts of material
❖ Quizzes occur between tests	❖ Courses may just have two or three tests total
❖ Makeup tests are an option	❖ Makeup tests may not be an option
❖ Teachers (re)schedule test dates to avoid conflicts with other school activities	❖ Professors schedule test dates at the beginning of the semester, regardless of school activities
❖ Teachers conduct review sessions prior to the day of the test	❖ Professors encourage students to form study sessions prior to the day of the test
❖ Mastery is often seen as the ability to recognize the same information presented in class	❖ Mastery is often seen as the ability to apply and problem solve what you have learned to new situations.
Grades:	**Grades:**
❖ Grades are given for homework	❖ Grades may not be given for homework
❖ Consistently good homework grades help raise your overall grade when test grades are low	❖ Grades on tests and papers provide most of the overall course grade
❖ Extra credit projects are offered to help you raise your grade	❖ Extra credit projects may not be offered to help you raise your grade
❖ Final class grades are determined by a "good faith effort"- If you try hard, you will pass	❖ A good effort is important, but most likely won't change your status from failing to passing
❖ Final class grades of a D or higher are required to graduate with a diploma	❖ Final class grades of a C or higher are required to graduate with a certificate or a degree

Personal Freedoms:	**Personal Freedoms:**
❖ You are told your responsibilities and are "called out" if your behavior is out of line ❖ Your time is guided by others ❖ Your parents are involved in your high school experience ❖ Information about your high school success (or failure) is readily shared between the school and your parents. ❖ The high school is obligated to teach you – mandatory enrollment/attendance until a certain age is reached.	❖ You are responsible for your actions and their consequences ❖ You manage your own time ❖ Your parents are as involved in your college experience as you choose them to be ❖ Information about your college success (or failure) cannot be shared between the college and your parents (FERPA) ❖ The college is not obligated to teach you – voluntary enrollment/attendance on your part.
How to Make a Successful Transition to College:	**How to Make a Successful Transition to College:**
❖ Take control of your own education: think of yourself as a scholar ❖ Get to know your professors: they are our single greatest resource ❖ Create your own support systems and seek help when you realize you may need it.	❖ Plan ahead to satisfy academic obligations and make room for everything else ❖ Don't take a course just to satisfy a requirement, and don't drop any course too quickly ❖ Think beyond the moment: set goals for the term, the year, your college career

Widely used Glossary of Education Terms

Abbreviations for Degrees
AA: Associate of Arts
AAS: Associate of Applied Science
AAOT: Associate of Arts Oregon Transfer Degree
AAT: Associate of Arts, Oregon Transfer (English Literature)
AGS: Associate of General Studies
AS: Associate of Science
AST: Associate of Science Transfer (Biology)
OTM: Oregon Transfer Module

Academic Advisor: A member of a college who helps and advises students solely on academic

matters.

Accreditation: Approval of colleges and universities by nationally recognized professional associations or regional accrediting bodies.

Add/Drop: A process at the beginning of a term whereby students can delete or add classes with an instructor's permission.

Associate Degree: A degree awarded after a two-year period of study. After completion students may choose to continue with their education to earn a bachelor's degree.

Bachelor's Degree: A degree awarded upon completion of approximately four years of full-time study.
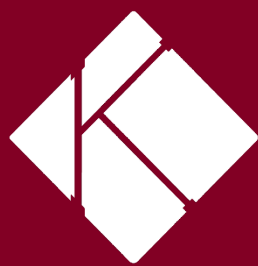
Campus: The land in which the buildings of a college or university are located.

Community College: A postsecondary institution that offers associate degree programs as well as technical and vocational programs.

Course: Regularly scheduled class sessions of one to five (or more) hours per week during a term. A degree is made up of a specified number of required and elective course and varies from institution to institution.

Credits:	Units that most colleges and universities use to record the completion of courses (with passing grades) that are required for an academic degree.
Degree:	Diploma or title conferred by a college, university, or professional school upon completion of a prescribed program of studies.
Doctoral Degree: (PhD)	The highest academic degree conferred by a university to students who have completed graduate study beyond the bachelor's and/or master's degree. Students demonstrate their academic ability through oral and written examinations and original research presented in the form of a dissertation.
Fees:	An amount charged by colleges and universities, in addition to tuition, to cover costs of institutional services.
Financial Aid:	A general term that includes all types of money, loans, and work/study programs offered to a student to help pay tuition, fees and living expenses.
Higher Education:	Postsecondary education at colleges, universities, professional schools, technical institutes, etc.
Master's Degree:	Degree awarded upon completion of academic requirements that usually include a minimum of one year's study beyond the bachelor's degree.
Midterm Exam:	An exam administered after half the academic term has passed that covers all class material up until that point.
Placement Test:	An examination used to test student's academic ability in a certain field so that he or she may be placed in the appropriate courses in that field.
Plan of Study:	A detailed description of the course of study for which an instructor applies. The plan should incorporate the objectives given in the student's "statement of purpose."
Prerequisites:	Programs or courses that a student is required to complete before being permitted to enroll in a more advanced program or course.
Registration:	Process through which students select courses to be taken during a quarter, semester or trimester.

SAT subject test: A multiple-choice test that measures knowledge in specific subject areas.

Scholarship: A study grant of financial aid, usually given at the undergraduate level, that may take the form of a waiver of tuition and/or fees.

Semester: Period of study lasting approximately 15 to 16 weeks or one-half the academic year.

Syllabus: An outline of topics covered in an academic course.

Transcript: A certified copy of a student's educational record.

Transfer: The process of moving from one university to another to complete a degree.

Transfer Program: Associate degree program allowing the student to transfer into the third year of a four-year bachelor's degree program.

Tuition: The money an institution charges for instruction and training (does not include the cost of books or fees).

University: A postsecondary institution that offers both undergraduate and graduate degree programs.

Withdrawal: The administrative procedure of dropping a course or leaving an institution.

KLAMATH
Community College